



NOTICE OF MEETING

Dear Elected Member

The next Ordinary Council Meeting of the Shire of Perenjori will be held on Wednesday 14th December 2016 in the Council Chambers, Fowler Street, Perenjori commencing at 3.00 pm.

Ali Mills
Chief Executive Officer
9th December 2016

Shire of Perenjori Ordinary Council Meeting 14th December 2016

Agenda

9th December 2016
Copies forward to:

All Councillors

Cr LC Butler
Cr PJ Waterhouse
Cr RP Desmond
Cr JM Hirsch
Cr KJ Pohl
Cr GK Reid
Cr LJ Smith
Cr RL Spencer
Cr JR Cunningham

Shire of Perenjori

AGENDA

Ordinary Council Meeting

To be held in the Shire of Perenjori Council Chambers, Fowler Street, Perenjori on the 14th December 2016, to commence at 3.00 pm.

Table of Contents

16121	PRELIMINARIES.....	2
16121.1	DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS	2
16121.2	OPENING PRAYER.....	2
16121.3	DISCLAIMER READING.....	2
16121.4	RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE	2
16121.5	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	2
16121.6	PUBLIC QUESTION TIME.....	2
16121.7	NOTATIONS OF INTEREST	2
1620.6	APPLICATIONS FOR LEAVE OF ABSENCE	2
16121.9	CONFIRMATION OF MINUTES.....	2
16121.10	ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION	2
16121.11	PETITIONS / DEPUTATIONS / PRESENTATIONS.....	2
16122	CORPORATE AND DEVELOPMENT SERVICES.....	3
16122.1	FINANCIAL STATEMENTS – NOVEMBER 2016.....	3
16122.2	ACCOUNTS FOR PAYMENT – OCTOBER 2016	5
1621.1	PLANNING APPROVAL – CONSTRUCTION OF A SHED	8
16123	COMMUNITY DEVELOPMENT OFFICER	12
16123.1	BLUES FOR THE BUSH CONCERT AND OPEN DAY FINAL REPORT.....	12
16123.2	COMMUNITY STAGE.....	18
16124	INFRASTRUCTURE SERVICES	20
16124.1	ROAD MAINTENANCE – NOVEMBER 2016	20
16125	GOVERNANCE	23
16125.2	ADOPTION OF ANNUAL REPORT	23
16126.1	BUSINESS CONTINUITY PLAN	25
16126.2	LONG SERVICE RECOGNITION	27
16126.3	RISK MANAGEMENT REVIEW.....	31
16126	PROJECT STATUS REPORT.....	35
16127	STATUS REPORT	36
16128	OTHER BUSINESS.....	37
16128.1	MOTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN	37
16128.2	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN ..	37

AGENDA

14th December 2016

16128.3	URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION.....	37
16128.4	MATTERS BEHIND CLOSED DOORS	37
16128.5	DATE OF NEXT MEETING	41
16128.6	CLOSURE.....	41

16121 PRELIMINARIES

16121.1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

16121.2 OPENING PRAYER

16121.3 DISCLAIMER READING

16121.4 RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

16121.5 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

16121.6 PUBLIC QUESTION TIME

16121.7 NOTATIONS OF INTEREST

FINANCIAL INTEREST – LOCAL GOVERNMENT ACT S 5.60A

PROXIMITY INTEREST – LOCAL GOVERNMENT ACT S 5.60B

**INTEREST AFFECTING IMPARTIALITY – LOCAL GOVERNMENT - CODE OF
CONDUCT.**

1620.6 APPLICATIONS FOR LEAVE OF ABSENCE

16121.9 CONFIRMATION OF MINUTES

Minutes from the Ordinary Council Meeting held on the 17th November 2016 are attached.

Council Resolution – Item 16121.9
--

That Council accepts the Minutes from the Ordinary Meeting of the 17th November 2016 as a true and correct record of that Meeting.
--

16121.10 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

16121.11 PETITIONS / DEPUTATIONS / PRESENTATIONS

16122 CORPORATE AND DEVELOPMENT SERVICES

16122.1 FINANCIAL STATEMENTS – NOVEMBER 2016

APPLICANT:	SHIRE OF PERENJORI
FILE:	ADM 0081
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	DEBBY BARNDON-SFO
RESPONSIBLE OFFICER	PETER MONEY - MCDS
REPORT DATE:	14TH DECEMBER 2016
ATTACHMENTS	MONTHLY FINANCIAL REPORT

Executive Summary

This item recommends that Council accepts the Financial Activity Statement for the period ending 30th November 2016.

Background

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

Details

Presented is the Financial Activity Statement Report for the period ending 30th November 2016.

The following statements are presented to Council:

- Monthly Summary Information - Charts
- Statement of Financial Activity (Program and Nature & Type) - This provides the budget and actual income and expenditure for operating and non- recurrent as well and the closing surplus to date. (FM Reg 34(1))
- Statement of Capital Acquisitions and Capital Funding
- Net Current (Assets) Funding Position (Note 3). This provides the amount of assets over liabilities within the Balance Sheet. (FM Reg 34 (1)(e))
- Notes to the Financial Statements include:
 - 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

AGENDA

14th December 2016

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 MCDS, FO, & MIS.

Voting Requirements - Simple Majority**Committee Recommendation – Item 16112.1**

That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, accepts the Financial Activity Statement Report for the period ending 30th November 2016.

16122.2 ACCOUNTS FOR PAYMENT – OCTOBER 2016

APPLICANT:	SHIRE OF PERENJORI
FILE:	1306P
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	DOMENICA CURTIN - FO
RESPONSIBLE OFFICER:	PETER MONEY – MCDS
REPORT DATE:	14TH DECEMBER 2016
ATTACHMENTS:	ACCOUNTS FOR PAYMENT

Executive Summary

This item recommends that the schedule of accounts for payment for the month ending 30th November 2016 be confirmed.

Background

The Schedule of Accounts is presented pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996.

The report identifies payments made from the Municipal and Trust Fund.

Council has delegated to the Chief Executive Officer the authority to make payments from the Municipal and Trust funds in accordance with the Local Government (Financial Management) Regulations 1996.

Under Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, where a local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the Municipal fund or the Trust fund, each payment from the Municipal fund or the Trust fund is to be noted on a list compiled for each month showing:

- 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

AGENDA

14th December 2016

That list should then be presented at the next Ordinary Meeting of the Council following the preparation of the list, and recorded in the minutes of the meeting at which it is presented.

Legal Compliance

Section 6.10 (d) of the Local Government Act 1995 refers, i.e.-

6.10. financial management regulations

Regulations may provide for —

(d) the general management of, and the authorisation of payments out of —

(i) the municipal fund; and

(ii) the trust fund,

of a local government.

Regulation 13(1), (3) & (4) of the Local Government (Financial Management) Regulations 1996 refers, i.e. -

13. Lists of Accounts

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —

(a) the payee's name;

(b) the amount of the payment;

(c) the date of the payment; and

d) sufficient information to identify the transaction.

(3) A list prepared under subregulation (1) is to be —

(a) presented to the council at the next ordinary meeting of the council after the list is prepared; and

(b) recorded in the minutes of that meeting.

Policy Implications

All accounts paid have been duly incurred and authorised for payment as per approved purchasing and payment procedures.

Financial Implications

Ongoing management of Council funds by providing Council with sufficient information to monitor and review payments made.

Strategic Implications

Area 5: Investing in Councils Leadership

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

Consultation

Nil

Comment

All accounts paid have been duly incurred and authorised for payment as per approved purchasing and payment procedures.

Voting Requirements – Simple Majority

Committee Recommendation – Item 16122.2

That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 (as amended), confirms the accounts paid for the month ending 30th November 2016 as attached to and forming part of this report.

Municipal Account	
EFT	\$701,605.75
Direct Debits	\$ 90,533.74
Cheques	\$ 9,990.73
Corporate MasterCard	\$ 3,271.19
Bank Fees	\$ 485.34
Total	\$805,886.75

Trust Account - Shire	
EFT	\$ 200.00
Cheques	\$
Bank Fees	\$
Total	\$ 200.00

Trust Account – Mt Gibson Public Benefit Funds	
EFT	\$
Cheques	\$
Bank Fees	\$
Total	\$ 0

Totalling \$806,086.75 from Municipal and Trust Accounts for the month ending 30th November 2016.

1621.1 PLANNING APPROVAL – CONSTRUCTION OF A SHED

APPLICANT:	SHIRE OF PERENJORI
FILE:	ADM 0268
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	PETER MONEY – MCDS
RESPONSIBLE OFFICER:	PETER MONEY – MCDS
REPORT DATE:	14TH DECEMBER 2016
ATTACHMENTS	NIL

Executive Summary

This Item recommends that planning approval being given to construct a shed on No. 24, Lot 71 Carnamah Perenjori Road.

Background

The applicant has applied to construct a shed with a total area of 12 metres x 12 metres with a wall height of 3 metres on a 12,141 square metre property at 24 Carnamah Perenjori Road.

The Shire does not have a policy that relates to sheds or other such type buildings (Class 10) on these larger lots of land and because of that the State R Codes apply.

As the shed does not comply with the State R Codes, Council's discretionary planning approval is required for the matter to proceed.

The subject lot is 12,141 square metres, zoned Rural R2.5 and as such the following applies under Part 5 Design Principles of the R Codes: 5.4.3 Out Buildings:

P3 Out buildings that do not detract from the street scape or the visual amenity of residents or neighbouring properties.

Response: Deemed to comply to requirements C3

C3 iii. Collectively do not exceed 60m2 in area

Response: The floor area of the proposed shed is 90 m2 and with the 'lean to' the total area is 144 square metres.

C3 iv. Do not exceed a wall height of 2.4 m.

Response: Proposed wall height is 3 m.

C3 v. do not exceed ridge height of 4.2m

Response: Proposed height of ridge is 4.55 m.

Proposed boundary setback 4 metres

Response: Required setback from the side boundary is 7.5 metres.

The proposed shed has an area of 90 square metres and a peak height of 3 metres.

Response: The R codes permit an area not to exceed 60 square metres and the wall height is not to exceed 2.4 metres.

The rear setback complies with the R Codes.

The factors that could support the approval by the Council are:

- This is a large property and a shed of this size would not detract from the amenity of the residents;
- There is an approved oversize, double storey shed already in situ on Lot 69 on the same sized property;
- The substantial difference in the floor area to the R codes is acceptable given the lot size, subject to Council's discretion;
- The proposed shed would not detract from the streetscape;
- The proposed ridge height of 4.55metres is only 0.25 metres above the height permitted under the R codes being 4.2 metres. Council has the discretion to approve the additional height;
- There are a number of other buildings in this same series of lots where the side setback is less than 7.5metres and in fact some are less than 4 metres. Due to these precedents the Council could agree to a reduced side setback though it is recommended the Council does not approve less than a 4 metre setback. Council has the discretion to approve the reduced setback.

Statutory Environment

Town Planning Scheme 2011

Part 5 Design Principles of the R Codes

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Area 1: Infrastructure and Natural Assets - Our Natural and Built Environment

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
The proposed shed is oversize in height and floor area.	Low	Precedents have been set and the applicant would likely win approval on appeal if the proposal is rejected.
The shed could detract from the amenity of the area and the streetscape.	Low	This is subjective but the shed will be screened from the street by the existing house.
The shed could be used for	Low	This is not permitted and any

AGENDA

14th December 2016

accommodation.		such action could be subject to prosecution.
----------------	--	--

Consultation

Dave Gibson – Coordinator of Building Surveying, City of Greater Geraldton

Comment

Voting Requirements – Simple Majority

Officers Recommendation – Item 16122.5

That Council grant planning approval for the development of an oversize shed on Lot 71 Carnamah Perenjori Road, Perenjori with the following conditions;

- 1. The Building is to comply with the dimensions of those proposed in this application;**
- 2. Building is subject to a building application being submitted and approved by the Shire Building Surveyor; and**
- 3. Side setbacks are to be 4 metres or greater.**

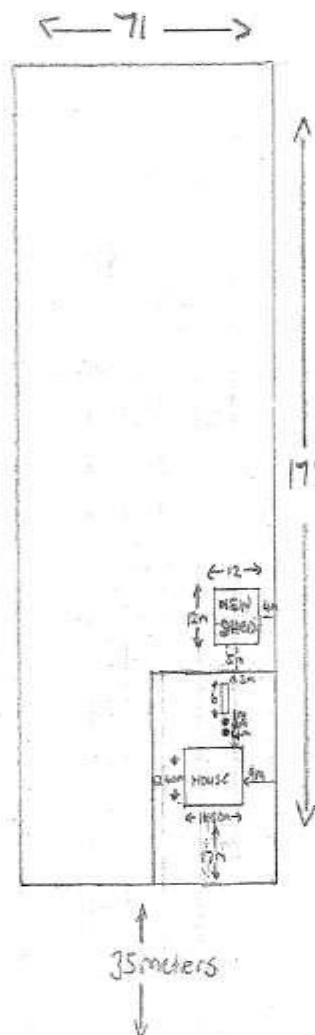
(B). Transverse Section (Side Elevation)

(C). Block Plan in Detail

Plan of _____

PLANS MUST BE DRAWN IN THIS AND IN SET BACK

Proposed to be erected on {
 Location No. _____
 Lot No. 71 Road *Carroll Street Perenjori*
 House No. 26



- New shed 12m by 12meters
- New shed to fence line 4meters
- Back yard fence to new shed 5meters
- Leach drain to back yard fence 3meters
- Leach drain 6meters
- Second septic to leach drain 1meter
- First septic to second septic 2meters
- Back of house to septic 4meters
- House length 12.0meters
- House width 16.0meters
- Fence line to house 9meters
- Front fence to house 17meters
- Road to house fence 35meters


16123 COMMUNITY DEVELOPMENT OFFICER
16123.1 BLUES FOR THE BUSH CONCERT AND OPEN DAY FINAL REPORT

APPLICANT:	SHIRE OF PERENJORI
FILE:	ADM 0469
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	CDO – CHRISTINA LAUE
RESPONSIBLE OFFICER:	COMMUNITY DEVELOPMENT OFFICER
REPORT DATE:	14TH DECEMBER 2016
ATTACHMENTS	FINANCIAL STATEMENT

Executive Summary

This item seeks Council's acceptance of the Blues for the Bush Concert and Open Day 2016 final report.

Background

Council entered into a three year event commitment with Bush Heritage Australia in 2013. The first event was held in 2013, the second in 2014 and the third in 2016. It is now time for Council to consider its commitment.

Bush Heritage Australia together with the Shire of Perenjori, staged the third Blues for the Bush Open Day and Concert on the weekend of the 23rd – 25th September 2016. The event showed a strong commitment from the partnering organisations to community, culture and the environment. This commitment is reflected in the overarching aims of the 2016 Blues for the Bush which are:

- Engagement of the wider Perenjori community;

- To provide a safe and accessible event that is enjoyed by all;
- To celebrate the unique culture, landscape and lifestyle of the region;
- To showcase the Charles Darwin Reserve and conservation work of Bush Heritage Australia;
- To 'break even' financially.

In reviewing the events performance in line with these aims the 2016 Blues for the Bush was undoubtedly an incredibly successful event. The 2016 Blues for the Bush event built on the successes of the 2013 and 2014 event to create a celebration that:

- Attracted 1,405 attendees – which is 50% more than in 2014;
- Staged a safe and accessible event for all with zero major incidents being reported;
- Led to 97.5% of surveyed attendee's indicating they enjoyed the event, with 85% indicating they would attend the event if held again and 95% willing to recommend the event to family and friends.

The unconfirmed financial performance of the 2016 Blues for the Bush shows a comfortable break even scenario, with a small surplus of approx. \$10,000. The total projected cash income and expenditure, including all arts based grants while excluding in-kind contributions, is expected to be approximately \$373,000.

The key recommendations suggested in this report would be to:

- Build on the momentum and partnerships established in 2013 -2016 and have the key partners commit to the ongoing staging of the event;
- Commit to a long term vision for the event with clear objectives and goals put in place for the event;
- Research, plan and adopt a sustainable business model for the future;
- Develop a 5yr plus strategic plan for the event;
- Begin planning immediately for the 2017 and 2018 events with due consideration given to funding options;
- Continue with the proven Project Management structure;
- Initiate further complimentary community arts based projects throughout the Shire of Perenjori aimed at building on the events social capital.

Attendee Numbers

The following is a breakdown of the attendance figures at the event:

Blues for the Bush Open Day	700 Attendees (75% adults, 25% children) an increase from 2014 by nearly 100%
-----------------------------	--

AGENDA

14th December 2016

Blues for the Bush Concert	<ul style="list-style-type: none"> • 250 Children • 903 Adults • 252 VIP's & FOC <p><u>1,405 total</u> an increase from 2014 by 50%</p>
----------------------------	--

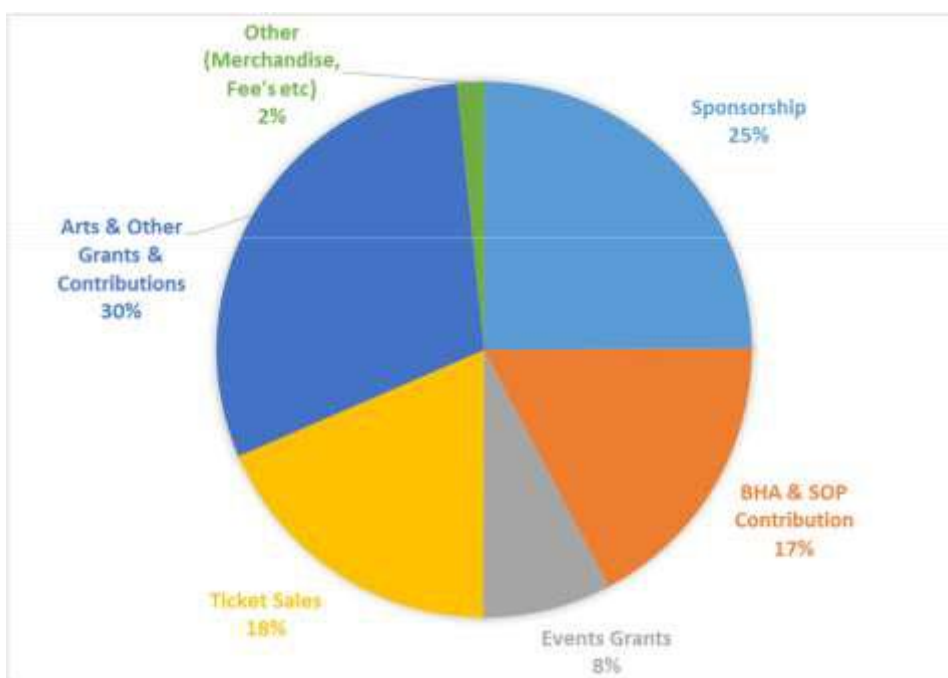
An increase of nearly 100% in attendee's for the Open Day and 50% in the concert represented a large increase. The attribution to the increase could be credited to a number of factors such as:

- Successful marketing campaigns
- Strong event programming
- The change of event date
- The inclusion of a Friday night and Sunday morning program representing a 'Weekend' festival
- A hiatus between 2014 and 2015

Event Financial Performance

2016 Blues for the Bush Core Income	\$261,845.50
2016 Blues for the Bush Arts Grants	\$111,518.50
TOTAL BLUES FOR THE BUSH INCOME 2016	\$373,364.00
2016 Blues for the Bush Arts Expenditure	\$255,159.00
2016 Blues for the Bush Core Expenditure	\$108,680.16
TOTAL BLUES FOR THE BUSH EXPENSES 2016	\$363,839.16
TOTAL BLUES FOR THE BUSH SAVING 2016	\$9,524.84

(Still two invoices potentially outstanding valuing approx. \$5,000 in total)



Economic Development

Although no formal measures are available to evidence the economic development the event brings to the region there is undoubtedly an injection into the local community. Not only local businesses profited from visitors but from the event budget itself with local suppliers and contractors hired wherever possible. Some of the larger purchases made locally by the Blues for the Bush that can be corroborated included:

- Local Staffing - \$40,000 plus
- Perenjori Hotel - \$12,500 approx.
- Local accommodation - \$4,375
- Local transport contractors - \$2,500
- Local Retailers - \$949.00
- Local Print Publications/Printing/Stationery - \$7,000
- Local Hire companies - \$900.00
- Local Arts & Crafts group - \$1,150.00

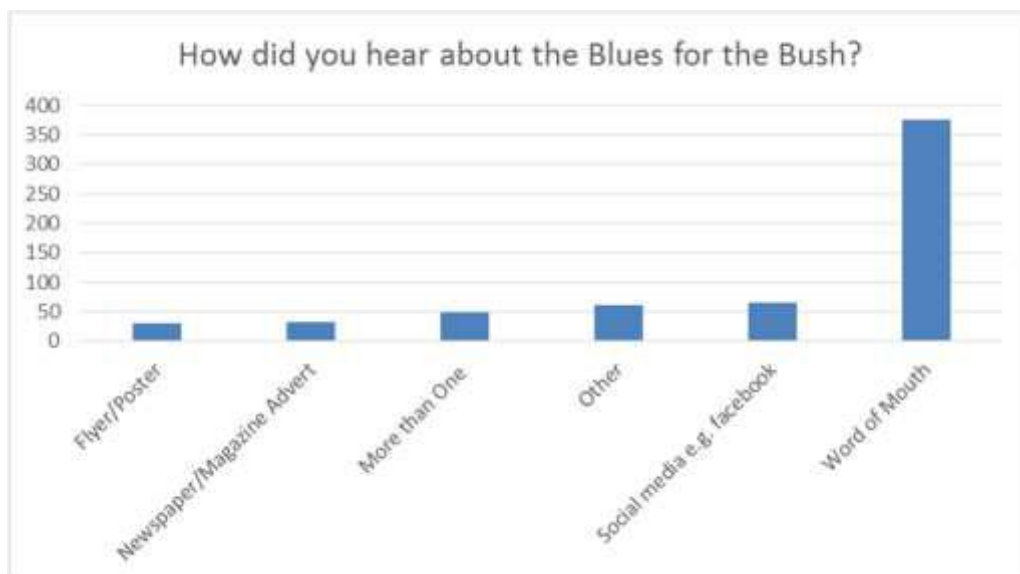
On top of this, local groups and organisations benefitted from fundraising at the event with the following

Clubs benefiting from the event:

- Carnamah-Perenjori Football Club - \$10,000
- Carnamah Women’s Hockey Club - \$1,100
- Carnamah Netball Club - \$1,500
- Perenjori Volunteer Bush Fire Brigade - \$1,000
- St John Ambulance Perenjori Sub Centre - \$2,000

Event Marketing Effectiveness

A well-considered investment was made in marketing the event representing only 12% of the overall event spend and 18% of the core event budget. This is a relatively small financial investment however the choice of marketing activities proved very successful in its primary aim to increase awareness of the event and sell tickets. The below chart shows where the ticket purchasers heard about the event:



Site Manager Report

What Worked?

- Experienced Site Crew to 'build site' build
- Contracted Waste Management marquees
- Shade structures
- Ablutions clean and accessible
- Concert area safe and accessible
- Event site had a nice mix of creative elements
- Minimal use of high-panel security fencing

What could be improved?

- More site staffing to assist with
- Placement of some individual
- Position of VIP and Bar Marquees
- More ablutions
- More site signage
- Camp site laid out in a better way
- Long grass on site

Recommendations & Moving Forward

The following presents some options and recommendations for moving forward with future events.

Annual vs biennial. Both options have their merits and setbacks and BHA and SOP will need to commit to this decision. Some of the factors worth considering are:

A commitment for a further three year period would allow the event to continue to grow and develop. In the situation that an event is not successful or Councils resource situation changes an 'out' option would need to be present to protect both parties.

Annual Event Pro's	Annual Event Cons	Biennial Event Pro's	Biennial Event Cons
Keeps event momentum	Drain on resources	Not such a strain on financial resources	Loss of momentum
Gives local's something to look forward to from year to year	Risks staff and volunteer burn out	Allows people a break in off years to peruse other school holiday activities	
Keeps sponsors engaged		Gives staff and volunteers time to recoup	
		More planning time between events	
		More time to run associated community engagement programs	

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

There is a financial implications for the 2016/2017 budget for \$30,000.

Strategic Implications

AGENDA

14th December 2016

Area 1: Infrastructure and Natural Assets - Our Natural and Built Environment

Goal: A community that develops and lives sustainably in a thriving natural and quality built environment, which meets current and future community needs.

Area 2: Industry and Business Development – Our Economy

Goal: Fostering and maximising growth across the economy, embracing opportunities for diversifying and strengthening our economic base.

Area 3: People and place – Our Community

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

Area 4: Investing in Community Capacity – Civic Leadership

Goal: Supporting community’s strong volunteering culture and supporting community leaders to grow and develop.

Consultation

Bush Heritage Australia, Left of Centre, Gunduwa, Theaker von Ziarno, Karen Marshall, Jo Draper, Cristina Vanstone, CEO, Community, attendees

Comment

Annual determination of timing and level of commitment can also be an option. For 2017, Council needs to determine now whether we proceed and with what conditions.

Voting Requirements – Simple Majority

Officers Recommendation – Item 16123.1

That Council:

- 1. Receive the final Blues for the Bush report as presented for the 2016 Blues for the Bush event.**
- 2. Propose to enter into a further three year agreement with Bush Heritage Australia, with an ‘out’ clause in the situation that Council feels it is too challenging**
- 3. Commence the first year of the agreement in 2017 with the event to take place at Charles Darwin Reserve in September 2017**
- 4. To continue to commit a similar amount of funds in the annual budget to support the running of the event**
- 5. To review the event on an annual basis to determine the date of the next years event**

16123.2 COMMUNITY STAGE

APPLICANT:	SHIRE OF PERENJORI
FILE:	ADM 0557
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	CHRISTINA LAUE - CDO
RESPONSIBLE OFFICER:	ALI MILLS - CDO
REPORT DATE:	14TH DECEMBER 2016
ATTACHMENTS	NIL

Executive Summary

This item recommends that the Council endorse the purchase of the new community stage, and increase Councils contribution by \$2,250.

Background

A grant application for a new community stage was successful with the Community Chest Fund in October with the Mid West Development Commission. The P&C has committed to a contribution of \$500 and to apply for further \$3,500 with Lotterywest, commencing in February 2017.

The contribution outlined the funds for the new stage with a dolly and a road case coming from the following sources:

- Shire of Perenjori - \$10,000 (+ \$2,250) Contribution will be reduced if Lotterywest application successful
- Mid West Development Commission - \$10,000
- P&C - \$500 (\$3,500 not confirmed with Lotterywest)

Total cost - \$22,750

On receiving feedback from the P&C, their contribution depends on the outcome of the Lotterywest grant. The Mid West Development Commission would like to see the project commencing in December 2016 and therefore Council would have to source the additional cost from another account. Extra funds have been found in account 11802 Country Arts Touring Event Expense at \$2,250 which could account for the additional expenditure. The scheduled performing touring group for 2017 costs are under \$2,000 and the original budget is \$4,000.

The total cost of the stage is \$22,750 with the total contribution from council now being \$12,250.

Statutory Environment

AGENDA**14th December 2016**

Nil

Policy Implications

Nil

Financial Implications

A further allocation of \$2,250.00.

Strategic Implications

Area 3: People and place – Our Community

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

Risk Statement	Level of Risk	Risk Mitigation Strategy
That the Mid West Development Commission is cancelling the funding contribution	Medium (Likelihood: unlikely, Consequence: Moderate)	Explain the situation to the Mid West Development Commission and delay the beginning of the project

Consultation

Sarah Richardson, President P&C
 Emily Sutherland, Grant writing Lotterywest
 Karen Marshall, Primary School
 Kylie Paine, Mid West Development Commission
 CEO

Comment

If Council provides the additional fund for now the project can go ahead as planned.

Voting Requirements – Absolute Majority**Officers Recommendation – Item 16123.2****That Council:****Option 1: Approves the contribution of the remaining \$2,250 to come from account 11802 in order to purchase the stage in December.****or****Option 2: Delays the purchase of the Community stage until the total P&C contribution is confirmed.**

16124 INFRASTRUCTURE SERVICES**16124.1 ROAD MAINTENANCE – NOVEMBER 2016**

APPLICANT:	SHIRE OF PERENJORI
FILE:	R999
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	KEN MARKHAM-MANAGER INFRASTRUCTURE SERVICES
RESPONSIBLE OFFICER:	KEN MARKHAM-MANAGER INFRASTRUCTURE SERVICES
REPORT DATE:	14TH DECEMBER 2016
ATTACHMENTS	MAP

Executive Summary

This item seeks Council's acceptance of the road maintenance report for November 2016.

Background

Listed are the roads graded for the month of December.

North Road	Hirsch Road
Boonerong Road	Maya East Road
Warriedar Coppermine Road	Iona Road
Rabbit Proof Fence Road	Otte Road
Syson Road	Old Perth Road
Spencer Road	
Starkeys Road	
James Road	
Waddi Road	

Statutory Environment

Local Government Act 1995 S3.1 – the general function of Local Government is to provide for the good government of people in its district.

Policy Implications**Financial Implications**

As per road maintenance budget

Strategic Implications

Area 1: Infrastructure and Natural Assets – Our Natural and Built Environment

Goal: A Community that develops and lives sustainably in a thriving natural and quality built environment, which meets current and future community needs.

Risk Management

Risk Statement	Level of Risk	Risk Mitigation Strategy
----------------	---------------	--------------------------

AGENDA

14th December 2016

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 Leader- Ken Barndon

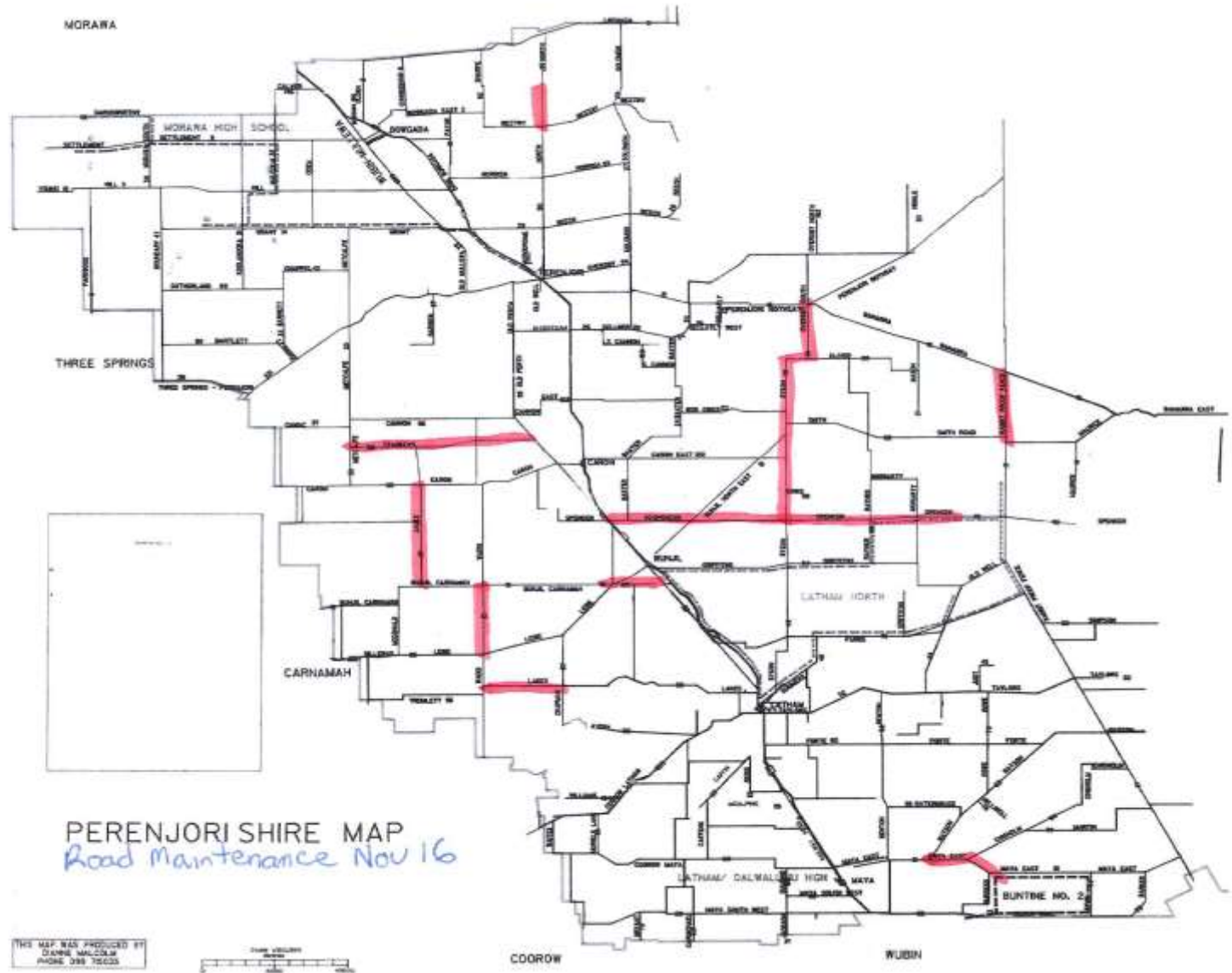
Comment

The maintenance graders have been working on maintaining school bus routes and harvest roads.

Voting Requirements – Simple Majority

Committee Recommendation – Item 16114.1

That the road maintenance report for November 2016 be accepted as presented.



16125 GOVERNANCE**16125.2 ADOPTION OF ANNUAL REPORT**

APPLICANT:	SHIRE OF PERENJORI
FILE:	ADM 0303
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	CEO- ALI MILLS
RESPONSIBLE OFFICER:	CEO- ALI MILLS
REPORT DATE:	14TH DECEMBER 2016
ATTACHMENTS	ANNUAL REPORT

Executive Summary

The Annual Report for the 2015/2016 financial year is presented for Council's endorsement, along with the proposed date for the annual electors meeting.

Background

An Annual Report is required to be produced every year after the audit has been completed and upon receipt of the Audit Report.

The 2015/2016 Annual Report has been prepared in accordance with Section 5.53 of the Local Government Act and includes the audited Annual Financial Report.

The Annual Report highlights the Shire of Perenjori achievements in 2015/2016.

For statutory compliance a local government must:

- If the Auditors Report is not available in time for the annual report to be accepted by 31 December, the annual report is to be accepted no later than 2 months after the auditor's report becomes available.
- Advertise the availability of the annual report.
- The date of the Annual Electors Meeting is also required to be set. This meeting must be held within 56 days of acceptance of the Annual Report, which is by 8th February 2017.
- It is proposed that the annual meeting of Electors be held at 5.00 pm on Tuesday 7th February 2017 at the Perenjori Pavilion.
- Fourteen days public notice of the meeting is also required.

The Shire is required to prepare annual financial statements by 30th September and the auditor is to prepare a report in respect of the Financial Statements by 31st December each year.

In general terms the audit demonstrated considerable improvement in internal management practices and more systematic control and accountability over the financial processes.

Statutory Environment

Local Government Act 1995 – s 5.27 – *Electors General Meetings*

(1) A general meeting of the electors of a district is to be held once every financial year.

AGENDA**14th December 2016**

(2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.

(3) The matters to be discussed at general electors' meetings are to be those prescribed.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Area 5: Investing in Councils Capacity – Our Leadership

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

Risk Management

Risk Statement	Level of Risk	Risk Mitigation Strategy
Risk of non-compliance with legislation.	A moderate consequence which is possible resulting in medium level of risk.	The audit is conducted in time and the proposed Electors Committee is planned to be compliant also.

Consultation

RSM

CEO

MCDS

SFO

MIS

Ron Back

Comment

The annual report provides the opportunity for the Shire to summarise for the community the achievements of the Local Government and provide for the community the outcome of the annual audit.

Voting Requirements – Absolute Majority**Committee Recommendation – Item 15125.1**

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

- 1. Adopt the 2015/2016 Annual Report for the financial period ending 30 June 2016 for the Shire of Perenjori as presented and attached; and**
- 2. Confirm the date for the Annual Electors Meeting for Tuesday 7th February 2017 in Perenjori and authorise the statutory advertising.**

16126.1 BUSINESS CONTINUITY PLAN

APPLICANT:	SHIRE OF PERENJORI
FILE:	ADM 0553
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	CEO- ALI MILLS
RESPONSIBLE OFFICER:	CEO- ALI MILLS
REPORT DATE:	14TH DECEMBER 2016
ATTACHMENTS	BUSINESS CONTINUITY PLAN

Executive Summary

The purpose of this report is to seek Council support for the adoption of the Business Continuity Plan.

Background

As a part of the Risk Management Framework which sets out the Shire's approach to the identification, assessment, management, reporting and monitoring of risks, the need for a Business Continuity Plan had been identified. The Risk Management Framework document ensures the AS/NZS ISO 31000:2009 Risk Management requirements are met.

A comprehensive and integrated approach to the development of a Business Continuity Management Plan has been adopted. The purpose of this plan is to build organisational capabilities to support the continued achievements of critical business objectives in the face of uncertainty or disruption.

Recognising that this plan (Business Continuity Plan) in isolation does not build capability; it provides the approach to establishing effective capability. Whilst the plan is important, it is an outcome of the more important planning and analysis process, and is a blueprint to kick-start the response to a business interruption event.

This plan identifies the required facilities, technical infrastructure, key responsibilities, and processes that will be required to position Council to be able to respond and recover from a business interruption event.

Objectives

The objectives of the Shire of Perenjori's Business Continuity Framework are to provide a mechanism that enables Council and its officers to:

- Identify business functions that are critical to Council in meeting its business objectives
- Develop resumption plans based on the criticality of business functions rather than geographic location
- Build resilience within Council's operational framework
- Identify and document roles and responsibilities for key staff positions
- Minimise the impact of function loss on stakeholders and the community.

AGENDA**14th December 2016**

The business continuity plan provides a framework for management and staff to enable them to implement an agreed response process.

The following table summarises the functions as identified critical, the maximum acceptable outage for that function and what Information Technology services are required to facilitate resumption.

Division/ Group	Assets & Infrastructure	
Business Unit	Critical Function	Max Acceptable Outage
Asset Services	Road access and serviceability (arterial & Collector)	4 hours
	Airport operations	24 hours
	Provision of support to control agencies	2 hours
	Responding to public health hazards	4 hours

Division/ Group	Business Services	
Business Unit	Critical Function	Max Acceptable Outage
Finance	Payment of Creditors	6 week
	ATO BAS/FBT	6 week
Business Unit	Critical Function	Max Acceptable Outage
Community & Marketing	Records Management	5 days
	Customer Service	1 day
Business Unit	Critical Function	Max Acceptable Outage
Human Resources & Risk	Payroll	1 day (Tuesday)
Business Unit	Critical Function	Max Acceptable Outage
Development	Applications	4 weeks
	Inspections	5 days

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.”

Policy Implications

No policy relates to this requirement.

Financial Implications

There are no financial implications for this process as the plan has been developed in house.

Strategic Implications

Area 5: Investing in Councils Capacity – Our Leadership

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

Risk Management

Risk Statement	Level of Risk	Risk Mitigation Strategy
Risk of non-compliance with legislation. Risk of not being prepared if an incident affecting the daily operations occurs.	A moderate consequence which is possible resulting in medium level of risk.	Ongoing development of officer’s knowledge of legislative requirements and the implementation of the Business Continuity Plan.

Consultation

Senior Staff
LGIS

Comment

Nil

Voting Requirements – Simple Majority

Officers Recommendation – Item 16125.1

That the Council adopt the Business Continuity Plan to be implemented by the CEO and senior staff.

16126.2 LONG SERVICE RECOGNITION

APPLICANT: SHIRE OF PERENJORI
FILE: ADM 0331
DISCLOSURE OF INTEREST: NIL
AUTHOR: CEO- ALI MILLS
RESPONSIBLE OFFICER: CEO- ALI MILLS
REPORT DATE: 14TH DECEMBER 2016
ATTACHMENTS NIL

Executive Summary

The purpose of this report is to seek Council support for recognition of a current employee’s long service reaching 25 years in February 2017.

Background

Council has no policy to acknowledge or to reward long service of employees. A Gratuity policy

AGENDA

14th December 2016

exists (Policy number 8003) which provides gratuity to employees upon leaving the organisation with the table below guiding Council on length of service and amount. The policy states “ An employee may be entitled to a gratuity payment as outlined within this policy based on the completed years of service when an employee’s services are ceasing with the Shire for any of the reasons identified below:

- *Resignation (not as a result of any performance management or investigation being conducted by the Shire);*
- *Retirement; or*
- *Redundancy*

Prescribed Amounts for Gratuity Payments

Number of Years’ Service	Amount of Gratuity
Continuous service greater than 2 years and up to 5 years	A Statement of Service and a gift, or contribution towards a gift, to the value of \$100
Continuous service greater than 5 years and up to 10 years	Certificate of Appreciation and a gift to the value of \$250 Items to be presented to the employee by the Chief Executive Officer, or nominated representative at a function to be determined by the Chief Executive Officer.
10 to a maximum of 15 Years Continuous Service	\$100.00 per year of continuous service up to a maximum of \$5,000.00 Items are to be presented to the employee by the President or nominated representative, at a function to be determined by the Chief Executive Officer.
15 to a maximum of 20 Years Continuous Service	\$120.00 per year of continuous service up to a maximum of \$5,000.00 Items are to be presented to the employee by

	the President or nominated representative, at a function to be determined by the Chief Executive Officer.
Above 20 Year's Service	<p>\$150.00 per year of continuous service up to a maximum of \$5000.00</p> <p>Items are to be presented to the employee by the President or nominated representative, at a function to be determined by the Chief Executive Officer.</p>

Council's Manager of Infrastructure Services, Ken Markham will have served 25 years of continuous service with the Shire in early February 2017. Whilst Ken remains in the organisation and has an interest to continue to do so it would be fitting to acknowledge his various roles and contributions over this period.

The options for the acknowledgement can include; a morning or afternoon tea, a lunch or dinner, or a gathering and BBQ at the depot. The latter would seem appropriate; being the area Ken manages and would encourage the staff from this area who knows him well to share in the acknowledgement.

In preparation for the event a plaque has been made acknowledging the length of service. This will be shown to Councillors at the meeting.

Statutory Environment:

As of 4 March 2016, the Act requires **relevant persons** who accept a gift worth more than \$200 to disclose this gift, in writing, to the chief executive officer (CEO) within 10 days of receipt. This replaces the previous process of disclosing these in the annual return. All contributions to travel over \$200 must also be disclosed as do multiple gifts or contributions from the same donor where the total value is over \$200.

The threshold for disclosures remains the same as do the other disclosures required under the Act for the annual return.

A relevant person is defined under section 5.74 of the Act as a person who is a council member or a designated employee which includes:

- mayors
- presidents
- council members
- the CEO
- employees with delegated powers and duties under Part 5, Division 4 of the Act
- employees who are members of committees comprising elected members and employees, and
- other employees nominated by the local government to be designated employees.

Section 5.78(1) is amended to remove the need to disclose gifts and contributions to travel under sections 5.82 and 5.83 in the annual return.

Sections 5.82 and 5.83 are amended – From 4 March 2016, these sections require relevant persons to declare gifts and contributions to travel, in writing, to the CEO within 10 days of receipt, rather

AGENDA

14th December 2016

than on an annual basis. This includes multiple gifts made within a year by the same person, the aggregate value of which reach the prescribed amount of \$200.

The disclosure for a gift must include:

- a description of the gift
- the name and address of the person who made the gift
- the date on which the gift was received
- the estimated value of the gift at the time it was made, and
- the nature of the relationship between the relevant person and the person who made the gift.

Policy Implications

There is no policy existing relevant to recognition and reward of current staff and length of service.

Financial Implications

The cost of the recognition would need to be included in the Budget Review process as no existing allocation exists.

Strategic Implications

Area 5: Investing in Councils Capacity – Our Leadership

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

Risk Management

Risk Statement	Level of Risk	Risk Mitigation Strategy
Complying with the Local Government Act and recent amendment’s in relation to gifts to senior employees.	A moderate consequence which is possible resulting in medium level of risk.	Provide information to Council to allow decision making to comply with the Act.

Consultation

Senior Staff
Council

Comment

Ken has worked in various roles during the 25 years, all in the infrastructure area. Ken has an enormous wealth of knowledge in the area of road maintenance and construction which has proven to be invaluable to our community. Ken is highly respected amongst his peers as a quiet achiever and who contributes to the statewide development of supervisors across the state. It would be fitting to acknowledge Ken’s efforts and to recognize these amongst staff and Council.

Voting Requirements – Simple Majority

Officers Recommendation – Item 16125.2
<p>That Council:</p> <ol style="list-style-type: none"> 1. Support the recognition and suitable acknowledgement of the Manager Infrastructure Services 25 years of continuous service to the Shire of Perenjori in February 2017; 2. Request the CEO arrange a gathering and presentation at the Shire Depot at a suitable date in February 2017;

3. Request the CEO arrange “gifts” as discussed by Council; and
4. Request the CEO ensure the “gifts” where required are included in the gift register.

16126.3 RISK MANAGEMENT REVIEW

APPLICANT:	SHIRE OF PERENJORI
FILE:	ADM 0067
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	CEO- ALI MILLS
RESPONSIBLE OFFICER:	CEO- ALI MILLS
REPORT DATE:	14TH DECEMBER 2016
ATTACHMENTS	RISK REPORT

Executive Summary

The purpose of this report is to provide Council with an updated report reviewing risk management across the organisation.

Background

On 8 February 2013, the Department of Local Government and Communities (Department) advised all local governments via their Circular No 5 regarding the amendments made to the *Local Government (Audit) Regulations 1996*. The amendments to the *Local Government (Audit) Regulations 1996* extend the functions of local government Audit Committees to include reviewing the effectiveness of local government’s systems with regard to risk management, internal control, and legislative compliance.

Specifically, the amendments require a local government’s CEO to review, at least once every two years, the appropriateness and effectiveness of the local government’s systems and procedures with regard to risk management, internal control and legislative compliance. A report must also be provided to the local government’s Audit Committee of that review for their consideration. The Audit Committee is to review the CEO’s report and submit the results to the Council with a copy of the CEO’s report.

The Chief Executive Officer has conducted a review of the Shire’s existing systems and procedures. The findings of the review are presented to the Audit Committee in compliance with the requirements.

Below is an extract from the Department’s revised Operational Guidelines No 9 re Audit in Local Government (issued in December 2013) giving guidance as to what items to deal with in the three areas of risk management, internal control and legislative compliance:

“Issues that should be considered for inclusion in the CEO’s Review of Risk Management, Internal Control and Legislative Compliance are:

Risk Management

Internal control and risk management systems and programs are a key expression of a local government’s attitude to effective controls. Good audit committee practices in monitoring internal control and risk management programs typically include:

-
- Reviewing whether the local government has an effective risk management system and that material operating risks to the local government are appropriately considered.
 - Reviewing whether the local government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time.
 - Assessing the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas:
 - potential non-compliance with legislation, regulations and standards and local government's policies
 - important accounting judgments or estimates that prove to be wrong
 - litigation and claims
 - misconduct, fraud and theft
 - significant business risks, recognizing responsibility for general or specific risk areas, for example, environmental risk, occupational health and safety, and how they are managed by the local government.
 - Obtaining regular risk reports, which identify key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported.
- Assessing the adequacy of local government processes to manage insurable risks and ensure the adequacy of insurance cover, and if applicable, the level of self-insurance.
- Reviewing the effectiveness of the local government's internal control system with management and the internal and external auditors.
 - Assessing whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more than an acceptable degree of risk.
 - Assessing the local government's procurement framework with a focus on the probity and transparency of policies and procedures/processes and whether these are being applied.
 - Should the need arise, meeting periodically with key management, internal and external auditors, and compliance staff, to understand and discuss any changes in the local government's control environment.
 - Ascertaining whether fraud and misconduct risks have been identified, analysed, evaluated, have an appropriate treatment plan which has been implemented, communicated, monitored and there is regular reporting and ongoing management of fraud and misconduct risks.

Internal Control

Internal control is a key component of a sound governance framework, in addition to leadership, long-term planning, compliance, resource allocation, accountability and transparency. Strategies to maintain sound internal controls are based on risk analysis of the internal operations of a local government.

An effective and transparent internal control environment is built on the following key areas:

- integrity and ethics.
- policies and delegated authority.
- levels of responsibilities and authorities.
- audit practices.
- information system access and security.

- management operating style.
- human resource management and practices.

Internal control systems involve policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with legislation and achieve effective and efficient operations and may vary depending on the size and nature of the local government.

Aspects of an effective control framework will include:

- delegation of authority.
- documented policies and procedures.
- trained and qualified employees.
- system controls.
- effective policy and process review.
- regular internal audits.
- documentation of risk identification and assessment.
- regular liaison with auditor and legal advisors.

The following are examples of controls that are typically reviewed:

- separation of roles and functions, processing and authorization;
- control of approval of documents, letters and financial records;
- comparison of internal data with other or external sources of information;
- limit of direct physical access to assets and records;
- control of computer applications and information system standards;
- limit access to make changes in data files and systems;
- regular maintenance and review of financial control accounts and trial balances;
- comparison and analysis of financial results with budgeted amounts;
- the arithmetical accuracy and content of records;
- report, review and approval of financial payments and reconciliations;
- comparison of the result of physical cash and inventory counts with accounting records.

Legislative Compliance

The compliance programs of a local government are a strong indication of attitude towards meeting legislative requirements. Audit committee practices in regard to monitoring compliance programs typically include:

Monitoring compliance with legislation and regulations.

- Reviewing the annual Compliance Audit Return and reporting to Council the results of that review.
- Staying informed about how management is monitoring the effectiveness of its compliance and making recommendations for change as necessary.
- Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints.
- Obtaining assurance that adverse trends are identified and review management's plans to deal with these.
- Reviewing management disclosures in financial reports of the effect of significant compliance issues.

Statutory Environment:

AGENDA

14th December 2016

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 Shires practices and policies relating to risk management, internal control, and legislative compliance. A recent Financial Management Review was conducted which was presented to Council in August 2016. The results of the findings are that the Shire has sufficient systems and procedures in place to deal with all requirements in the Operational Guideline No 9, and that they are regularly reviewed for continuous improvement.

Policy Implications

No policy relates to this requirement.

Financial Implications

There are no financial implications for this process.

Strategic Implications

Area 5: Investing in 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

Risk Statement	Level of Risk	Risk Mitigation Strategy
Risk of non-compliance with legislation.	A moderate consequence which is possible resulting in medium level of risk.	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.

Consultation

Senior Staff

Comment

 Nil
Voting Requirements – Simple Majority**Officers Recommendation – Item 16125.3****That Council:**

- 1. Reviews the Chief Executive Officer’s Report, CEO Biennial Review Report attachment 1**
- 2. Reports to the Council the results of that review.**
- 3. Provides a copy of the Chief Executive Officer’s Report to the Council.**

16126 PROJECT STATUS REPORT

APPLICANT:	SHIRE OF PERENJORI
FILE:	NIL
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	ALI MILLS – CEO
RESPONSIBLE OFFICER	ALI MILLS – CEO
REPORT DATE:	14TH DECEMBER 2016
ATTACHMENTS	PROJECT STATUS REPORT

Executive Summary

The project status report is provided to Council in order that actionable items are recorded and results reported to council. Although this is information only, the status report is to be accepted by Council and recorded in the minutes to ensure councils are kept informed on the progress of the work undertaken by the Shire of Perenjori.

Background

Nil

Statutory Environment

Local Government Act 1995 S3.1 – the general function of Local Government is to provide for the good government of people in its district.

Policy Implications

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 16126

Council accepts the Project Status Report as presented for the month of November 2016.

16127 STATUS REPORT

APPLICANT:	SHIRE OF PERENJORI
FILE:	NIL
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	ALI MILLS – CEO
RESPONSIBLE OFFICER	ALI MILLS – CEO
REPORT DATE:	14TH DECEMBER 2016
ATTACHMENTS	STATUS REPORT

Executive Summary

The status report is provided to Council in order that actionable items are recorded and results reported to council. Although this is information only, the status report is to be accepted by Council and recorded in the minutes to ensure councils are kept informed on the progress of the work undertaken by the Shire of Perenjori.

Background

Nil

Statutory Environment

Local Government Act 1995 S3.1 – the general function of Local Government is to provide for the good government of people in its district.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Area 5: Investing in Councils Capacity – Our Leadership

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

Consultation

Staff

Comment

Nil

Officer Recommendation – Item 16127

Council accepts the Status Report as presented for the month of November 2016.

16128 OTHER BUSINESS

16128.1 MOTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN

16128.2 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

16128.3 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

16128.4 MATTERS BEHIND CLOSED DOORS

16128.4.1 CONFIDENTIAL ITEM - RFT GTS PE 03-2016 SUPPLY OF HIRED ROAD PLANT WITH OPERATORS

APPLICANT: SHIRE OF PERENJORI
FILE: ADM 0366
DISCLOSURE OF INTEREST: NIL
AUTHOR: KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES
RESPONSIBLE OFFICER: KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES
REPORT DATE: 7TH DECEMBER 2016
ATTACHMENTS RECOMMENDATION REPORT

Voting Requirements – Simple Majority

Committee Recommendation – Item 16128.4.1

That Council award RFT GTS PE 2016/17, Supply of Hired Road Construction Plant with Operators:

THEM Earthmoving Pty Ltd, for the estimated Total Cost of \$ 2,274,960 + GST; and,

In the event that THEM Earthmoving Pty Ltd is not available, then,

The contract be awarded to Quadrio Earthmoving Pty Ltd for the estimated Total Cost of \$ 2,352,505 + GST.

16128.4.2 CONFIDENTIAL ITEM- RFT GTS PE 04/2016 FLOOD DAMAGE WORKS CONTRACT-FLOOD DAMAGE SUPERVISOR

APPLICANT: SHIRE OF PERENJORI
FILE: ADM 0366
DISCLOSURE OF INTEREST: NIL
AUTHOR: KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES
RESPONSIBLE OFFICER: KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES
REPORT DATE: 7TH DECEMBER 2016
ATTACHMENTS RECOMMENDATION REPORT

Voting Requirements – Simple Majority
Committee Recommendation – Item 16128.4.2

That the Council award RFT GTS PE 04/2016 Contract Flood Damage Supervisor to; Deans Contracting (Martin Dean) for the estimated tender sum of \$153,213.80 (plus GST) as calculated from the rates listed within the submitted RFT dated 12/10/2016.

In the event that Deans Contracting is not available then,

The contract be awarded to Remote Roads (Kevin Walker) for the estimated sum of \$197,710.00 (plus GST) as calculated from the rates listed within the submitted RFT dated 03/10/2016.

16128.4.3 CONFIDENTIAL ITEM - TENDER 05/2016- MAINTAINING KARARA ACCESS ROADS

APPLICANT: SHIRE OF PERENJORI
FILE: ADM 0366
DISCLOSURE OF INTEREST: NIL
AUTHOR: KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES
RESPONSIBLE OFFICER: ALI MILLS- CHIEF EXECUTIVE OFFICER
REPORT DATE: 14TH DECEMBER 2016
ATTACHMENTS NIL

Voting Requirements – Simple Majority
Officers Recommendation – Item 16128.4.3

That Council approves the preferred tenderer being Creedance Contracting for the RFT 05/2016 Maintaining Karara Access Roads for a period of 1 year with extension options.

16128.4.4 CONFIDENTIAL ITEM - TENDER 06/2016- SUPPLY OF MISCELLANEOUS PLANT/EQUIPMENT FOR OCCASSIONAL HIRE- 1 YEAR PERIOD PANEL CONTRACT

APPLICANT:	SHIRE OF PERENJORI
FILE:	ADM 0366
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES
RESPONSIBLE OFFICER:	ALI MILLS- CHIEF EXECUTIVE OFFICER
REPORT DATE:	14 TH DECEMBER 2016
ATTACHMENTS	NIL

Voting Requirements – Simple Majority

Officers Recommendation – Item

That Council approves the panel of Tenderer's in no particular order, consisting of Leopold Contracting, Quadrio Earthmoving, Creedance Contracting, Gilmour Earthmoving, BPH WA Pty Ltd, THEM Earthmoving and Grading Services Australia for the Supply of Miscellaneous Plant/Equipment for Occasional Hire RFT 06/2016 and they be issued works based on their ranking order for each item of plant as required.

16128.4.5 CONFIDENTIAL ITEM - REQUEST TO WITHDRAW & NOT CHARGE PROPERTY RATES

APPLICANT:	SHIRE OF PERENJORI
FILE:	A498
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	PETER MONEY - MCDS
RESPONSIBLE OFFICER:	PETER MONEY – MCDS
REPORT DATE:	14 TH DECEMBER 2016
ATTACHMENTS	MAP

Voting Requirements – Simple Majority

Officers Recommendation – Item 16128.4.5

Option 1

The Council agrees to withdraw the rates on Lots 48,49 & 50 Olden Road Maya and to suspend the raising of future rates until either the land is sold, developed or surrendered to the Crown.

Option 2

The Council declines to withdraw the rates and continues to raise annual rates as it does with other properties within the Shire.

16128.4.6 CONFIDENTIAL ITEM - RESULTS OF TENDER – 9 DOWNER STREET PERENJORI

APPLICANT:	SHIRE OF PERENJORI
FILE:	A722
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	PETER MONEY – MCDS
RESPONSIBLE OFFICER:	PETER MONEY – MCDS
REPORT DATE:	14 TH DECEMBER 2016
ATTACHMENTS	NIL

Voting Requirements – Simple Majority**Officers Recommendation – Item 16128.4.6**

The Council accepts the offer from Mr. Ivan Wells of \$37,575 for the sale of the property at 9 Downer Street Perenjori in accordance with the advertised conditions.

If the successful tenderer does not confirm within 30 days of 15th December 2016 his intention to purchase the property then;

Council accepts the offer from Mr. Robert L. Charles of \$12,000 for the sale of the property at 9 Downer Street Perenjori in accordance with the advertised conditions

16128.4.7 CONFIDENTIAL ITEM - PERENJORI INDEPENDENT LIVING UNITS – ALLOCATION OF NEW UNITS

APPLICANT:	SHIRE OF PERENJORI
FILE:	ADM 0554
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	CEO- ALI MILLS
RESPONSIBLE OFFICER:	CEO- ALI MILLS
REPORT DATE:	14 TH DECEMBER 2016
ATTACHMENTS	APPLICATION FORMS

Voting Requirements – Simple Majority**Officers Recommendation – Item 16128.4.7**

That Council:

1. Endorses the allocation of the two new independent seniors units two the two applicants as has been presented to Council.
2. Requests the CEO write to the applicants informing them of the allocation and proceed to present tenancy agreements for their tenure.

16128.4.8 CONFIDENTIAL ITEM - CARAVAN PARK UNITS

APPLICANT:	SHIRE OF PERENJORI
FILE:	ADM 0559
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	CEO- ALI MILLS
RESPONSIBLE OFFICER:	CEO- ALI MILLS
REPORT DATE:	14TH DECEMBER 2016
ATTACHMENTS	NIL

Voting Requirements – Simple Majority

Committee Recommendation – Item 16128.4.4

That Council :

- 1. Receive the report provided on the update of the Caravan Park Units;**
- 2. Request the CEO develop Project Management framework to guide the implementation of future projects, and to establish Project Working groups for all future projects.**

16128.5 DATE OF NEXT MEETING

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

16128.6 CLOSURE



Perenjori
Embrace Opportunity

Attachments

*Ordinary Council Meeting
14th December 2016*



Perenjori
Embrace Opportunity

Attachment
16122.1

Finance Statements
November 2016

Ordinary Council Meeting
14th December 2016

SHIRE OF PERENJORI

MONTHLY FINANCIAL REPORT

For the Period Ended 30 November 2016

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Compilation Report

Monthly Summary Information

Statement of Financial Activity by Program

Statement of Financial Activity By Nature or Type

Statement of Capital Acquisitions and Capital Funding

Statement of Budget Amendments

Note 1 Significant Accounting Policies

Note 2 Explanation of Material Variances

Note 3 Net Current Funding Position

Note 4 Cash and Investments

Note 5 Budget Amendments

Note 6 Receivables

Note 7 Cash Backed Reserves

Note 8 Capital Disposals

Note 9 Rating Information

Note 10 Information on Borrowings

Note 11 Grants and Contributions

Note 12 Trust

Note 13 Details of Capital Acquisitions

Appendix A Detailed Schedules

Shire of Perenjori

Compilation Report

For the Period Ended 30 November 2016

Report Purpose

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

Overview

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

Statement of Financial Activity by reporting program

Is presented on page 7 and shows a surplus as at 30 November 2016 of \$2,867,546.

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

Preparation

Prepared by: Debby Barndon

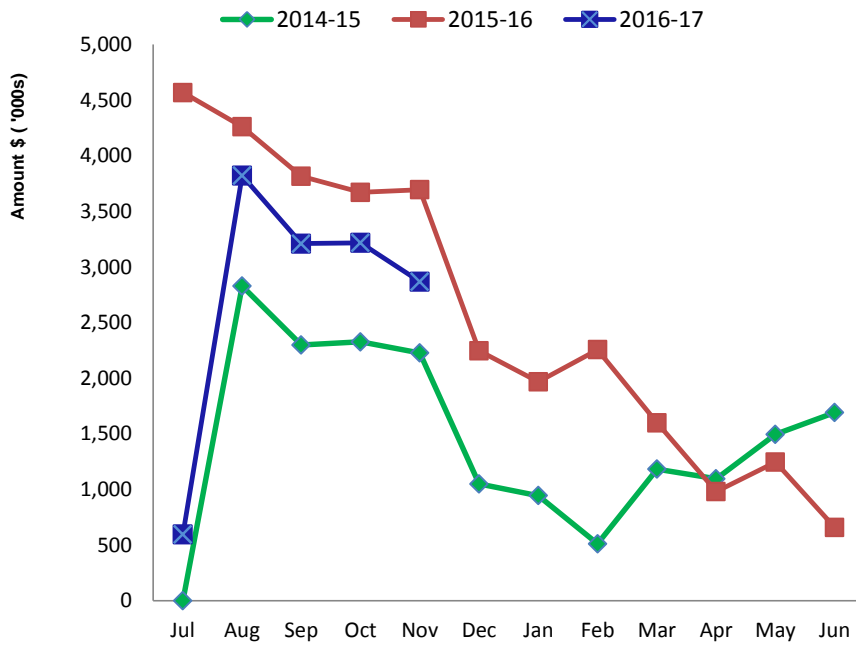
Reviewed by: Ali Mills

Date prepared: 7/12/2016

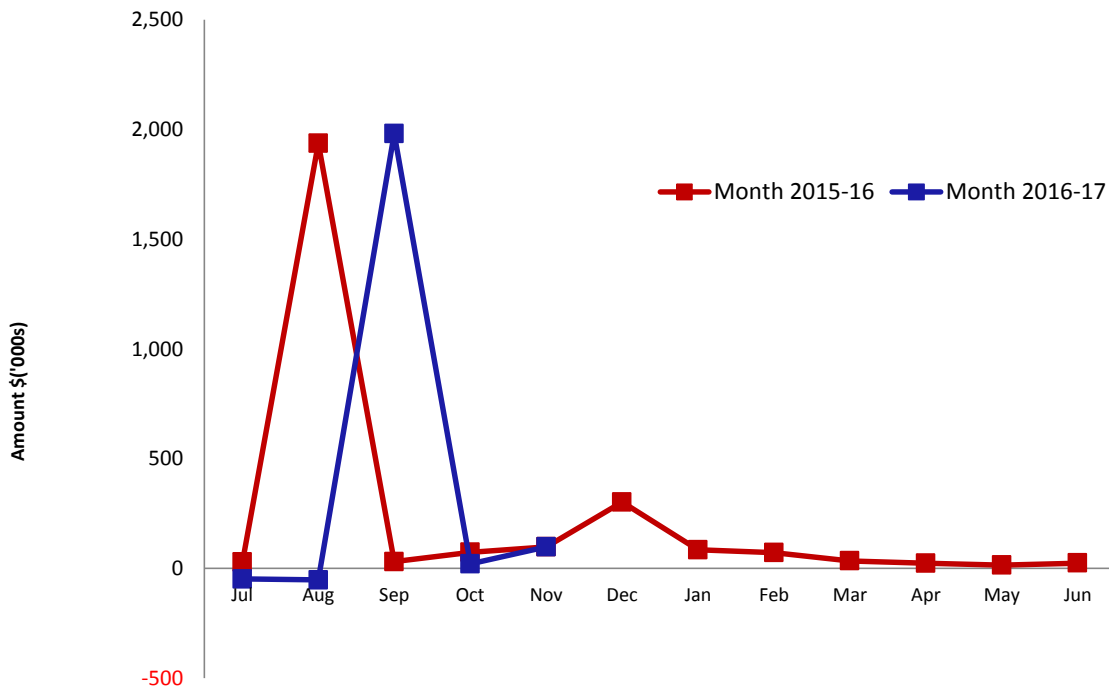
Shire of Perenjori

Monthly Summary Information
For the Period Ended 30 November 2016

Liquidity Over the Year (Refer Note 3)



Rates Received (Refer Note 6)



Comments

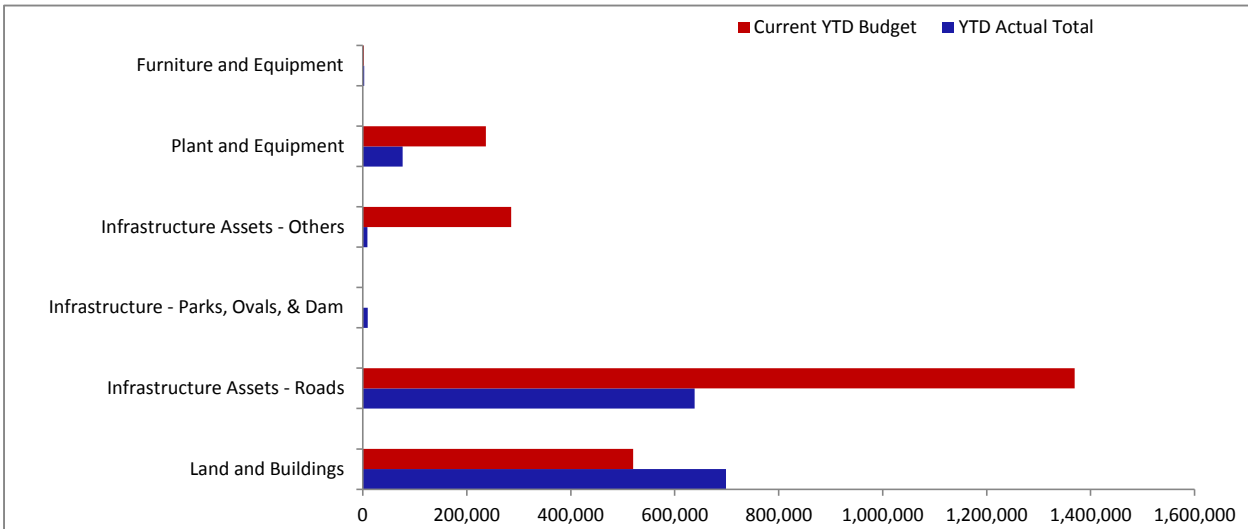
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire of Perenjori

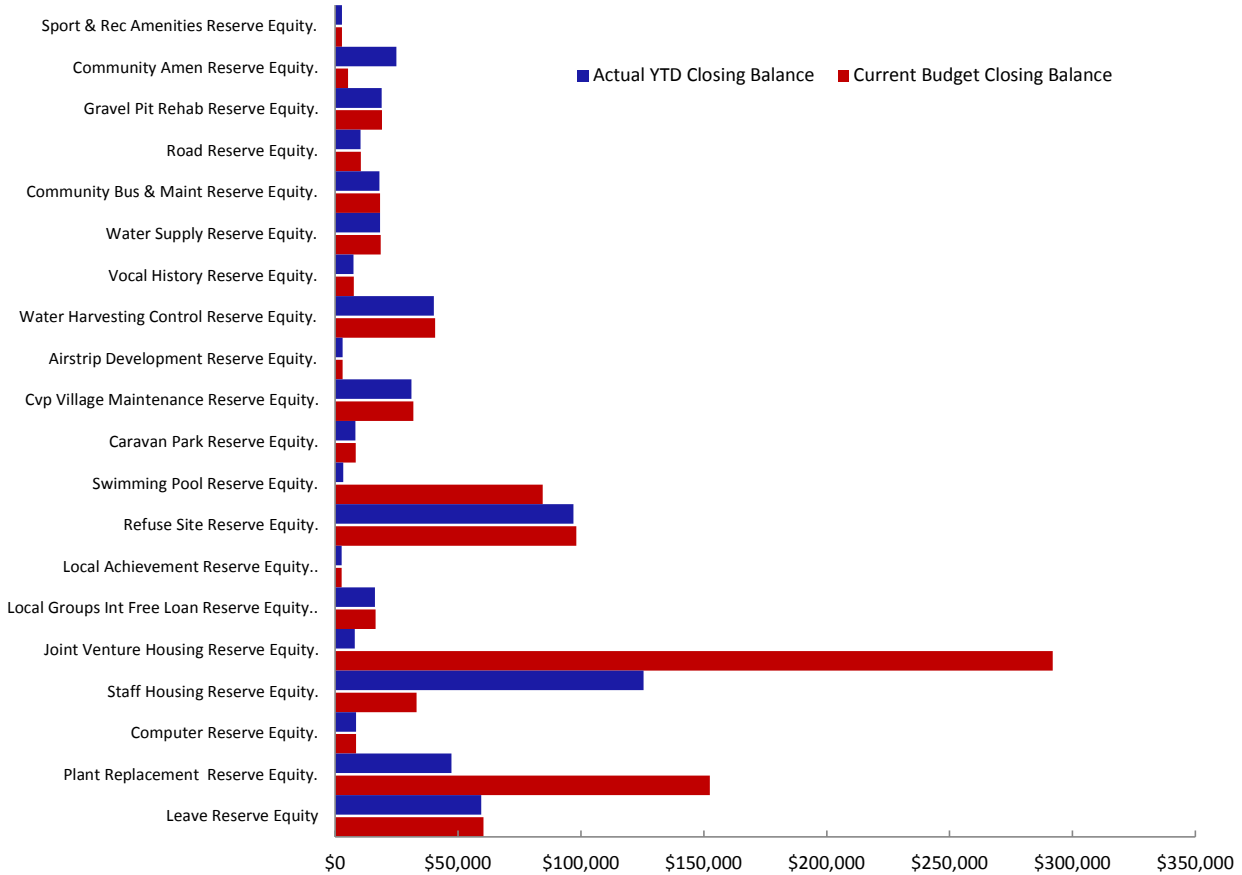
Monthly Summary Information

For the Period Ended 30 November 2016

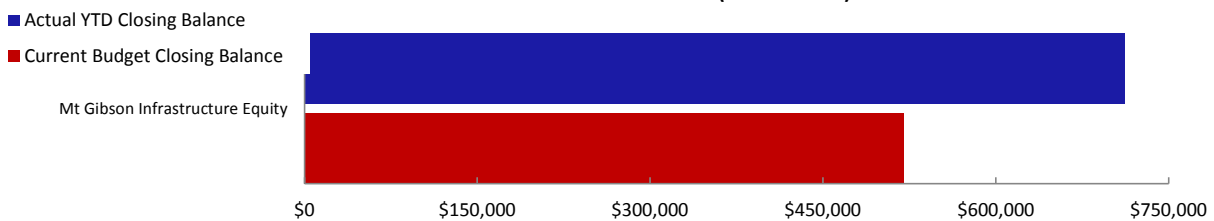
Capital Expenditure Program YTD (Refer Note 13)



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



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



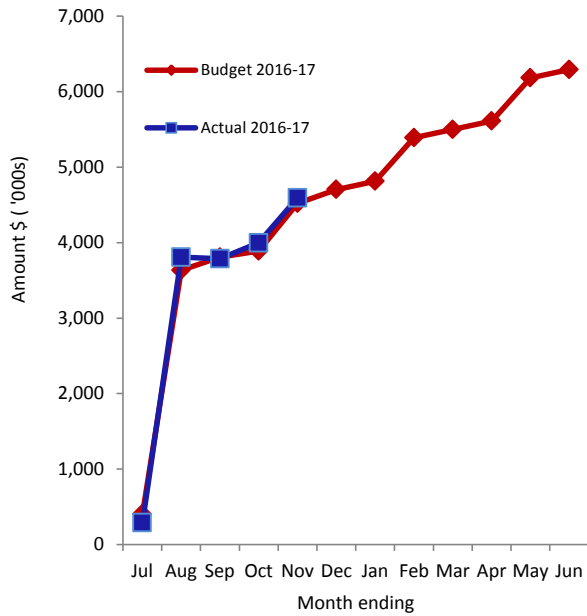
Shire of Perenjori

Monthly Summary Information

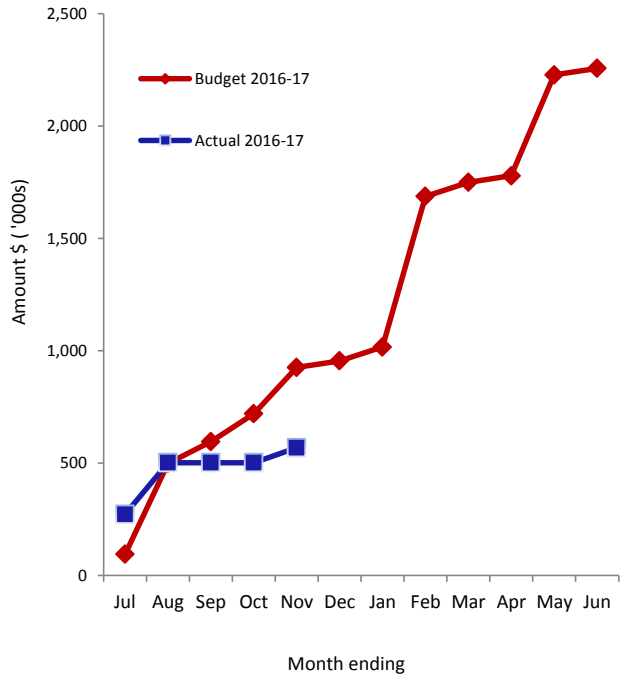
For the Period Ended 30 November 2016

Revenues

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

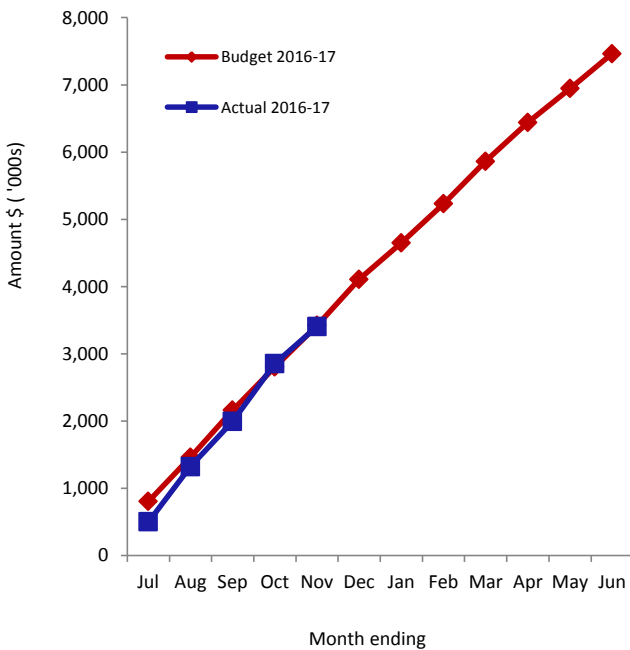


Budget Capital Revenue -v- Actual (Refer Note 2)

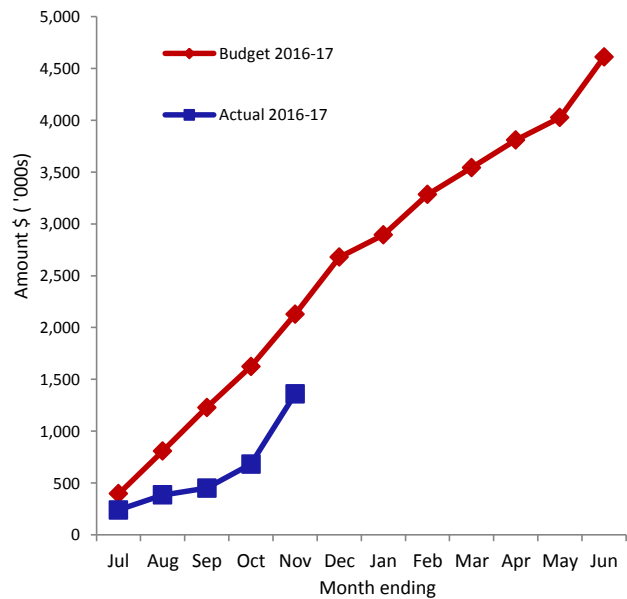


Expenditure

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



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



Comments

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

SHIRE OF PERENJORI
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 November 2016

Note	Current Annual Budget	Current YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues						
	\$	\$	\$	\$	%	
	100,811	46,490	14,723	(31,767)	(68.33%)	▼
9	2,579,353	2,590,889	2,602,959	12,070	0.47%	
	1,896,290	940,944	934,954	(5,990)	(0.64%)	
	24,100	10,300	10,044	(256)	(2.49%)	
	2,600	1,080	1,000	(80)	(7.41%)	
	129,940	47,915	59,252	11,337	23.66%	▲
	165,000	68,750	88,999	20,249	29.45%	▲
	68,500	50,455	49,904	(551)	(1.09%)	
	438,500	343,115	334,233	(8,882)	(2.59%)	
	215,133	197,598	198,628	1,030	0.52%	
	279,000	116,250	147,765	31,515	27.11%	▲
	489,000	203,335	151,325	(52,010)	(25.58%)	▼
	6,388,227	4,617,121	4,593,784	(23,337)		
Operating Expense						
	(256,222)	(192,610)	(126,832)	65,778	34.15%	▼
	(151,310)	(62,067)	(57,222)	4,845	7.81%	
	(186,842)	(100,909)	(97,222)	3,687	3.65%	
	(131,919)	(70,662)	(44,002)	26,660	37.73%	▼
	(418,521)	(165,929)	(216,912)	(50,983)	(30.73%)	▲
	(102,531)	(63,381)	(51,045)	12,336	19.46%	▼
	(388,633)	(159,701)	(162,732)	(3,031)	(1.90%)	
	(1,391,341)	(658,647)	(839,517)	(180,870)	(27.46%)	▲
	(3,362,861)	(1,398,211)	(1,157,282)	240,929	17.23%	▼
	(689,724)	(322,578)	(298,008)	24,570	7.62%	
	(384,316)	(230,184)	(356,251)	(126,067)	(54.77%)	▲
	(7,464,220)	(3,424,879)	(3,407,027)	17,852		
Funding Balance Adjustments						
	3,155,150	1,314,655	1,133,633	(181,022)	(13.77%)	▼
8	12,027	7,345	8,173	828	11.27%	
	0	0	0	0		
	2,091,184	2,514,242	2,328,563	(185,679)		
Capital Revenues						
11	2,161,679	831,028	568,132	(262,896)	(31.64%)	▼
8	95,000	95,000	16,364	(78,636)	(82.78%)	▼
	2,256,679	926,028	584,496	(341,532)		
Capital Expenses						
	0	0	0	0		
13	(1,443,712)	(519,725)	(698,439)	(178,714)	(34.39%)	▲
13	(2,297,981)	(1,369,140)	(638,324)	730,816	53.38%	▼
13	(300,000)	0	(9,451)	(9,451)		
13	(505,000)	(285,415)	(9,091)	276,324	96.81%	▼
13	0	0	0	0		
13	(560,413)	(236,420)	(76,863)	159,557	67.49%	▼
13	(10,000)	(2,085)	(2,628)	(543)	(26.05%)	
	(5,117,106)	(2,412,785)	(1,434,796)	977,989		
	(2,860,427)	(1,486,757)	(850,300)	636,457		
Financing						
	0	0	0	0		
7	452,500	331,170	850,000	518,830	156.67%	▲
10	(238,737)	(114,930)	(113,042)	1,888	1.64%	
7	(132,861)	(13,680)	(6,808)	6,872	50.23%	
	80,902	202,560	730,150	527,590		
	(688,341)	1,230,045	2,208,412	978,367		
3	749,960	749,960	659,134	(90,826)	(12.11%)	▼
3	61,619	1,980,005	2,867,546	887,541		

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

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

SHIRE OF PERENJORI
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 30 November 2016

Note	Current Annual Budget	Current YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues						
	\$	\$	\$	\$	%	
9	2,590,889	2,590,889	2,602,959	12,070	0.47%	
11	2,535,272	1,478,207	1,456,263	(21,944)	(1.48%)	
	1,050,550	462,475	450,111	(12,364)	(2.67%)	
	0	0	0	0		
	64,861	27,520	16,803	(10,718)	(38.94%)	▼
	136,500	56,875	67,648	10,773	18.94%	▲
8	10,155	1,155	0	(1,155)	(100.00%)	
	6,388,227	4,617,121	4,593,784	(23,337)		
Operating Expense						
	(2,222,271)	(1,002,082)	(1,154,879)	(152,797)	(15.25%)	▼
	(1,336,991)	(733,378)	(758,580)	(25,202)	(3.44%)	
	(224,445)	(70,477)	(69,302)	1,175	1.67%	
	(3,155,150)	(1,314,655)	(1,133,633)	181,022	13.77%	▲
	(74,483)	(37,242)	(38,020)	(778)	(2.09%)	
	(128,228)	(128,228)	(117,240)	10,988	8.57%	
	(300,470)	(130,317)	(127,200)	3,117	2.39%	
8	(22,182)	(8,500)	(8,173)	327	3.85%	
	(7,464,220)	(3,424,879)	(3,407,027)	17,852		
Funding Balance Adjustments						
	3,155,150	1,314,655	1,133,633	(181,022)	(13.77%)	▼
8	12,027	7,345	8,173	828	11.27%	
	0	0	0	0		
	2,091,184	2,514,242	2,328,563	(185,679)		
Capital Revenues						
11	2,161,679	831,028	568,132	(262,896)	(31.64%)	▼
8	95,000	95,000	16,364	(78,636)	(82.78%)	▼
	2,256,679	926,028	584,496	(341,532)		
Capital Expenses						
	0	0	0	0		
13	(1,443,712)	(519,725)	(698,439)	(178,714)	(34.39%)	▲
13	(2,297,981)	(1,369,140)	(638,324)	730,816	53.38%	▼
13	(300,000)	0	(9,451)	(9,451)		
13	(505,000)	(285,415)	(9,091)	276,324	96.81%	▼
13	0	0	0	0		
13	(560,413)	(236,420)	(76,863)	159,557	67.49%	▼
13	(10,000)	(2,085)	(2,628)	(543)	(26.05%)	
	(5,117,106)	(2,412,785)	(1,434,796)	977,989		
	(2,860,427)	(1,486,757)	(850,300)	636,457		
Financing						
	0	0	0	0		
7	452,500	331,170	850,000	518,830	156.67%	▲
	0	0	0	0		
10	(238,737)	(114,930)	(113,042)	1,888	1.64%	
7	(132,861)	(13,680)	(6,808)	6,872	50.23%	
	80,902	202,560	730,150	527,590		
	(688,341)	1,230,045	2,208,412	978,367		
3	749,960	749,960	659,134	(90,826)	(12.11%)	▼
3	61,619	1,980,005	2,867,546	887,541		

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

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

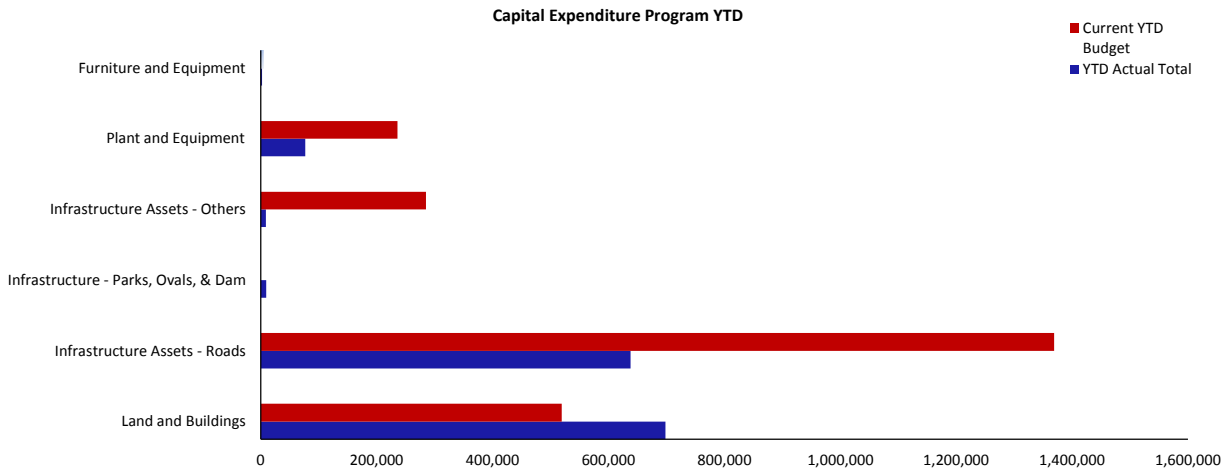
SHIRE OF PERENJORI
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 30 November 2016

Capital Acquisitions	Note	YTD 30 11 2016					
		YTD Actual New /Upgrade (a)	YTD Actual (Renewal) Expenditure (b)	YTD Actual Total (c) = (a)+(b)	Current YTD Budget (d)	Current Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$		\$
Land and Buildings	13	2,385	696,054	698,439	519,725	1,443,712	178,714
Infrastructure Assets - Roads	13	638,324	0	638,324	1,369,140	2,297,981	(730,816)
Infrastructure - Parks, Ovals, & Dam	13	9,451	0	9,451	0	300,000	9,451
Infrastructure Assets - Others	13	9,091	0	9,091	285,415	505,000	(276,324)
Plant and Equipment	13	76,863	0	76,863	236,420	560,413	(159,557)
Furniture and Equipment	13	2,628	0	2,628	2,085	10,000	543
Capital Expenditure Totals		738,742	696,054	1,434,796	2,412,785	5,117,106	(977,989)

Funded By:

Capital Grants and Contributions	Note 11	568,132	831,028	2,161,679	262,896
Borrowings	Note 10	0	0	0	0
Other (Disposals & C/Fwd)	Note 8	16,364	95,000	95,000	(78,636)
Own Source Funding - Cash Backed Reserves					
Plant Replacement Reserve		0	0	188,000	0
Water Harvesting Control Reserve		0	0	0	0
Community Bus & Maintenance Reserve		0	0	0	0
Total Own Source Funding - Cash Backed Reserves	Note 7	850,000	331,170	452,500	518,830
Own Source Funding - Operations		300	1,155,587	2,407,927	(1,155,287)
Capital Funding Total		1,434,796	2,412,785	5,117,106	977,989

Comments and graphs



SHIRE OF PERENJORI
STATEMENT OF BUDGET AMENDMENTS
(Statutory Reporting Program)
For the Period Ended 30 November 2016

	Adopted Budget	Adopted Budget Amendments (Note 5)	Current Annual Budget	Current YTD Budget (a)
Operating Revenues	\$	\$	\$	\$
Governance	100,811			
General Purpose Funding - Rates	2,579,353			
General Purpose Funding - Other	1,896,290			
Law, Order and Public Safety	24,100			
Health	2,600			
Education and Welfare	129,940			
Housing	165,000			
Community Amenities	68,500			
Recreation and Culture	438,500			
Transport	215,133			
Economic Services	279,000			
Other Property and Services	489,000			
Total Operating Revenue	6,388,227			
Operating Expense				
Governance	(256,222)			
General Purpose Funding	(151,310)			
Law, Order and Public Safety	(186,842)			
Health	(131,919)			
Education and Welfare	(418,521)			
Housing	(102,531)			
Community Amenities	(388,633)			
Recreation and Culture	(1,391,341)			
Transport	(3,362,861)			
Economic Services	(689,724)			
Other Property and Services	(384,316)			
Total Operating Expenditure	(7,464,220)			
Funding Balance Adjustments				
Add back Depreciation	3,155,150			
Adjust (Profit)/Loss on Asset Disposal	12,027			
Adjust Provisions and Accruals				
Net Cash from Operations	2,091,184			
Capital Revenues				
Grants, Subsidies and Contributions	2,161,679			
Proceeds from Disposal of Assets	95,000			
Proceeds from Sale of Investments				
Total Capital Revenues	2,256,679			
Capital Expenses				
Land Held for Resale	0			
Land and Buildings	(1,443,712)			
Infrastructure - Roads	(2,297,981)			
Infrastructure - Parks, Ovals, & Dam	(300,000)			
Infrastructure - Public Facilities	0			
Infrastructure - Others	(505,000)			
Plant and Equipment	(560,413)			
Furniture and Equipment	(10,000)			
Total Capital Expenditure	(5,117,106)			
Net Cash from Capital Activities	(2,860,427)			
Financing				
Proceeds from New Debentures				
Transfer from Reserves	452,500			
Repayment of Debentures	(238,737)			
Transfer to Reserves	(132,861)			
Net Cash from Financing Activities	80,902			
Net Operations, Capital and Financing	(688,341)			
Opening Funding Surplus(Deficit)	749,960			
Closing Funding Surplus(Deficit)	61,619			

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

SHIRE OF PERENJORI
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

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

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

Critical Accounting Estimates

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

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

(b) The Local Government Reporting Entity

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

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

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

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

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

SHIRE OF PERENJORI
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

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

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

(g) Trade and Other Receivables

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

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

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

(h) Inventories

General

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

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

Land Held for Resale

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

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

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

(i) Fixed Assets

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

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

SHIRE OF PERENJORI
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

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

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

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

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

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

SHIRE OF PERENJORI
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

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

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

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

Borrowing Costs

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

(n) Provisions

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

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

(o) Current and Non-Current Classification

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

SHIRE OF PERENJORI
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

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

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

SHIRE OF PERENJORI
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

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

(r) Statement of Objectives

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

Based upon feedback received from the community the vision of the Shire is:

"A wonderful place to live, work, invest and visit with the community working together to achieve shared objectives"

The Strategic Community Plan defines the key objectives of the Shire as:

"Economic: A strong, resilient and balanced economy.

Environment: Our unique natural and built environment is protected and enhanced.

Social: Our community enjoys a high quality of life.

Civic Leadership: A collaborative and engaged community."

(s) Reporting Programs

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

GOVERNANCE

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

GENERAL PURPOSE FUNDING

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

LAW, ORDER, PUBLIC SAFETY

Enforcement of Local Laws, fire prevention, animal control and provision of ranger services.

HEALTH

Health inspection services, food quality control, mosquito control and contributions towards provision of medical health services.

SHIRE OF PERENJORI
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

HOUSING

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

COMMUNITY AMENITIES

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

RECREATION AND CULTURE

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

TRANSPORT

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

ECONOMIC SERVICES

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

OTHER PROPERTY & SERVICES

Plant works, plant overheads and stock of materials.

SHIRE OF PERENJORI
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

Note 2: EXPLANATION OF MATERIAL VARIANCES

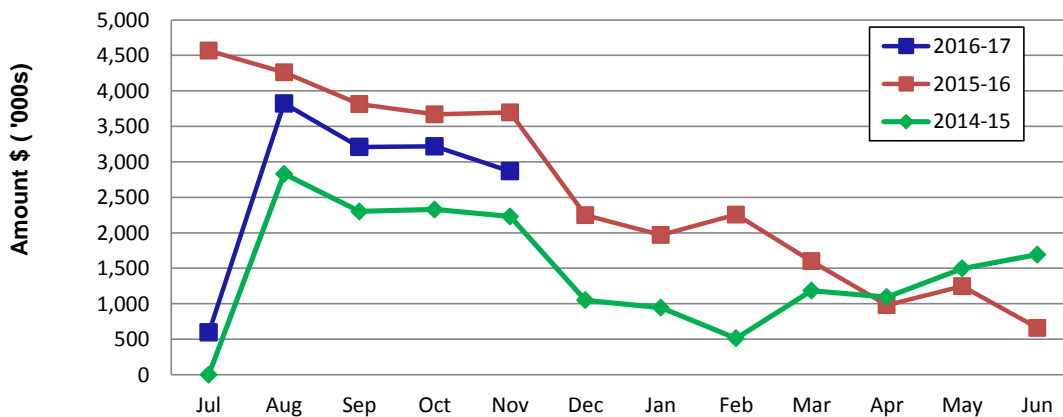
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues					
Governance	(31,767)	-68%	▼		Sundry Income and Reserve Interest below budget YTD
General Purpose Funding	6,079	0%			Under Reporting Threshold
Law Order & Public Safety	(256)	-2%			Under Reporting Threshold
Health	(80)	-7%			Under Reporting Threshold
Education & Welfare	11,337	24%	▲		Child Care Grant & Fees over budget YTD
Housing	20,249	29%	▲		Housing Income above budget YTD
Community Amenities	(551)	-1%			Under Reporting Threshold
Recreation and Culture	(8,882)	-3%			Under Reporting Threshold
Transport	1,030	1%			Under Reporting Threshold
Economic Services	31,515	27%	▲		Caravan Park Income above budget YTD
Other Property and Services	(52,010)	-26%	▼		Private works & Mining project income under budget YTD
Operating Expense					
Governance	65,778	34.15%	▼		No conference fees and computer maintenance down YTD
General Purpose Funding	4,845	7.81%			Under Reporting Threshold
Law, Order and Public Safety	3,687	3.65%			Under Reporting Threshold
Health	26,660	37.73%	▼		Medical Centre building maintenance not commenced
Education and Welfare	(50,983)	(30.73%)	▲		Salaries & Training up due to grant & increase in numbers
Housing	12,336	19.46%	▼		Maintenance expenditure below budget YTD
Community Amenities	(3,031)	(1.90%)			Under Reporting Threshold
Recreation and Culture	(180,870)	(27.46%)	▲		Pool operating expenses for start up, Pavillion & Latham Community Cente expenses over budget YTD
Transport	240,929	17.23%	▼		Depreciation on Infrastructure below budget YTD due to reval at June 30
Economic Services	24,570	7.62%			Under Reporting Threshold
Other Property and Services	(126,067)	(54.77%)	▲		Allocation of staff training wages, less allocation to public works
Capital Expenses					
Land and Buildings	(178,714)	-34%	▲		Unit Project/Housing project above budget
Infrastructure - Roads	730,816	53%	▼		Delay in road program will ramp up in first quarter 2017
Infrastructure - Parks, Ovals, & Dam	(9,451)				Under Reporting Threshold
Infrastructure - Other	276,324		▼		Townscape & Transfer station all delayed YTD
Plant and Equipment	159,557	67%	▼		Plant Purchases still pending under budget YTD
Furniture and Equipment	(543)	-26%			Under Reporting Threshold
Surplus/(Deficit)					
Opening Funding Surplus(Deficit)	(90,826)	-12%	▼		Year End Journals as per Auditors - Stock Adjustment

SHIRE OF PERENJORI
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

Note 3: NET CURRENT FUNDING POSITION

Positive=Surplus (Negative=Deficit)				
Note	YTD 30 Nov 2016	Prior Year End 30th June 2016	YTD 30 Nov 2015	
	Actual YTD \$	\$	Previous YTD \$	
Current Assets				
Cash Unrestricted	4	1,724,203	620,137	2,973,834
Cash Restricted	4	1,966,213	1,909,405	1,495,678
Receivables - Rates & Rubbish	6	402,832	43,208	593,505
Receivables -Other	6	72,124	179,771	179,771
Interest / ATO Receivable/Trust		31,852	43,323	506
Inventories		59,718	55,290	129,988
		4,256,942	2,851,133	5,373,281
Less: Current Liabilities				
Payables		(247,915)	(520,369)	(203,298)
Provisions		(219,375)	(219,375)	(25,673)
		(467,290)	(739,744)	(228,970)
Less: Adjustments				
Cash Reserves - Restricted	7	(1,266,213)	(1,909,405)	(1,495,678)
For Current Leave Provisions		219,375	219,375	25,673
For Current Borrowings		124,733	237,775	92,743
		(922,105)	(1,452,255)	(1,377,262)
Net Current Funding Position		2,867,546	659,134	3,767,048

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

Receivables Other is comprised of Sundry Debtors, Pensioners Rebates Allowed
 Sundry Debtors Rubbish & ESL Interest

SHIRE OF PERENJORI
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

Note 4: CASH AND INVESTMENTS

		Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits									
Municipal Bank Account	5375008	0.05%	45,861				45,861	Bankwest	At Call
Telenet Saver Account	0542587	1.10%	1,167,661	553,981			1,721,643	Bankwest	At Call
Mt Gibson Infrastructure Account	0860049	1.10%		712,232			712,232	Bankwest	At Call
Trust Bank Account	5373006	0.00%			3,920		3,920	Bankwest	At Call
Perenjori Benefit Trust Account	0849576	1.10%					0	Bankwest	At Call
Community Dev Projects Account	0856328	1.10%	10,380				10,380	Bankwest	At Call
Mt Gibson Public Benefit Account	903351	1.10%			213,513			Bankwest	At Call
Petty Cash			300				300		
Term Deposit 1		3.00%				700,000		Bankwest	29th Sept 2017
Term Deposit 2		2.70%	500,000					Bankwest	30th Jan 2017
Total			1,724,203	1,266,213	217,433	700,000	2,494,336		

Note 4A: CASH INVESTMENTS

Comments/Notes - Investments

Shire of Perenjori
 NOTES TO THE BUDGET REVIEW REPORT
 30/11/2016

Note 5: BUDGET AMENDMENTS

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

Program	GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
		Budget Adoption		Opening Surplus(Deficit)	\$	\$		\$
				Operating Expenses		0		0
							0	0
		Amended Budget Cash Position as per Council Resolution			0	0	0	0

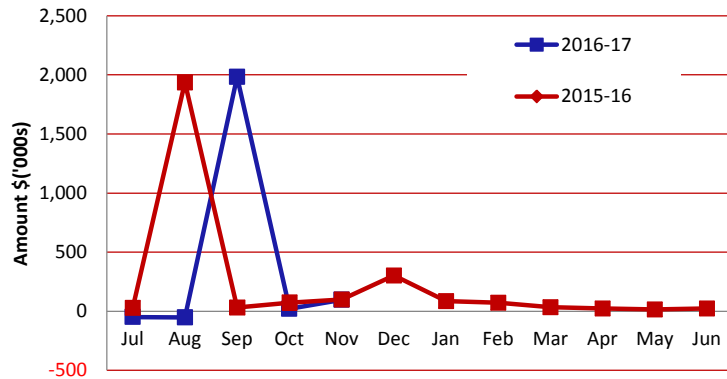
Classifications Pick List
Operating Revenue
Operating Expenses
Capital Revenue
Capital Expenses
Opening Surplus(Deficit)
Non Cash Item

SHIRE OF PERENJORI
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

Note 6: RECEIVABLES

Receivables - Rates Receivable	YTD 30 Nov 2016	30 June 2016
	\$	\$
Opening Arrears Previous Years	50,540	136,240
Levied this year	2,607,907	2,638,222
<u>Less Collections to date</u>	<u>(2,227,844)</u>	<u>(2,723,922)</u>
Equals Current Outstanding	430,604	50,540
Net Rates Collectable	430,604	50,540
% Collected	83.80%	98.18%
Non Current Assets:		
Rates Non-Current	21,081	21,081
Total Rates Outstanding	408,881	71,621

Note 6 - Rates Collected

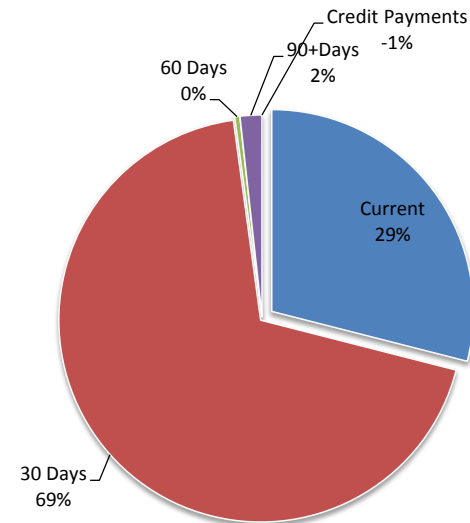


Comments/Notes - Receivables Rates

Total Rates Outstanding does not include Rubbish & ESL Levy

Receivables - General	Current	30 Days	60 Days	90+Days	Credit Payments
	\$	\$	\$	\$	\$
Receivables - General	16,920	40,209	240	1,013	-\$ 9
Total Receivables General Outstanding	58,374				

Note 6 - Accounts Receivable (non-rates)



Comments/Notes - Receivables General

Credit Payments are rental income payments paid in advance.

SHIRE OF PERENJORI
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

Note 6A - RECEIVABLES GENERAL

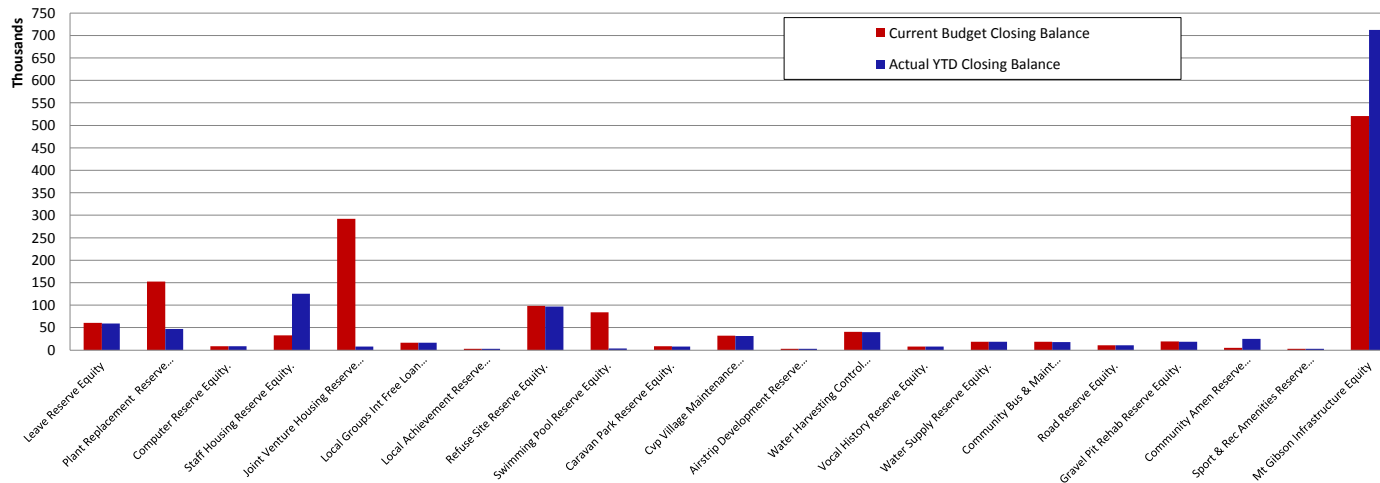
Debtors Trial Balance						
Debtors	GT 90 Days	Age	GT 60 Days	GT 30 Days	Current	Total
80591	\$ 224.30	330				\$ 224.30
80581					\$ 220.00	\$ 220.00
80598					\$ 54.48	\$ 54.48
80609				\$ 960.00		\$ 960.00
80219					\$ 200.00	\$ 200.00
80103					\$ 160.00	\$ 160.00
80555	\$ 256.07	215				\$ 256.07
80648				\$ 286.00		\$ 286.00
80100				\$ 66.91		\$ 66.91
80643					\$ 880.00	\$ 880.00
80565					\$ 960.00	\$ 960.00
80573					\$ 3,380.00	\$ 3,380.00
80622			\$ 240.00	\$ 240.00		\$ 480.00
80542				\$ 14,000.00		\$ 14,000.00
80580					\$ 1,800.00	\$ 1,800.00
80649					\$ 1,040.00	\$ 1,040.00
80342				\$ 23,511.40		\$ 23,511.40
80489	\$ 230.00	372				\$ 230.00
80602						-\$ 8.87
80651					\$ 960.00	\$ 960.00
80282					\$ 165.00	\$ 165.00
80562	\$ 302.70	92		\$ 664.76		\$ 967.46
80653				\$ 480.00	\$ 320.00	\$ 800.00
80549					\$ 44.00	\$ 44.00
80652					\$ 6,737.00	\$ 6,737.00
	\$ 1,013.07		\$ 240.00	\$ 40,209.07	\$ 16,920.48	\$ 58,373.75

SHIRE OF PERENJORI
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

Note 7: Cash Backed Reserve

2016-17	Budgeted Opening Balance	Current Budget Interest Earned	Actual Interest Earned	Current Budget Transfers In (+)	Actual Transfers In (+)	Current Budget Transfers Out (-)	Actual Transfers Out (-)	Council Resolution	Current Budget Closing Balance	Actual YTD Closing Balance
Name	\$	\$	\$	\$	\$	\$	\$		\$	\$
Leave Reserve Equity	59,114	1262	306	0	306	0	0		60,376	59,420
Plant Replacement Reserve Equity.	236,246	4241	1,034	100000	1,034	(188,000)	(190,000)	16074.4.1	152,487	47,281
Computer Reserve Equity.	8,522		44	0	44	0	0	16095.10	8,522	8,566
Staff Housing Reserve Equity.	274,484	3130	944		944	(244,500)	(150,000)	16074.4.1	33,114	125,428
Joint Venture Housing Reserve Equity.	286,752	5150	1,206		1,206	0	(280,000)	16095.10	291,902	7,959
Local Groups Int Free Loan Reserve Equity..	16,158	290	84	0	84	0	0		16,448	16,241
Local Achievement Reserve Equity..	2,646		14	0	14	0	0		2,646	2,660
Refuse Site Reserve Equity.	96,398	1731	499	0	499	0	0		98,129	96,897
Swimming Pool Reserve Equity.	82,940	1489	350	0	350	0	(80,000)	16095.10	84,429	3,290
Caravan Park Reserve Equity.	8,168	147	42	0	42	0	0		8,315	8,211
Cvp Village Maintenance Reserve Equity.	30,927	914	161	0	161	0	0		31,841	31,088
Airstrip Development Reserve Equity.	2,980	53	15	0	15	0	0		3,033	2,996
Water Harvesting Control Reserve Equity.	39,910	717	207	0	207	0	0		40,627	40,116
Vocal History Reserve Equity.	7,463	134	39	0	39	0	0		7,597	7,501
Water Supply Reserve Equity.	18,191	327	94	0	94	0	0		18,518	18,285
Community Bus & Maint Reserve Equity.	17,954	322	93	0	93	0	0		18,276	18,047
Road Reserve Equity.	10,302	185	53	0	53	0	0		10,487	10,356
Gravel Pit Rehab Reserve Equity.	18,780	337	97	0	97	0	0		19,117	18,877
Community Amen Reserve Equity.	24,825	446	129	0	129	(20,000)	0	16074.4.1	5,271	24,954
Sport & Rec Amenities Reserve Equity.	2,707	49	14	0	14	0	0		2,756	2,721
Mt Gibson Infrastructure Equity	511,490	9200	742	0	200,742	0	0		520,690	712,232
Communications Reserve	152,450	2737	640	0	640	0	(150,000)	16095.10	155,187	3,090
	\$ 1,909,405	\$ 32,861	\$ 6,808	\$ 100,000	\$ 206,808	-\$ 452,500	-\$ 850,000		\$ 1,589,766	\$ 1,266,213

Note 7 - Year To Date Reserve Balance to End of Year Estimate



SHIRE OF PERENJORI
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Current Budget				Comments	
				YTD 30 11 2016					
Cost	Accum Depr	Proceeds	Profit (Loss)	Net Book Value	Sale Proceeds	Profit	Loss		
\$	\$	\$	\$	\$	\$		\$		
				Plant and Equipment					
				CDO Vehicle - 2 PJ	18,000	18,000	0	0	
33,455	8,918	16,364	8,173	MCDS Vehicle - 4 PJ	24,500	16,000	0	(\$8,500)	
				Backhoe - PJ 1575	47,682	34,000	0	(13,682)	
				Mitsubishi Triton - (2012) PJ 1562	0	9,000	9,000	0	
				Mitsubishi Triton - (2011) PJ 1570	7,845	9,000	1,155	0	
				Mitsubishi Triton - (2012) PJ 1572	9,000	9,000	0	0	
33,455	8,918	16,364	8,173		107,027	95,000	10,155	(22,182)	

Comments - Capital Disposal/Replacements

SHIRE OF PERENJORI
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

Note 9: RATING INFORMATION

	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Current Budget Rate Revenue \$	Current Budget Interim Rate \$	Current Budget Back Rate \$	Current Budget Total Revenue \$
RATE TYPE											
Differential General Rate											
GRV Townsites	7.9114	102	1,109,336	1,717,531		(162)	1,717,369	87,764	0	0	87,764
GRV Mining	7.9114	2	4,320,020	622,292			622,292	341,774	0	0	341,774
UV Rural/Pastoral	2.0024	265	85,773,600	88,570			88,570	1,717,531	0	0	1,717,531
UV Mining	34.3112	61	1,770,875	342,091			342,091	607,608	0	0	607,608
Sub-Totals		430	92,973,831	2,770,484	0	0	2,770,322	2,754,677	0	0	2,754,677
Minimum Payment											
	Minimum \$										
GRV Townsites	319.00	36	34,888	3,509	0	0	3,509	11,484	0	0	11,484
GRV Mining	319.00	0	0	9,251	0	0	9,251	0	0	0	0
UV Rural/Pastoral	319.00	11	74,100	11,484	0	0	11,484	3,509	0	0	3,509
UV Mining	319.00	34	18,866	0	0	0	0	10,846	0	0	10,846
Sub-Totals		81	127,854	24,244	0	0	24,244	25,839	0	0	25,839
Discounts							2,794,566				2,780,516
Concession							(203,723)				(201,163)
Amount from General Rates							2,590,843				2,579,353
Ex-Gratia Rates							12,116				11,536
Totals							2,602,959				2,590,889

Comments - Rating Information

SHIRE OF PERENJORI
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Interest Rate %	Principal 1-Jul-16	Lending Date	Term	Principal Repayments		Principal Outstanding		Interest Repayments		Maturity Date
					Actual \$	Current Budget \$	Actual \$	Current Budget \$	Actual \$	Current Budget \$	
Loan 94 Industrial Land	7.38%	18,180	9th June 2008	10 Years	0	8,880	18,180	9,300	0	1,182	9th June 2018
Loan 96 CHA Housing	6.44%	111,172	2nd February 2004	20 Years	5,343	10,974	105,829	100,198	3,635	7,094	2nd February 2024
Loan 97 Flat Pack Housing	4.68%	143,974	9th May 2012	10 Years	10,536	21,432	133,438	122,542	3,364	6,492	2nd May 2022
Loan 98 Subdivision John Street	6.97%	295,834	14th April 2008	20 Years	8,098	16,690	287,736	279,144	10,296	20,338	20th January 2028
Loan 99 Aquatic Centre	6.09%	262,121	15th September 2009	10 Years	34,202	69,807	227,919	192,314	7,983	14,922	15th September 2019
Loan 100 Aquatic Centre	4.81%	229,326	10th April 2012	10 Years	16,735	34,070	212,591	195,256	5,515	10,628	10th April 2022
Loan 101 2x Duplex Housing	4.68%	163,606	9th April 2010	10 Years	11,967	24,214	151,639	139,392	3,828	7,377	9th May 2022
Loan 102 Volvo Grader	2.65%	263,048	6th January 2016	5 Years	26,161	52,670	236,887	210,378	3,399	6,450	6th January 2021
Totals		1,487,261			113,042	238,737	1,374,219	1,248,524	38,020	74,483	

(b) New Debentures

All debenture repayments were financed by general purpose revenue.

SHIRE OF PERENJORI
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2016-17 Current Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING								
03300 Grants Commission Grant	30 Dept Local Government	Y	1,049,870	0	1,049,870	0	524,935	524,935
03301 Untied Road Grant	30 Dept Local Government	Y	801,234	0	801,234	0	398,764	402,470
GOVERNANCE								
04315 Grant Income - Trainee.	30	Y	4,000	0	4,000	0	3,636	364
LAW, ORDER, PUBLIC SAFETY								
05100 Fesa Operating Grant	30 FESA	Y	22,300	0	22,300	0	9,000	13,300
05106 Grant Income	32 FESA	Y	30,000	0	30,000	0	0	30,000
EDUCATION								
08427 Grant Income	30	Y	14,940	0	14,940	0	13,843	1,098
08551 Youth Activities Grant	30	Y	25,000	0	25,000	0	0	25,000
HOUSING								
09287 Community Housing Project - Mt Gibson Funding	32	Y	200,000	0	0	200,000	0	200,000
09312 Housing Grant Funding	32	Y	168,000	0	0	168,000	0	168,000
COMMUNITY AMENITIES								
10509 Grant Income	32 Mt Gibson		147,570	0	0	147,570	6,232	141,338
RECREATION AND CULTURE								
11306 Grant - Dept Of Sport & Rec.	30 Dept of Sport & Rec	Y	38,000	0	38,000	0	29,871	8,129
11521 Mt Gibson Funding Allocation	30 Mt Gibson	Y	200,000	0	200,000	0	0	200,000
11823 Blues For The Bush Event Income.	30	Y	160,000	0	160,000	0	261,927	(101,927)
11901 Bush Heritage Income	30	Y	25,000	0	25,000	0	0	25,000
TRANSPORT								
12300 Direct Grant	30 Main Roads	Y	192,278	0	192,278	0	192,278	0
12301 Regional Road Group Funding.	32 Main Roads	Y	619,000	0	0	619,000	272,360	346,640
12302 Mrd Street Lighting Subsidy	30 Dept of Inf and Transport	Y	2,650	0	2,650	0	0	2,650
12303 Roads To Recovery Funding	32 Dept of Inf and Transport	Y	897,109	0	0	897,109	289,540	607,569
ECONOMIC SERVICES								
13612 Grant Funding Income	32 Mt Gibson	Y	100,000	0	0	100,000	0	100,000
TOTALS			4,696,951	0	2,565,272	2,131,679	2,002,386	2,694,565
	Operat Operating	30	2,535,272	0			1,434,254	
	Non-O Non-operating	32	2,161,679	0			568,132	
	Balance		<u>4,696,951</u>				<u>2,002,386</u>	<u>2,694,565</u>
								4,696,951

SHIRE OF PERENJORI
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

Note 12: TRUST FUND

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

Description	Opening Balance 1 Jul 16	Amount Received	Amount Paid	Closing Balance 30-Nov-16
	\$	\$	\$	\$
Sundry Income	0	0	0	0
Bus Bonds	400	600	(600)	400
Hall Bonds	0	650	(650)	0
Housing Bonds	3,260	460	(1,300)	2,420
Nomination Bonds	0	0	0	0
Yarra Yarra Regional Council	0	0	0	0
Other Bonds	1,100	0	0	1,100
	4,760	1,710	(2,550)	3,920

Comments - Trust

Description	Opening Balance 1 Jul 16	Amount Received	Amount Paid	Closing Balance 30-Nov-16
Perenjori Public Benefit Bank Account	170,808			
Income/Expenditure		50,939	(8,234)	
Closing Bank Balance	0	50,939	(8,234)	213,513

SHIRE OF PERENJORI
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicators 0% 40% 80%
20% 60% 100%

% of Completion	Level of Completion Indicator	Infrastructure Assets	Current Annual Budget	Current YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
Capital Acquisitions by Program								
Governance								
0%	○	Capital -Office Equipment.	4251	5,000	0	0	0	No purchases to date
0%	○	Capital - Admin Building.	4258	60,000	0	0	0	Works not commenced to date
		Governance Total		65,000	0	0	0	
Law, Order And Public Safety								
0%	○	Latham Firestation & Ambulance Shed.	5150	45,000	45,000	0	(45,000)	PO raised for Shed
0%	○	Perenjori Fire Brigade - Building.	5250	20,000	0	0	0	Works not commenced to date
0%	○	Cctv	5601	5,000	5,000	0	(5,000)	No purchase made to date
		Law, Order And Public Safety Total		70,000	50,000	0	(50,000)	
Health								
0%	○	Capital - Medical Centre Building.	07250	9,500	9,500	0	(9,500)	Works not commenced to date
		Health Total		9,500	9,500	0	(9,500)	
Housing								
86%	●	Capital - Housing Expenditure.	09286	799,896	335,695	686,603	350,908	686,603 Unit Costs & Seniors Housing commenced
		Housing Total		799,896	335,695	686,603	350,908	686,603
Community Amenities								
2%	○	Capital Expenditure - Other Infrastructure	00418	505,000	285,415	9,091	(276,324)	9,091 Project Townscape & Transfer station still pending
0%	○	Capital - Land.	10133	150,000	0	0	0	0 Not required to date
0%	○	Capital -Public Conveniences.	10850	9,000	9,000	0	(9,000)	0 Works not commenced to date
		Community Amenities Total		664,000	294,415	9,091	(285,324)	9,091
Recreation And Culture								
0%	○	Capital - Perenjori Pavillion Building	11450	220,000	0	0	0	0 Works not commenced to date
0%	○	Pj Sports Facility Capital Expenditure	11459	10,000	0	0	0	0 Works not commenced to date
24%	○	Playground Upgrade.	11484	40,000	0	9,451	9,451	9,451 Ongoing works
53%	●	Capital - Gym Equipment.	11815	5,000	2,085	2,628	543	2,628 Slightly over budget YTD
		Recreation And Culture Total		275,000	2,085	12,079	9,994	9,451

SHIRE OF PERENJORI
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2016

Note 13: CAPITAL ACQUISITIONS

Level of Completion Indicators 0% ○ 40% ◐ 80% ◑ 100% ●
20% ○ 60% ◐ 100% ●

% of Completion	Level of Completion Indicator	Infrastructure Assets	Current Annual Budget	Current YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
Transport								
7%	○	Road Construction Expense Council	12001	472,372	189,850	32,030	(157,820)	0 Under Budget YTD
35%	◐	Road Construction Expense Rrg	12003	928,500	763,420	328,795	(434,625)	0 Under Budget YTD
31%	◐	Road Construction R2R	12006	897,109	415,870	277,499	(138,371)	0 Under Budget YTD -Sealing Completed November Reach Mower & Tractor Ordered & Holden Capitva purchased in November
14%	○	Plant & Equipment Purchase	12283	555,413	231,420	76,863	(154,557)	0
27%	◐	Capital Expenditure L & B	12285	14,316	12,865	3,829	(9,036)	0 Under Budget YTD
Transport Total				2,867,710	1,613,425	719,016	(894,409)	0
Economic Services								
11%	○	Caravan Park - Buildings - Ablution Block.	13190	50,000	41,665	5,598	(36,067)	0 Under Budget YTD
30%	◐	Caravan Park - New Ablutions - Apron.	13192	8,000	8,000	2,409	(5,591)	0 Under Budget YTD
0%	○	Caravan Park - Capital.	13194	58,000	58,000	0	(58,000)	0 Works not commenced to date
0%	○	Capital - Caron Dam Roof.	14980	250,000	0	0	0	0 Project not commenced to date
Economic Services Total				366,000	107,665	8,007	(99,658)	0
Capital Expenditure Total				5,117,106	2,412,785	1,434,796	(977,989)	705,145



Perenjori
Embrace Opportunity

Attachment
16122.2

Accounts for Payment
November 2016

Ordinary Council Meeting
14th December 2016

Shire of Perenjori
Local Government Act 1995

Accounts for Payment for the month of November 2016

Chq/EFT	Date	Name	Description	Amount
365	03/11/2016	EFT GST - EFTPOS FEES WITH GST	EFTPOS FEES WITH GST	-\$ 8.84
365	03/11/2016	EFT GST - EFTPOS FEES WITH GST	EFTPOS FEES WITH GST	-\$ 1.56
365	01/11/2016	EFT GST - EFTPOS FEES WITH GST	EFTPOS FEES WITH GST	-\$ 54.50
365	01/11/2016	EFT GST - EFTPOS FEES WITH GST	EFTPOS FEES WITH GST	-\$ 256.87
365	01/11/2016	EFT GST - EFTPOS FEES WITH GST	EFTPOS FEES WITH GST	-\$ 44.99
365	01/11/2016	BANK FEES - BANK FEES NO GST	BANK FEES NO GST	-\$ 10.00
365	01/11/2016	BANK FEES - BANK FEES NO GST	BANK FEES NO GST	-\$ 7.00
365	01/11/2016	BANK FEES - BANK FEES NO GST	BANK FEES NO GST	-\$ 20.00
365	01/11/2016	BANK FEES - BANK FEES NO GST	BANK FEES NO GST	-\$ 4.20
365	03/11/2016	BANK FEES - BANK FEES NO GST	BANK FEES NO GST	-\$ 8.84
365	03/11/2016	EFT GST - EFTPOS FEES WITH GST	EFTPOS FEES WITH GST	-\$ 19.90
365	03/11/2016	EFT GST - EFTPOS FEES WITH GST	EFTPOS FEES WITH GST	-\$ 19.90
365	03/11/2016	BANK FEES - BANK FEES NO GST	BANK FEES NO GST	-\$ 8.84
365	03/11/2016	EFT GST - EFTPOS FEES WITH GST	EFTPOS FEES WITH GST	-\$ 19.90
EFT9065	03/11/2016	AFGRI EQUIPMENT PTY LTD	Purchase of 2016 Holden Captiva 5 Auto Diesel Wagon LS	-\$ 31,074.09
EFT9066	03/11/2016	CENTRAL METALS	To supply all pressings as per 15 pages of drawings sent 28/10/2016 As per	-\$ 4,037.98
EFT9067	03/11/2016	CENTRAL METALS	6 Pressings as per drawing sent 03/11/2016	-\$ 225.81
EFT9068	08/11/2016	ACTIVE PLUMBING	Refund of overpayment of Debtors account 80571	-\$ 80.00
EFT9069	08/11/2016	DEPARTMENT OF SPORT AND RECREATION	Refund of overpayment on Debtors account 80357	-\$ 75.00
EFT9070	08/11/2016	ROBIN LYN SPENCER	Refund of overpayment of debtors account 80306	-\$ 10.00
EFT9071	17/11/2016	AGRI SERVICES PERENJORI	tint peeled CCA 75 -100 2.4m, netting 180 x 5 x1.6 x50m, staples fence barb 40 x 4.5 500g, tock post galv 240cm, freight, Depot - 2 x UV stabilised Neta, ECO 2-BGC rapid cement, New Units - 750ml expanding foam, pop up sprinkler 3.5m, threaddape, ant killer, Parks and Gardens - pop up sprinkler, Parks and Gardens - pop up sprinkler, Parks and Gardens - pop up sprinkler, Pavillion - atom light globes, Parks and Gardens - ratchet clips 19mm, Parks and Gardens - pop up sprinkler, impact power bit, Oval - afex valve 1 1/2, Oval - float, Museum - telfer thread, Caravan Park - long thread 2 pkts, Parks and Gardens - earplugs, Parks and Gardens - PVC coupling 3/4, Parks and Gardens - PVC joiner 3/4, Parks and Gardens - retic valve, Parks and Gardens - gel clamps, 5ltr water bottle - painter, 2ltr water bottle - painter, Caravan Park - m8 x 40 bolts, Parks and Gardens - philmac jnr 3g metic 25 x 25, Museum - silcon, Museum - paint brush 38mm, New Units - cutting disc 115 x6 x 22,23mm, Caravan Park - hose connector, Caravan Park - hose clamps, Caravan Park - pop up sprinkler, Parks and Gardens - pop up sprinkler hunter PGJ, joiners, valve 1 inch, gel conn, pop up sprinkler neta, bag of rags, netta	-\$ 3,608.85
EFT9072	17/11/2016	AUSTRALIA'S GOLDEN OUTBACK	Shire editorial in 2017 Australian Golden Outback Holiday Planner	-\$ 1,676.00
EFT9073	17/11/2016	BLUEHILL COURIERS	Freight Services - 5/10 2 x valves - Thinkwater, 7/10 - 1 x ctn Geraldton Air Compressors , 26/10 1 x pallet - Bunnings, 28/10 - 1 x pallet Bunnings Freight to Geraldton 19/10 2 x bags blue metal samples - Blacktop, freight for valves from Thinkwater, freight for parts from Geraldton Air Compressors, freight for gardening tools from Bunnings, , freight for aggregate samples to Blacktop, Freight Services - 9/9 - 2 x pack toilet rolls - Cleanpak, Freight Services - 14/09 - 3 x ctns bottled water - Woolworths, Freight Services - 14/09 - 8 x bags of mulch - Bunnings, Freight Services - 14/09 - 2 x ctns storage cabinet - Bunnings, Freight Services - 16/09 -4 x ctns paper towels, 2 x tubs laundry powder - Cleanpak, Freight - from Geraldton 07/10 - 2 x ctns Staples, Freight - from Geraldton 3 x ctns water IGA Geraldton, Freight - from Geraldton 19/10/	-\$ 895.40
EFT9074	17/11/2016	BUNNINGS WAREHOUSE	Depot - Romak Shelving Units	-\$ 435.10
EFT9075	17/11/2016	CANINE CONTROL	Ranger Services for the period ending Friday 28th October 2016	-\$ 495.00
EFT9076	17/11/2016	COATES HIRE OPERATIONS PTY LTD	Refuel 30KVA on return , refuel on 45KVA on return, refuel on 45KVA on	-\$ 1,364.00
EFT9077	17/11/2016	COVS PARTS PTY LTD	995001 puller set 46 pce, PJ1567 - HB1408N harmonic balancer- OEM, PJ1567 - D4PK0865 fan belt dayco, PJ1567 - D4PK0985 fan belt dayco, D4PK1040 fan belt dayco, 300mm Cutting Disc for metal cut off saw, socket set, spray bottle, ear plugs, non contact IR thermometer, PJ1524 - P550372 fitler fuel, PJ1524 - P559118 fuel filter kit, PJ1524 - P553771 oil filter, PJ1524 - P537877 air filter PJ1524 - P537876 radial seal air cleaner, PJ1566 - WCO118 oil filter,	-\$ 1,744.98
EFT9078	17/11/2016	GALVINS PLUMBING SUPPLIES	Latilla hob sink set chrome	-\$ 62.55
EFT9079	17/11/2016	GELLATLY'S ROADHOUSE	Gellatly's Roadhouse purchases for the period ending 31/10/2016 - Admin -	-\$ 27.60
EFT9080	17/11/2016	GERALDTON DECORATOR CENTRE PTY LTD	New Units - White ceiling paint - 10lts, New Units - acrylic white 10lts hog bristle quarter, New Units - trademax 10lts hog bristle quarter, New Units - high gloss enamel white 10lts hog bristle quarter, Aquatic Centre - promax	-\$ 1,435.63
EFT9081	17/11/2016	GERALDTON INDEPENDENT BUILDING SUPPLIES	New Units - 2 x 1ltre tins of contact adhesive, 4 x 2400 x 600 x16 edged white melamine, 25mm x 8 - 10 partical board screws pack 500	-\$ 189.18
EFT9082	17/11/2016	GG PUMPS AND ELECTRICAL	4 John St - Pump in waste pit is connected to GPO circuit	-\$ 140.25
EFT9083	17/11/2016	HERRINGS COASTAL PLUMBING & GAS	Plumbing works to new units at Crossing Street, preliminaries, drainage work, pump and pump line, water service, supply and install 3 x hot water units, supply and installation of approx 80 meters of 50mm blue line poly PN 16	-\$ 22,333.74
EFT9084	17/11/2016	Institute of Public Works Engineering Australia.	International Infrastructure Management Manual	-\$ 540.82
EFT9085	17/11/2016	J. BLACKWOOD & SON PTY LIMITED	Jack Wheel Dolly Omega Manual Hyd 680kg	-\$ 542.40
EFT9086	17/11/2016	JADE MILLS	Ozco Flashflock stilt walking workshop	-\$ 390.00
EFT9087	17/11/2016	JMH MECHANICAL SERVICES	Labour to weld on 24 Brackets to Donga Chassis to take airconditioner and	-\$ 1,393.58
EFT9088	17/11/2016	JOHN HUGHES FLEET	Kia Sportage new registration fees	-\$ 358.95
EFT9089	17/11/2016	KOTT GUNNING LAWYERS	Perenjori Independent Living Units	-\$ 4,516.60
EFT9090	17/11/2016	LANDGATE - VALUATIONS	Rural UV's Valuations, GRV's Valuations, Mining Valuations	-\$ 37.90
EFT9091	17/11/2016	LAURIE CHARLES BUTLER	Presidents Allowance 1st installment - July - Dec 2016	-\$ 10,925.00
EFT9092	17/11/2016	LEOPOLD CONTRACTING	Perenjori Oval - supply and delivery of 25 ton sand	-\$ 550.00
EFT9093	17/11/2016	MAGPIE SQUAWK	Advertising for Blues for the Bush 07/09 ,14/09 ,21/09	-\$ 405.00
EFT9094	17/11/2016	MARKET CREATIONS	193 X standard active archive cartons - October, business cards x 500	-\$ 695.75
EFT9095	17/11/2016	MCLERMONS	Replacement of round table wenge Durable, damage	-\$ 817.00
EFT9096	17/11/2016	MOORA EMBROIDERY	Embroidery of 4 x Shirts - Admin	-\$ 35.20

Shire of Perenjori
Local Government Act 1995

Accounts for Payment for the month of November 2016

EFT9097	17/11/2016	NORTH MIDLANDS MOTORS	PJ4578 - hose	-\$	123.90
EFT9098	17/11/2016	OAKSTAR ASSET PTY LTD	Hire of Terex Positrack for earthworks, sheet F72 reinforcing mesh, 25/14	-\$	8,465.60
EFT9099	17/11/2016	PAINT STORM	Performance Phil Doncon's Paint storm, Friday night, Saturday and Sunday, Art	-\$	3,300.00
EFT9100	17/11/2016	PETER JOHN WATERHOUSE	Deputy President's Allowance 2016/17 - 1st Installment	-\$	2,750.00
EFT9101	17/11/2016	RJ & LJ KING	PJ1567 - Havoline premium plus 5L, PJ4578 - grader tyre, PJ1503 - grader tyre repair, tyre/tube repair/replace, havoline premium plus 5L, valves, box of plugs, 20L havoline fully synthetic C3 5W-30, 2 x A41 & A42 belts, battery	-\$	2,221.56
EFT9102	17/11/2016	SHERRIN RENTALS	Boundary Road Construction - hire of multi tyre roller 24 tonne @ \$203.50 day, transport of roller, Perenjori Rothsay Construction - hire of multi tyre	-\$	4,950.00
EFT9103	17/11/2016	SHIRE OF MORAWA	Doctor's housing reimbursements, - vehicle and maintenance costs of the Dr's house for Jul - Sept 2016, power and water for the Dr's house Jul - Sept 2016	-\$	802.15
EFT9104	17/11/2016	STAPLES AUSTRALIA PTY LTD	P and S Meter charges black and white, colour, Admin - photocopier repairs, magenta high yield ink cartage, artline marker, artline permanent marker, sticky note flags 24 x 43 red, sticky note flags 24 x 43 yellow, white	-\$	1,224.85
EFT9105	17/11/2016	TOLL IPEC PTY LTD	Freight Services - 19/10 To State Library 3 x 30kg, 27/10 - From Sunny Industries 1 x 234kg, 02/11 - from Construction 1 x 72kg, 02/11 from Staples -	-\$	279.82
EFT9106	17/11/2016	TOTALLY WORKWEAR	Admin - Polo black / blue shirt & embroidering	-\$	32.74
EFT9107	17/11/2016	TRU-LINE EXCAVATIONS & PLUMBING	Standard TMP - Wanarra Rd Bunjil event road	-\$	198.00
EFT9108	17/11/2016	WALLIS COMPUTER SOLUTIONS	PECC Computer Issues, cable update for Direct Comms radio gear	-\$	836.58
EFT9109	17/11/2016	WEST AUSTRALIAN NEWSPAPERS LIMITED	Advert for Blues for the Bush - Midwest Times	-\$	666.25
EFT9110	17/11/2016	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	Short course - WALGA Effective Letter & Report Writing in Local Government 18th October 2016	-\$	544.50
EFT9111	17/11/2016	WESTRAC PTY LTD	PJ1585 - Pin, Retainer, Filter Cab Int, Filter Cab Ext	-\$	104.60
EFT9112	23/11/2016	PERENJORI IGA X - PRESS	Purchase for the month of October 2016, Depot - twining tea bag, Depot - CSR white sugar 1 kg, Depot - milk 3Ltr, Admin - milk 1Ltr, Admin - milk hi lo 2Ltr, Barracks - eucalyptus oil 200ml, Barracks - Goanna eucalyptus oil 100ml, Council - monte carlo 250gm, Council - choc tim tam 200gm, Admin - milk hi lo 2Ltr, Admin - grapes white seedless, Admin - oranges, Admin - pineapple, Admin - choc tim tams, Council - salami hot 250g, Council - cheese tasty 250gm, Council - jatz original 225gm, Council - carrot cake, Council - tim tams dark, Council - monte carlo, Council - kingston, Admin - milk hi lo 2Ltr, Admin - milk 1Ltr, Admin - West Australian Newspaper - Saturday, Chalets - sunlight liquid, Council - jatz original, Council - dorsogna cabanossi, Council - cheese tasty, Council - slami hot, Admin - milk 1Ltr, Admin - milk hi lo 1Ltr, Council - cheese tasty, Council - csabai, Council - dorsogna cabanossi, Council - salami hot, Council - grapes white seed less, Council - strawberries, Council - marinated feta, Council - allens freckles, Council - allens marella jubes, Council - allens minities, Council - allens jelly beans, Council - allens werthers original, Admin - milk 3Ltr, Admin - nobbys mixed nuts, Caravan Park - white king lemon bleach 1.25Ltr, Caravan Park - black n gold bleach regular 2Ltr, Caravan Park - harpic active marine 500ml, Admin - milk, Depot - 3Ltr milk, Depot - 2 x 2Ltr milk, Depot - milk, Admin - groceries	-\$	320.73
EFT9113	28/11/2016	MICK LUNDIE BITUTEK	Perenjori Rothsay Rd construction - supply and spray cutback bitumen,	-\$	286,057.35
EFT9114	28/11/2016	CARNAMAH DISTRICT HIGH SCHOOL	T473 BUS BOND REFUND	-\$	200.00
EFT9115	29/11/2016	Warren Taylor Homes	Progress payment - Plate height - Seniors Units	-\$	119,032.00
EFT9116	29/11/2016	BL & MJ THORNTON	Waste Removal Services from 01/10/2016 - 31/10/2016	-\$	2,732.95
EFT9117	29/11/2016	BOC LIMITED	BOC gas container service	-\$	54.09
EFT9118	29/11/2016	BUNNINGS WAREHOUSE	Ryobi 18v Blower, Timber Rake, Garden Rake, Long Handle Shovel, Square Mouth Shovel, Garden Spade, 60L Wheel Barrow, 100L Wheel Barrow	-\$	629.90
EFT9119	29/11/2016	CANINE CONTROL	Ranger Services for November 2016	-\$	495.00
EFT9120	29/11/2016	CARNAMAH/PERENJORI FOOTBALL CLUB	Jaiden Carter - 2016 - Carnamah/Perenjori Football Club	-\$	80.00
EFT9121	29/11/2016	GRAEME KINGSLEY REID	Cr Travel Fees - Plant and Work Committee Meeting 09/11/2016	-\$	93.97
EFT9122	29/11/2016	JMH MECHANICAL SERVICES	Toyota Corolla Tail Light	-\$	231.62
EFT9123	29/11/2016	LANDMARK OPERATIONS LIMITED	20 litre roundup CT	-\$	119.68
EFT9124	29/11/2016	LGIS RISK MANAGEMENT	LGISWA Mid-west regional risk co-ordination programme	-\$	3,925.90
EFT9125	29/11/2016	PERENJORI COMMUNITY RESOURCE CENTRE	Catering for Council Lunch - 19 @ \$14.00/head	-\$	266.00
EFT9126	29/11/2016	PERENJORI GOLF CLUB	Perenjori Golf Club - greenkeeping fees - July 2016, green keeping fees -	-\$	12,500.00
EFT9127	29/11/2016	PETER JOHN WATERHOUSE	Cr Travel Fees - Plant And Works Committee Meeting 09/11/2016	-\$	120.28
EFT9128	29/11/2016	SPOTLIGHT PTY LTD	Quilt cover sets king size, king size dooners	-\$	327.98
EFT9129	29/11/2016	TOLL IPEC PTY LTD	Freight Services - Staples 11/11/2016 5 x 65kg, Staples 17/11/2016 1 x	-\$	71.75
EFT9130	29/11/2016	UP IN THE AIR DESIGNS AND CREATIONS	Community Canopy - sewing shade sail workshop, 50% \$2,450	-\$	2,450.00
EFT9131	30/11/2016	ASHDOWN-INGRAM	PJ1577 - EE-1010 Foam Tape, EVX0990 Evaporator Core Plate and Fin Inlet	-\$	324.23
EFT9132	30/11/2016	AUSTRALIA POST	Postage supply for the period ending 31/10/2016	-\$	196.86
EFT9133	30/11/2016	AUSTRALIAN SERVICES UNION	Payroll deductions, 01/11/2016, 15/11/2016, 29/11/2016	-\$	79.05
EFT9134	30/11/2016	BUNNINGS WAREHOUSE	Out door storage, various items - Bunnings	-\$	451.54
EFT9135	30/11/2016	CLEANPAK SOLUTIONS	20KG Blue Wash Laundry powder, clear vinyl extra large gloves	-\$	198.44
EFT9136	30/11/2016	COLMAR CORPORATION	Childrens cooking aprons and hats @ \$9 per set x 11	-\$	99.00
EFT9137	30/11/2016	GALVINS PLUMBING SUPPLIES	New Units - aquaseal roof flashing, pvc pin stlye repair coupling, PVC 50 x85, PVC standard coupling 40mm, concrete stop top tap box, Aquarius Deck Tights	-\$	524.68
EFT9138	30/11/2016	GERALDTON INDEPENDENT BUILDING SUPPLIES	Lockwood 100 night latch (100CPDP)	-\$	118.64
EFT9139	30/11/2016	GERALDTON MOWER & REPAIR SPECIALIST	STC3610 000 0050 14 C/loop mini 61PMMC3 {5.36}, STC3686 000 0068 18 chain 325 26RMC STC3686 000 0074 18 C/loop 325 26RMC, STC3610 000 0044 12" C/loop mini 61PMMC3 {5.36} STP3005 000 3905 rollomatic mini	-\$	543.20
EFT9140	30/11/2016	GG PUMPS AND ELECTRICAL	153 Livingstone St - replace exhaust fan	-\$	186.96
EFT9141	30/11/2016	GRAEME KINGSLEY REID	Cr Meeting Fees - Plant and Works Committee Meeting 09/11/2016, Ordinary Council Meeting -17/11/2016, Cr Travel Fees - Ordianry Council Meeting	-\$	411.97
EFT9142	30/11/2016	GYM AND FITNESS AUSTRALIAN FITNESS SUPPLIES	New gym equipment	-\$	2,890.98
EFT9143	30/11/2016	HITACHI	PJ1577 - 63D -16 Nut	-\$	37.84
EFT9144	30/11/2016	JMH MECHANICAL SERVICES	PJ1599 - Solvkleen Degreaser 20L	-\$	98.45

Shire of Perenjori
Local Government Act 1995

Accounts for Payment for the month of November 2016

EFT9145	30/11/2016	JOANNE MAUD HIRSCH	Cr Meeting Fees - Ordinary Council Meeting 17/11/2016,Cr Travel Fees -	-\$ 269.53
EFT9146	30/11/2016	JOHN CUNNINGHAM	Cr Meeting Fees - Ordinary Council Meeting 17/11/2016,Cr Travel Fees -	-\$ 246.98
EFT9147	30/11/2016	KOTT GUNNING LAWYERS	Legal Fees for dispute between MWT and Shire of Perenjori	-\$ 4,986.50
EFT9148	30/11/2016	LAURIE CHARLES BUTLER	Cr Meeting Fees - Ordinary Council Meeting 17/11/2016,Cr Travel Fees -	-\$ 410.83
EFT9149	30/11/2016	LISA JANE SMITH	Cr Meeting Fees - Ordinary Council Meeting 17/11/2016,Cr Travel Fees -	-\$ 237.21
EFT9150	30/11/2016	METROCOUNT	2 x roadpod VT 5900 Plus inc roadcase	-\$ 9,744.90
EFT9151	30/11/2016	MIDWEST TRANSPORTABLES	MWT rental return for the month of October 2016	-\$ 8,256.63
EFT9152	30/11/2016	MORAWA IGA	PECC - purchases for the month of November 2016	-\$ 167.65
EFT9153	30/11/2016	PERENJORI COMMUNITY RESOURCE CENTRE	5 x Slices of cake for Supervisor Training	-\$ 20.00
EFT9154	30/11/2016	PETER JOHN WATERHOUSE	Cr Meeting Fees - Plant and Works Committee meeting -09/11/2016, Ordinary Council Meeting - 17/11/2016,Cr Travel Fees - Ordinary Council Meeting	-\$ 438.28
EFT9155	30/11/2016	QK TECHNOLOGIES PTY LTD	Average Active Children for the period from 03/10/2016 -06/11/2016	-\$ 21.70
EFT9156	30/11/2016	RJ & LJ KING	PJ1575 -Backhoe tyres Rear x 2	-\$ 1,816.10
EFT9157	30/11/2016	ROBIN LYN SPENCER	Cr Meeting Fees - Ordinary Council Meeting 17/11/2016,Cr Travel Fees -	-\$ 243.22
EFT9158	30/11/2016	RODNEY PAUL DESMOND	Cr Meeting Fees - Plant and Works Committee Meeting 09/11/2016 - Ordinary	-\$ 318.00
EFT9159	30/11/2016	SHIRE OF MORAWA	Sweeping of main street	-\$ 1,225.00
EFT9160	30/11/2016	STAPLES AUSTRALIA PTY LTD	PECC - baby wipes, kleenex facial tissues,maniler folders box 100, crystal clear tape 18mm x 33mm, A5 notebook, spirax A4 notebook, crystal clear tape	-\$ 266.72
EFT9161	30/11/2016	TOLL IPEC PTY LTD	Freight services - from Staples 22/11/2016 - 2 x 13kg, Shire of Perenjori	-\$ 23.52
EFT9162	30/11/2016	WESTRAC PTY LTD	PJ1568 -1000HR service kit, accumulator	-\$ 590.03
EFT9163	30/11/2016	Warren Taylor Homes	progress Payment - Roof Cover	-\$ 119,032.00
19423	08/11/2016	Synergy.	Fox St Latham electricity usage from 10/08/2016 - 07/10/2016, Lot 51 Britt St Latham electricity usage from 10/08/2016 - 07/10/2016,Lot 202 Mullewa Wubin Rd Perenjori electricity usage from 05/08/2016 - 07/10/2016, Oval -	-\$ 522.80
19424	08/11/2016	TELSTRA CORPORATION	Ph Charges for month ended October 2016,Medical Centre - internet and data usage N9511924R to 15/11/2016, 99731526 Ph Charges Depot, 99731621 Ph Charges DCEO Res, 99731751 Internet Data (Bianca), 6495199650, 9004646360, 99730100 Ph Charges Admin, 99730101 Ph Charges trainee, 99730102 Ph Charges MCDS line, 99730103, 99730104 Ph Charges SFO line, 99730105 Phone Charges Admin Line, 99730106 Ph Charges Finance, 99730107 Ph Charges Club, 99730108 Ph Charges CEO, 99730109 Ph, 99730110 Ph Charges CDO line, 99730111 Ph Charges Pool, 99730112 Ph Charges MIS, 99730113 Ph Charges Mechanic, 99730114 Ph Charges WS, 99730116 Ph Charges, 99730117 Ph Charges Depot Admin, 99730200 PECC, 99730206 PECC, 8411247350 Internet and data, 99731042 Internet and date N9502846R - Pool, N9504753R Internet and Data CEO, N9509636R Internet and Data 56 Hesford, N9519201R Internet and Data SFO 356 Hirshauer, N9725251R Internet and Data MCDS 355 Hirshauer, 99731002 Ph Charges Admin Line, 99731083 Ph Charges Admin Eftpos, 99731354 Ph Charges Admin Line, 99731029 Ph Charges Admin Fax, 99731102 Ph Charges CEO Fax, 0427731004 Ph Charges CEO Mobile, 0422731336 Ph ChargesPECC Coordinator, 99731120 Ph Charges CEO Residence, 99731193 Ph ChargesCPark Home, 99731401 Ph Charges CPark, 99736059 Ph Charges Lthm Ambulance, 99731483 Ph Charges Public Access Computer, 2310846114 Ph Charges Shared Included Calls, 0409874851 Ph Charges Building Maintenance, 0475953764 New Ipad Charges,	-\$ 3,379.99

Shire of Perenjori
Local Government Act 1995

Accounts for Payment for the month of November 2016

19425	17/11/2016	CITY OF GREATER GERALDTON	Region visit to Perenjori and Latham Libraries as per Mid West Regional	-\$	368.00
19426	17/11/2016	PERENJORI HOTEL	Blues for the Bush - Meals and Drinks, materials	-\$	407.00
19427	17/11/2016	PERENJORI PRIMARY SCHOOL	Donation - Achievement Awards 2016	-\$	500.00
19428	17/11/2016	Synergy.	Street Lights electricity usage from 25/09/2016 - 24/10/2016, Lot 11 Brit St -	-\$	1,791.80
19429	30/11/2016	KIRK JINDRICH POHL	Cr Meeting Fees - Ordinary Council Meeting 17/11/2016	-\$	200.00
19430	30/11/2016	PERENJORI HOTEL	Dinner and drinks - PECC	-\$	304.00
19431	30/11/2016	PERENJORI VOLUNTEER BUSH FIRE BRIGADE	Perenjori Volunteer Bush Fire Brigade - services for attending Blues for the	-\$	1,000.00
19432	30/11/2016	SHIRE OF PERENJORI - TRUST	Payroll deductions	-\$	200.00
19433	30/11/2016	Synergy.	Electricity usage for Perenjori Caravan Park and Village from 20/10/2016 - 16/11/2016, Perenjori Pump aerodrome electricity usage from 26/08/2016 -	-\$	1,182.20
19434	30/11/2016	TELSTRA CORPORATION	9 Hirshauer - Business Line complete @ \$34.95 month,1 TBB on ADSL 100GB	-\$	134.94
DD10571.1	01/11/2016	WA SUPER	Payroll deductions	-\$	7,211.67
DD10571.2	01/11/2016	AUSTRALIAN SUPER	Superannuation contributions	-\$	1,291.46
DD10571.3	01/11/2016	REST INDUSTRY SUPERANNUATION	Superannuation contributions	-\$	913.93
DD10571.4	01/11/2016	MLC SUPER	Superannuation contributions	-\$	635.47
DD10571.5	01/11/2016	INTEGRA SUPER	Superannuation contributions	-\$	248.55
DD10571.6	01/11/2016	AMP SUPERANNUATION SAVINGS TRUST	Superannuation contributions	-\$	272.98
DD10571.7	01/11/2016	HOST PLUS SUPER	Superannuation contributions	-\$	197.86
DD10571.8	01/11/2016	HESTA SUPER FUND	Superannuation contributions	-\$	216.16
DD10571.9	01/11/2016	VICSUPER	Superannuation contributions	-\$	211.92
DD10584.1	01/11/2016	WESTNET	Westnet Charges for the month ending November 2016	-\$	265.85
DD10601.1	03/11/2016	DEPARTMENT OF TRANSPORT	Plate change and registration of new Holden Captiva - 2PJ	-\$	298.60
DD10601.2	04/11/2016	DEPARTMENT OF TRANSPORT	Plate remake of 03PJ	-\$	114.30
DD10603.1	09/11/2016	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 101 Fixed Component - DUPLEX CONSTRUCTION	-\$	29,695.37
DD10611.1	15/11/2016	WA SUPER	Payroll deductions	-\$	7,530.01
DD10611.2	15/11/2016	VICSUPER	Superannuation contributions	-\$	211.92
DD10611.3	15/11/2016	AUSTRALIAN SUPER	Superannuation contributions	-\$	1,373.51
DD10611.4	15/11/2016	REST INDUSTRY SUPERANNUATION	Superannuation contributions	-\$	892.31
DD10611.5	15/11/2016	MLC SUPER	Superannuation contributions	-\$	634.03
DD10611.6	15/11/2016	INTEGRA SUPER	Superannuation contributions	-\$	248.55
DD10611.7	15/11/2016	AMP SUPERANNUATION SAVINGS TRUST	Superannuation contributions	-\$	272.98
DD10611.8	15/11/2016	HOST PLUS SUPER	Superannuation contributions	-\$	197.86
DD10611.9	15/11/2016	HESTA SUPER FUND	Superannuation contributions	-\$	216.16
DD10612.1	13/11/2016	BANKWEST MASTERCARD	Credit Card purchases from 24th Sept - 24th Oct 2016,22/09/2016 - Morawa IGA various groceries items, 22/09/2016 - Avis Australia - Lucien Fischer, 23/09/2016 - Avis Australia - Timothy Kerin, 28/09/2016 - Plate change for Kia Sportage, 30/09/2016- Nespresso Australia - coffee pods, 05/10/2016-	-\$	3,271.19
DD10614.1	14/11/2016	GERALDTON FUEL CO	Fuel Card Purchases for month October 2016, PJ1578 - 1420.35 Ltres, PJ1549 - 98.62 Ltr, Stock diesel - 2964.02, PJ1574 - 185.18 Ltres, 1500PJ - 271.54 Ltres, Sundry - 15.03 Ltres, PJ1563 - 108.28 Ltres, PJ1575 - 100.02 Ltres, PJ1585 - 91.27 Ltres, PJ1583 - 204.54 Ltres, PJ1527 - 1728.09 Ltres, 1PJ - 228.16 Ltres, 2PJ - CDO - 259.12 Ltres, 04PJ - 117.61 Ltres, PJ1568 - 195.73 Ltres, PJ1569 - 235.68	-\$	16,350.12

Shire of Perenjori
Local Government Act 1995

Accounts for Payment for the month of November 2016

DD10617.1	15/11/2016	SG FLEET AUSTRALIA PTY LIMITED	P1690 JETPATCHER LEASE	-\$	10,275.49
DD10628.1	29/11/2016	WA SUPER	Payroll deductions	-\$	7,332.04
DD10628.2	29/11/2016	AUSTRALIAN SUPER	Superannuation contributions	-\$	983.36
DD10628.3	29/11/2016	MLC SUPER	Superannuation contributions	-\$	634.03
DD10628.4	29/11/2016	INTEGRA SUPER	Superannuation contributions	-\$	248.55
DD10628.5	29/11/2016	AMP SUPERANNUATION SAVINGS TRUST	Superannuation contributions	-\$	265.55
DD10628.6	29/11/2016	HOST PLUS SUPER	Superannuation contributions	-\$	197.86
DD10628.7	29/11/2016	HESTA SUPER FUND	Superannuation contributions	-\$	207.63
DD10628.8	29/11/2016	REST INDUSTRY SUPERANNUATION	Superannuation contributions	-\$	627.09
DD10628.9	29/11/2016	VICSUPER	Superannuation contributions	-\$	211.92
DD10611.10	15/11/2016	BT SUPER FOR LIFE	Superannuation contributions	-\$	48.65
		TOTAL		-\$	806,086.75

		SUMMARY	
T	TRUST	-\$	200.00
RT	MT GIB	\$	-
M	MUNI	-\$	805,886.75
		-\$	806,086.75
	EFT EFT	-\$	701,805.75
	DD Direct Debit	-\$	90,533.74
	EFT.TT EFT Trust	\$	-
	CHQ.TT CHQ Trust	\$	-
	CHQ CHQ	-\$	9,990.73
	Fees Fees	-\$	485.34
	CreditCard	-\$	3,271.19
	MT GIBSON	\$	-
		-\$	806,086.75



Perenjori
Embrace Opportunity

*Attachment
16123.1*

*Blues for the Bush
Financial Statement*

*Ordinary Council Meeting
14th December 2016*

BLUES FOR THE BUSH
STATEMENT OF COMPREHENSIVE INCOME

	Notes	2016 \$	2014 \$	2013 \$
INCOME	1			
Grants		129,519	20,000	45,500
Sponsorship		102,900	81,400	17,600
Bush Heritage Contribution		33,000	22,000	22,000
Shire of Perenjori Contribution		32,000	44,000	33,000
Ticket Sales		68,835	28,810	22,109
Other Revenue		7,111	4,545	9,629
Total Income from Operations		373,364	200,755	149,838
OPERATING EXPENSES				
Site Preparation & Build		74,198	70,221	49,668
Concert Production and Artists		41,856	35,204	21,769
Marketing, Publicity & Merchandise		53,433	35,431	32,808
Open Day Expenses		81,291	28,793	12,162
Equipment & Creative Elements		13,252	6,361	1,764
Catering and Bar		5,080	6,303	34,816
Sponsors/VIP Expenses		1,740	10,662	110
Transport & Freight		9,505	2,792	8,000
Security		13,430	16,588	-
Project Management		36,300	33,000	25,080
Donations		3,000	2,000	1,500
Community Engagement Programs - Extra Costs		30,754	-	-
Total operating expenses		363,839	247,355	187,677
<i>Result from Operations</i>		9,525	(46,600)	(37,839)
Total Comprehensive Income for the Year		9,525	(46,600)	(37,839)

BLUES FOR THE BUSH
STATEMENT OF FINANCIAL POSITION
as at November 2014

	NOTES	2016 \$	2014 \$	2013 \$
Assets				
Current Assets:				
Cash and cash equivalents		9524.89	-	-
Inventories - Merchandise	2	5,910	5,300	-
Trade and Other Recievables			-	-
Total current assets		15,435	5,300	-
Non-Current Assets:				
Property, Plant or Equipment	2	6,166	2,231	-
Total Non-Current Assets		6,166	2,231	
Total Assets		21,601	7,531 0	0
Liabilities				
Current liabilities:				
Accounts payable			-	
Current debt		-	46,400	37,839
Total Current Liabilities		-	46,400	37,839
Non Current Liabilities				
Provisions			-	
Total Non-Current Liabilities		-	1	
Total Liabilities		-	46,400	37,839
TOTAL ASSETS		21,601	(38,869)	(37,839)

BLUES FOR THE BUSH
NOTES TO FINANCIAL STATEMENTS

NOTE1: REVENUE AND OTHER INCOME	2016	2014	2013
	\$	\$	\$
INCOME			
Grants			
Lotterywest Community Event Grant	20,000	20,000	20,000
FRRR Seeds of Regional Renewal Grant	0	0	16,500
Community Benefit Trust	0		9,000
Tourism WA	10000		
Regional and Remote Touring Fund	51002		
Department of Culture and Arts WA	16128.2		
Australian Council for the Arts	33388.3		
	130,519	20,000	45,500
Sponsorship			
Mount Gibson Iron	27500	55,000	
Sinosteel Midwest Corp	0	5,500	
Patience Bulk Haulage	5500	5,500	
Top Iron	0	5,500	5,500
Creedence Contracting	0	2,200	
Aurizon	0	2,200	
Brookfield Rail	0	5,500	
BPH WA	0	0	5,500
Wildflower Country Inc	0		5,500
CBH Group	0		1,100
Karara	11,000		
Pew Trusts	5,500		
Bitutek	550		
Gunduwa	38,000		
RSM Australia	1,100		
Minjar Gold	2,200		
NACC	11,000		
RAC	550		
	102,900	81,400	17,600
Partner Contributions			
Bush Heritage Contribution	33,000	22,000	22,000
Shire of Perenjori Contribution	32,000	44,000	33,000
	65,000	66,000	55,000
Ticket Sales			
	68,835	28,810	22,109
Other Revenue			
Afternoon Tea - Pannikin Sales	920	1,212	0
Merchanside Sales	4,536	2,408	884
Workshop Takings	0	925	0
Bar Takings	0	0	8,745
Vendor Fees	655		
Perenjori Primary Contribution	1,000		
	7,111	4,545 0	9,629

BLUES FOR THE BUSH
NOTES TO FINANCIAL STATEMENTS

NOTE 2: INVENTORY & PLANT & EQUIPMENT	2016	2014	2013
	\$	\$	\$
Current Inventory			
Blues for the Bush Merchandise	5,910	5,300	\$ -
	5,910	5,300 0	0
Plant, Equipment, Facilities			
4 x Fire Extinguishers	731	731	\$ -
Over the Road Banner	950	950	\$ -
150m x Bunting	0	550	\$ -
300m x Bunting	1,150	0	
Fire Blanket	250		
Air Mattresses	186		
Tools	967		
Road Signage	1,732		
Star Pickets	200		
	6,166	2,231 0	0
Total Value	12,076	7,531 0	0



Perenjori
Embrace Opportunity

Attachment
16125.2

Annual Report 2015-
2016

Ordinary Council Meeting
14th December 2016



ANNUAL REPORT 2015/2016



Shire of Perenjori

56 Fowler Street

PO Box 22

Perenjori WA 6620

Telephone: (08) 9973 0100 Facsimile: (08) 9973 1029

Email: admin@perenjori.wa.gov.au

Contents

GENERAL INFORMATION	4
ELECTED MEMBERS	5
PRESIDENTS REPORT	6-7
CHIEF EXECUTIVE OFFICER REPORT	8-9
MANAGER CORPORATE DEVELOPMENT SERVICES.....	10-14
ENVIRONMENTAL HEALTH AND BUILDING	15
AQUATIC CENTRE REPORT	16
MANAGER INFRASTRUCTURE REPORT	17
COMMUNITY DEVELOPMENT REPORT	18-20
COMMUNITY STRATEGIC PLAN & CORPORATE BUSINESS PLAN	21
STATUTORY REPORTS	22-23
PROGRESS REPORT PROJECTS.....	24-26
FINANCIAL REPORT.....	27-85
Statement by Chief Executive Officer	29
Income Statement by Nature or Type	30
Income Statement by Program	31
Balance Sheet	32
Statement of Changes in Equity	33
Cash Flow Statement	34
Rate Setting Statement	35
Notes to and forming part of the Financial Report	36-82
Independent Audit Report	83-84
Supplementary Ratio Information	85

General Information

The Perenjori Shire Council consists of nine elected members from whom a President is elected each two years. There are four wards in the Shire being Bowgada Ward (one member); Perenjori Ward (four members); Latham/Caron Ward (three members) and Maya Ward (one member). The Current Councilors are:

Laurie C Butler (President)	Perenjori Ward	Retiring 2017	Ph: (08) 9973 1117
Peter J Waterhouse (D/President)	Maya Ward	Retiring 2017	Ph: (08) 9664 2085
Joanne M Hirsch	Caron/Latham Ward	Retiring 2019	Ph: (08) 9973 6015
Graeme K Reid	Caron/Latham Ward	Retiring 2017	Ph: (08) 9973 6043
John R Cunningham	Bowgada Ward	Retiring 2019	Ph: (08) 9973 4015
Robin L Spencer	Perenjori Ward	Retiring 2019	Ph: (08) 9973 1173
Rodney P Desmond	Perenjori Ward	Retiring 2017	Ph: (08) 9973 1200
Kirk J Pohl	Perenjori Ward	Retiring 2019	Ph: (08) 9973 1020
Lisa J Smith	Perenjori Ward	Retiring 2017	Ph: (08) 9973 1162

Elections are normally held biannually in October and subject to electoral procedures as governed by the Local Government Act. Voting at Council elections is not compulsory, however participation by residents in elections is important for the effectiveness of local government. Residents not included on the State electoral roll should contact the Australian Electoral Commission. You do not need to be a ratepayer to be on the electoral roll and to vote in Council elections.

Council Meetings are generally held on the third Thursday of every month (excluding January) and are open to the public. Meeting agendas and minutes and other documents are available on the Shire website, the Perenjori shire office and the Latham library. An Annual Meeting of Electors is held each financial year for which notice is published in the local newspaper.

Population	924
Distance from Perth	354 km
Number of Electors	353
Area	8,214 sq. km
Towns	Perenjori, Latham
Libraries	Perenjori, Latham
Primary Schools	Perenjori
Length of Sealed Road	243 km
Length of Unsealed Road	1,453 km
Rates Income	\$2 616 541
Total Revenue	\$6 416 745

Elected Members



Cr Kirk Pohl



Cr Rodney Desmond



Cr Lisa Smith



Cr John Cunningham



Cr Laurie Butler



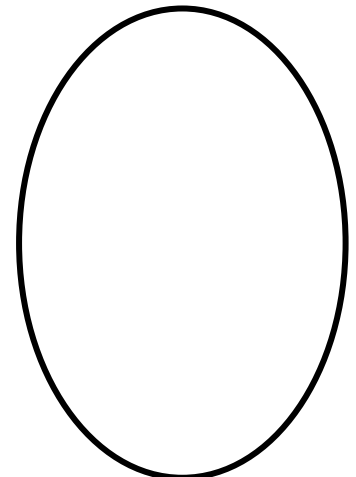
**Cr Peter Waterhouse
Deputy President**



Cr Graeme Reid



Cr Robin Spencer



Cr Joanne Hirsch

Shire President's Report

Cr Laurie Butler



Introduction

I was pleased to be elected as the incoming Shire President in October 2015, along with the election of three new Councillors being Cr Joanne Hirsch, Cr Kirk Pohl and Cr Robin Spencer. I acknowledge the commitment and dedication from the outgoing President, Chris King. Chris has served on Council for 16 years with other roles as a Councillor and Deputy Shire President. Our community has benefited greatly from Chris's skills, experience and networks, and fittingly Council approved Chris for the award of a Freeman of the Shire.

Industry

Agriculture continues to be the major activity for most of the residents of Perenjori and the weather blessed us this year with some good rains. I hope that farmers have done well and that the year will provide relief and fill the void from previous challenging years.

It is important we continue to look for other industry's and opportunity's for our community. Auscarbon is establishing itself in Perenjori as a privately owned Western Australian company committed to carbon removal (sequestration) from the atmosphere by planting biodiverse forest 'carbon sinks', using over thirty endemic drought resistant species. With a focus on re-generating degraded land it provides another opportunity for the agriculture industry.

Mining has continued to have its ebb and flows, fluctuating with the market, however considerable time has been spent with various companies in the iron Ore area supporting and assisting their continued development. We have observed the "tightening of belts" across the resources sector which has had a ripple effect on business and individuals across our community. It is in our interests to support and assist mining where ever reasonable to assist with the sustainability of this industry.

Tourism is an opportunity area which is slowly being developed to offer visitors unique experiences across the Shire. Our wonderful Museum and volunteers offer an excellent attraction which continues to receive very positive feedback from all who visit. Our participation in the Wildflower Country ensures we remain a part of the Mid West agenda and that the unique environment and experience of this area is realised.

Council has been made aware of some new operations in the near future in gold and tungsten mining. More details of these ventures will be known in the coming year.

Unfortunately the solar project with Abengoa has not developed, however the opportunity still exists for others to pursue which will be a focus for Council in the coming year.

Shire President's Report

Cr Laurie Butler



Planning

The Strategic Community Plan and Corporate Business Plan continue to be implemented, with a significant amount from each able to be ticked off for this year.

It is pleasing to note that the following has been achieved and can be ticked off from the plans which are benefiting various sectors of our community:

- Continuation of the Townscape Enhancement project
- Completion of stage 1 of the Business Incubator Project
- Extensive road work program – \$3.086 million dollars expended, this has included various private works for mining offering local contractor's opportunity for good earnings as well as our own road network projects.
- Community Events – we continue our support for opportunities to celebrate our lifestyle and the gathering of people in Perenjori.

Regional Cooperation

I continue to represent Perenjori at the Northern Country Zone meetings with other Presidents and CEO's from the Mid-west region.

Thanks

I take this opportunity to thank all Councillors for their considerable contribution to the community throughout the year. I particularly acknowledge and thank Chris King for his efforts as President and also Cr Peter Waterhouse for his support as Deputy President and his willingness to step in when needed is appreciated.

The CEO Ali Mills and all the staff are to be congratulated on the achievements of the past 12 months with their application and dedication they have risen to the challenges to provide benefits for our community for now and into the future.



Chief Executive Officer's Report

Ms Ali Mills



Introduction

This year has been a focus on improvements in customer service and safety across all work areas. This has involved better response times to queries and feedback, improving information to the community, continuing the safety committee and health and well-being activities for staff, and developing a culture of continuous improvement. We have seen a stabilisation of our workforce which is reflective of the economic situation overall, and this has enabled us to progress planned works and the achievement of strategic objectives. It has been a challenging year with significant rainfall impacts on our road network, which will be addressed in the coming financial year.

Governance

Compliance requirements are ever increasing with the continued mandated Integrated Planning. The following documents have been developed and/or reviewed:

- ◆ Enterprise Bargaining Agreement
- ◆ Corporate Business Plan
- ◆ Workforce Development Plan
- ◆ Compliance Audit Return
- ◆ Delegations Register
- ◆ Policy Manual
- ◆ Induction Manual

These documents provide the framework for many of our operations providing staff with the guidance to ensure we remain consistent and fair across all areas. It is pleasing to see the efforts of staff across all areas and the progress towards achieving the objectives and strategies in the Community Strategic Plan.

Staffing

This year saw Fair Work Australia endorse the new EBA providing staff with:

- ◆ 5 weeks annual leave
- ◆ 7 years pro rata long service leave
- ◆ CPI annual pay increases (based on performance)

We have continued to work on a multi-skilling approach to our staffing offering opportunities for staff to expand their skill sets to ensure when people are away that tasks can still be completed.

I acknowledge the very hard work and patience of all staff and have been very impressed with the level of commitment and passion many have for our community.

Chief Executive Officer's Report

Ms Ali Mills



Major Projects

Council continues to make significant investment in the future growth capacity of the townsite. As in the previous year funding was secured this year and has required efforts to implement and enable the planned projects to progress. Acknowledgements must go to our funding providers, with the State Governments, Royalty for Regions Program our main contributor, along with the Mid West Development Commission. The following projects have been undertaken:

- ◆ Townscape revitalisation, commencement
- ◆ Caravan Park, new septic
- ◆ Completion of Stage 1 of the Business Incubator Project
- ◆ Extensive Road maintenance and Construction program to date across the Shire has been delivered in the year, with \$2.834 million dollars expended
- ◆ Contributions to the CRC supporting the Café development
- ◆ Community Theatre/Movie space in the town Hall



Mining Activity

There continues to be significant benefits and impacts from mining which no doubt will continue to occur for years to come. Continued negotiations have occurred to ensure the community benefits from any opportunity in this industry area. Significant private works have continued to take place for Mount Gibson Mining and Karara Mining with the repairs and maintenance to roads. Mount Gibson's Infrastructure Fund is continuing to provide \$200,000 per year to the Shire which has enabled the securing of further funds to ensure the upkeep, replacement and purchase of infrastructure occurs.

Karara mining has faced continued challenges to reduce costs with the fluctuating Australian dollar and dropping iron ore prices. We continue to support and build relations with Karara working together for our community.

Planning and Regional Cooperation

LandCorp are looking at further development in the industrial area off England Crescent to provide access to larger blocks. They will develop and sell the land after the completion of a business case for the area is endorsed by LandCorp.

Dialogue is continuing with the Shire of Morawa to establish a joint Waste Management facility with transfer stations in each community and a landfill site at a location between the two towns. We also continue to access specialist skills and services from the City of Greater Geraldton and Shire of Chapman Valley.

Chief Executive Officer's Report

Ms Ali Mills



Community Events

Community events continue to be important to gather residents of the Shire to recognize and celebrate significant achievements and special days. Whilst they consume our human resources they have continued to bring the town together, provide opportunity for socializing and for dialogue with staff and council. For such a small shire we have delivered some quality and memorable events and acknowledge the efforts of community groups who also deliver for our community.



Final Remarks

The Shire of Perenjori continues to be focussed on making appropriate investments in the infrastructure and capabilities that will pay dividends for the community. This includes maintaining an ambitious roads program and progressively upgrading key community assets.

The Shire continues to work with stakeholders and project proponents to ensure that we can maximise the long term benefits of mining projects.

In closing I'd like to acknowledge and thank outgoing Shire President, Chris King for his support and guidance along with Cr Laurie Butler, our current Shire President, as well as all Councillors and staff for their hard work and commitment over the year.



Manager Corporate & Development Services Report



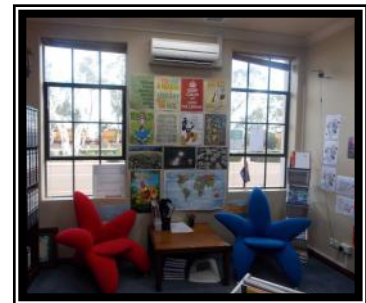
Customer Service

the Shire places the highest priority on customer service and expects this level of service to come from every employee of the organisation.

The Shire welcomes feedback from the community and visitors on its services and service standards and this includes suggestions for improvements.

The Shire provides the following services;

- ◆ Libraries in the Perenjori Shire office and Latham Post Office;
- ◆ There is a vast array of books, audio and DVD'S that can be ordered through the WA Library;
- ◆ Enquiries and applications for planning, building and health services through contracted professionals;
- ◆ Vehicle licencing services on behalf of the Department of Transport;
- ◆ Community bus hire;
- ◆ Facilities hire;
- ◆ A variety of accommodation in the Caravan Park
- ◆ Quality roads, parks and recreation facilities.



Rates & Debtors

The Council adopted a rate increase of 3% in 2015/2016 (not including Mining UV) which remains below that adopted in its Financial Plan. The Council considers that though below the planned increase the difficult circumstances in the economy requires tight controls on increasing Shire revenue through rates. This will likely change in future years as the State Government places increasing demands on local government to comply with their Long Term Financial Plans.

The Council must also consider the expectations of the State Government that local governments ensure their own sources of income are sufficient to avoid reliance on grants. To ensure equity and fairness among the ratepayers the Council sets different rates for different activities such as mining, farming and residential activities. The Shire also vigorously pursues outstanding rates and other debts through legal processes. Ultimately it is fair and necessary that each property in the Shire contributes to the facilities, services and well-being of the Shire.

Loans

The Shire raised one loan to replace a grader on which the lease had expired. It is more economical to purchase machinery than to lease especially as local governments have access to low interest Treasury loans.

At the end of this financial year loans totalled \$1,487,856 which includes \$418,753 for housing; \$491,910 for the swimming pool; \$314,145 for land developments and \$263,048 for the grader.

Loans are repaid using general purpose revenue. The Shire acquires loans from the State Treasury at significantly reduced interest rates. Loans were budgeted for the Early Childhood Centre and Caron Dam re-roofing but these did not eventuate.

Manager Corporate & Development Services Report



Assets

The Shire has \$89,932,846 in total assets (property, plant, equipment, infrastructure) of which \$2,529,542 is available cash (not including Reserves). Maintenance of the assets is an ongoing challenge for the Shire particularly the cost of maintaining roads and other infrastructure such as parks, gardens, footpaths, housing and buildings.

Information on Major Expenditures

Transport

The maintenance of roads is the largest cost area for almost all local governments. Perenjori Shire has significant road infrastructure to maintain of 237 kilometres of sealed roads and 1,453 kilometres of unsealed roads. The length and type of roads (sealed or unsealed) determines the level of road grants. In this past year expenditure on roads was \$2,833,757. These costs increase each year as materials, vehicles, labour and administration costs continue to increase. Administration costs include a significant cost for compliance reporting that State & Federal Governments impose on local governments.

Recreation & Culture

Expenditure on Recreation and Culture was \$1,218,972 which encompasses all of the Shire's recreation facilities such as the swimming pool, public halls, pavilion, parks, gardens and includes grants to sporting clubs in Latham and Perenjori.

Other Property & Services

Other Property & Services expenditure was \$548,963 which encompasses hire of plant and equipment, private works for external organisations, depreciation costs of plant, fuel purchase, maintenance & repairs to the vehicle fleet, and the employment expenses associated with outside employees. Much of these costs are refunded from charges to the organisations requiring private works.

Governance

Governance is the cost to a local government of providing services to the elected Council members enabling them to make the best possible decisions for the Shire. This cost includes the provision of information to members, documents, fees to attend meetings, conferences, various government sponsored meetings (eg main Roads WA) which are critical in ensuring the Shire acquires its fair share of funding. Members sitting fees and Presidential and Deputy Presidential allowances accounted for \$46,960 of the total cost of \$245,331 which is not significant compared to many other local governments. Other costs for elected members relate to administration, training and insurances. The State Government is considering compulsory training for elected members and should this happen it is possible local governments will have to pay for that training.

Manager Corporate & Development Services Report



Economic Services

The Economic Services costs of \$742,198 includes the cost associated with the Caravan Park, standpipes, dams, tourism and tourist promotion including maintenance, cleaning, wages and also includes costs of the railway barracks and also the accommodation village. Eighty five percent of the accommodation village belongs to the village owners and shows as a cost to the Shire although this is covered by the actual income. Total income for the Caravan Park was \$210,579.



Housing

The expenditure on the Shire's housing was \$480,567 which is the cost of insurance, repairs, maintenance and any upgrades. The Shire owns a substantial housing asset of 27 houses and as the maintenance and repairs has been intensive in the past two years, this cost is expected to reduce as the maintenance required is now much less than in the recent past. Income from housing which is provided for employees and some private rental was \$95,065.



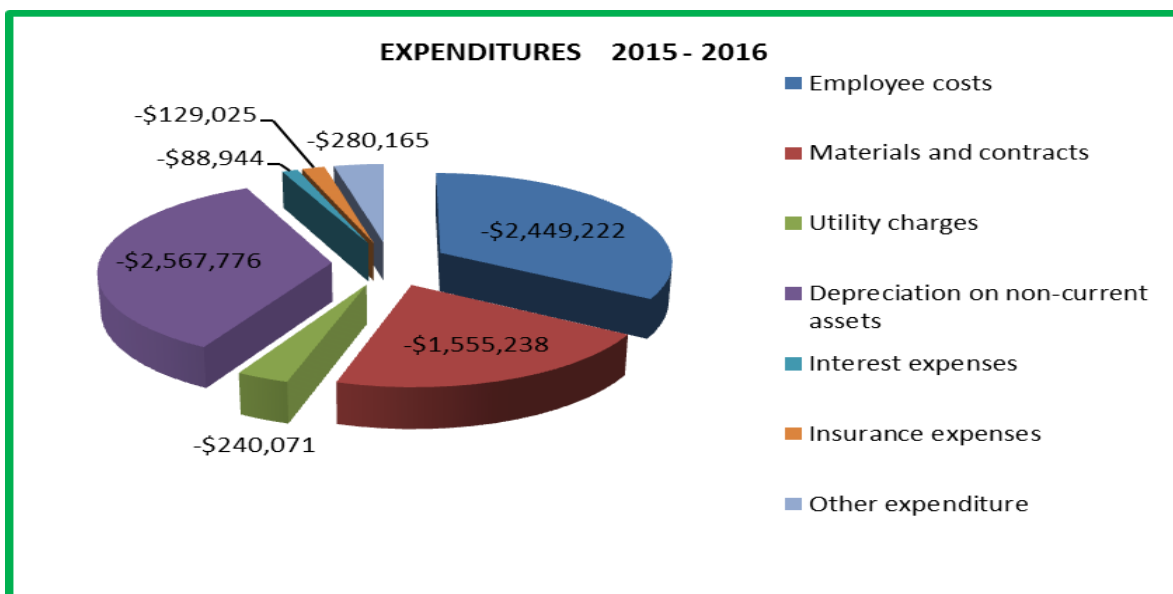
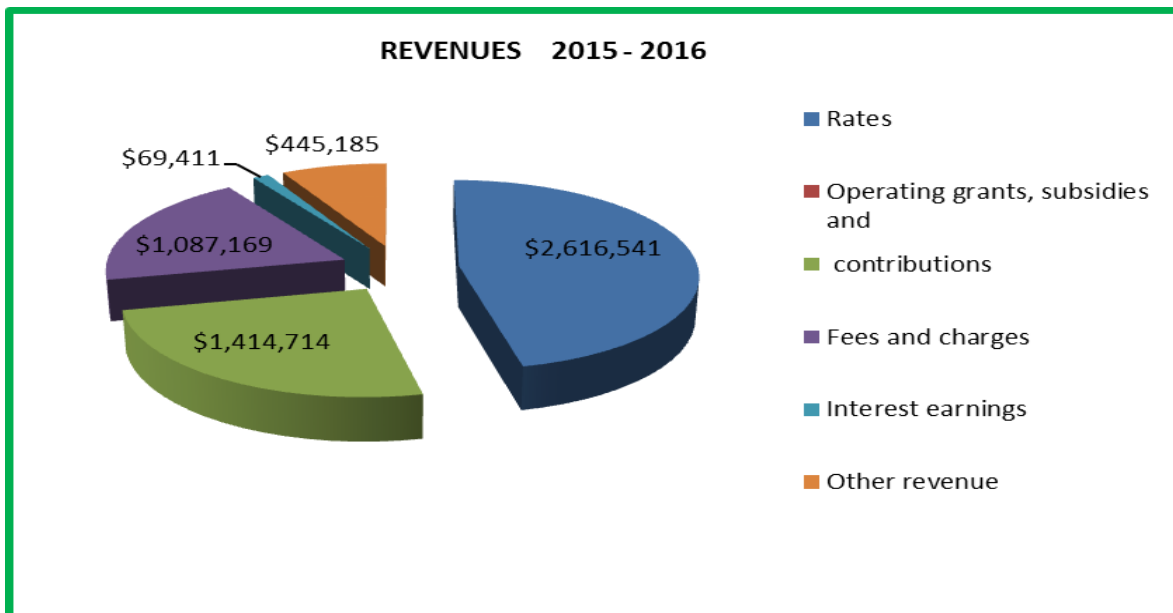
Manager Corporate & Development Services Report

Mr Peter Money



Below are graphical representations of the final income and expenditures by **Nature and Type** for the year ending 30th June 2016. Grants, subsidies & contributions includes grants from Federal taxes (GST) for the maintaining of roads and general infrastructure. Grants for roads in particular are to ensure the maintenance of vital infrastructure which no local government is expected to, nor could they, provide through local rates.

A full explanation of the components of the headings is found in the financial statements.

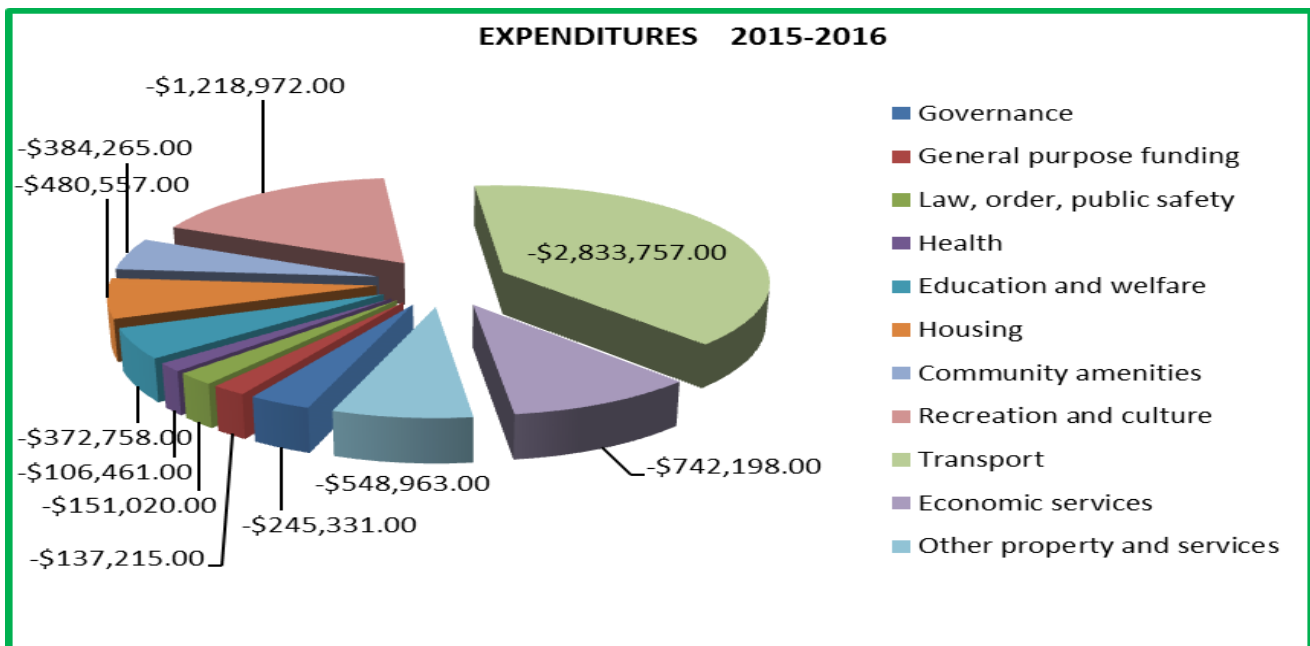
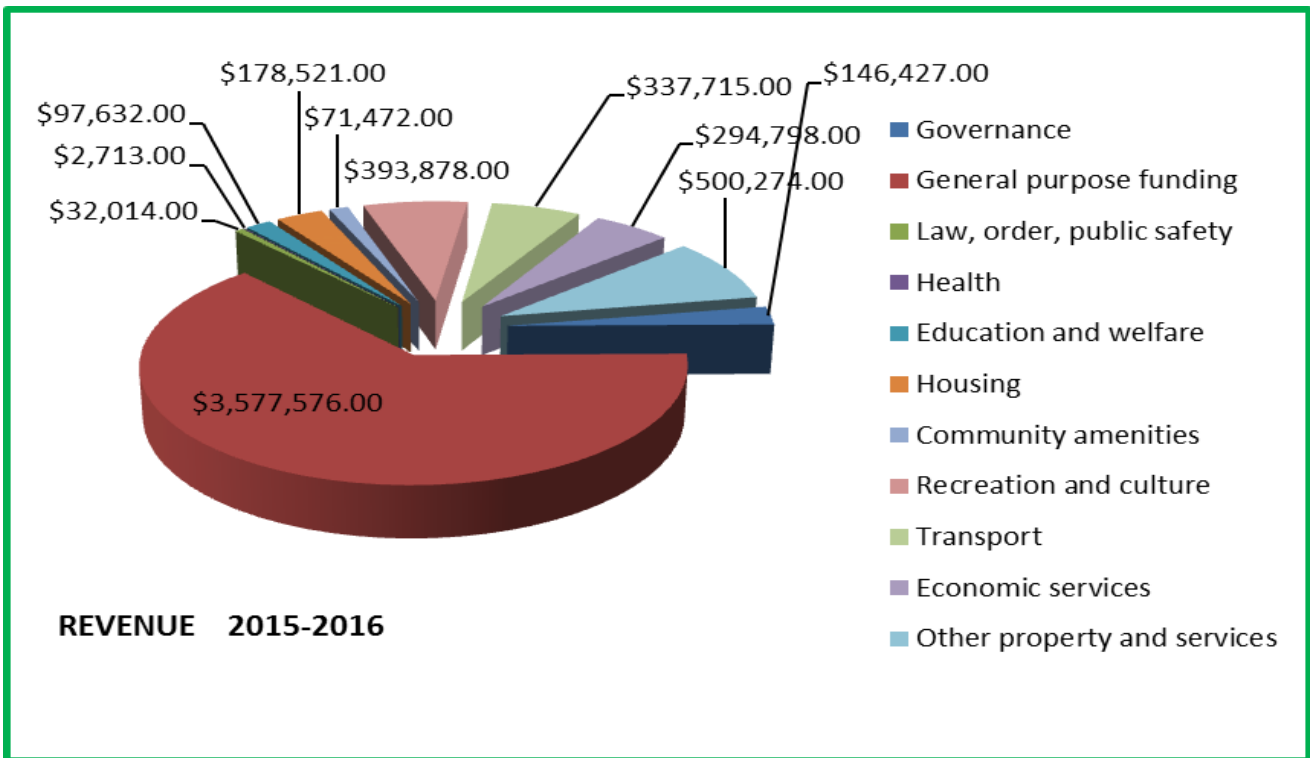


Manager Corporate & Development Services Report

Mr Peter Money



Below is a more detailed breakdown of the Shire's revenue and expenditure by **Programme** and for which there are more details in the attached audited financial statements. The purpose of these graphs to easily identify more detailed income and expenditure.



Environmental Health, Building & Planning Report

Contracted Environmental Health & Building
Officers will regulate the
following functions;

- ◆ Environmental health matters;
- ◆ Environmental protection service;
- ◆ Building licence approvals;
- ◆ Town planning (statutory and strategic);
- ◆ Food safety and hygiene;
- ◆ Water quality;
- ◆ Noise abatement;
- ◆ Occupational health & safety;
- ◆ Management of the public pool;
- ◆ Swimming pool inspections;
- ◆ Public buildings;
- ◆ Waste management and recycling;
- ◆ DEP waste disposal site licences;
- Shire building construction projects.

Health, Building & Planning

The responsibility for all environmental health, building and planning services rests with local government. This includes ensuring buildings and health matters meet legislative requirements. The Shire acquires these specialist services from external providers and this is managed by the Manager of Corporate & Development Services.

The Shire aims to provide excellent service to its customers through direct liaison with the customer and the service providers. The Shire prefers to use a cooperative approach to health, building and planning issues but is still bound by legislation and at times, enforcement is necessary

Unfortunately at times the service providers can be exceptionally busy and there can be delays in providing the service standards we would like.



Waste Management

The Shire contracts its waste management collection in Perenjori & Latham town sites and this is proving to be cost effective and efficient.

The Perenjori Shire is working with the Shire of Morawa to develop a joint waste site which will be located between the two Shires at a site yet to be decided. When this is finalised there will be Transfer Stations in Latham and Perenjori where locals can dispose of their waste which will be taken to the waste site at regular intervals.

Caravan Park

The Caravan park continues to attract increasing patronage and the feedback is that new and return visitors enjoy the quiet bush type surroundings of the Park. The Shire receives regular compliments about the cleanliness of the accommodation and ablutions in the Park.

The Shire is in the process of constructing a stand-alone disabled ablution facility in the centre of the Park. This will cater for the growing number of people with disabilities who travel in more remote areas and also enables the Shire to comply with national disability standards.

The Council varies the cost of accommodation at times to ensure the best possible income for the Park at a reasonable and competitive rate and even then most caravan parks require some subsidies from the Shire's municipal funds to ensure quality accommodation is provided.

Perenjori Shire is fortunate to have additional accommodation with the AV units as these help subsidise the Caravan Park income. A busy caravan park attracts more people to the area and this in turn provides additional employment and commercial benefits to the community.

The Council also aims to see the Park operate as a business and preferably make a profit and the CEO is working towards this goal.

Perenjori Aquatic Centre

Mr Chris Johnson



The Facility

The Aquatic Facility continues its monthly microbiological water testing ensuring we maintain water quality. As well as constantly improving our safety rating in hopes of achieving a perfect score next time we are audited.

Attendance Figures

2015-16 Figures	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	Total	2014- 15
Adult		194	289	316	324	397	258		1778	1231
Child		253	224	344	300	566	294		1981	1529
Concess		0	2	14	18	5	0		39	50
Under 2		13	10	29	30	16	11		109	114
Specta- tor		34	27	46	17	18	63		205	205
2014-15	40	452	311	662	462	830	339	33		
Total		494	552	749	689	100 2	626		4112	3129

(Comparing season 2015/16 to the previous season)

The programs

Despite running a shorter season, last season still brought in greater numbers than the year before. The October School holidays were a week later than usual, and the pool closed on the last day of March.

Throughout the season we once again offered the Aqua Aerobics class, however this slowly fell through as numbers had to confirm prior to the instructor committing from Morawa. Swimming Lessons ranged from the Vac Swim program, in-school lessons and even the very popular water familiarization classes which got parents in the water with little ones to build water confidence and safety.

The Future

There are a few upcoming exciting plans and possible improvements we could see at the centre in the future. Council is looking into Solar Panels to power the plant room, as power is such a large expenditure when it comes to plant and pump operations.

Some new equipment and flooring in the gym is being investigated.

Finally, the showers in the change rooms are being quoted for push buttons in order to save water.

Manager of Infrastructure Services Report

Mr Ken Markham



Transport

The Shire of Perenjori services an area of over 8,200 square kilometres through a network of over 243 kilometres of sealed road and 1,453 kilometres of unsealed roads.

Works completed for the 2015/16 financial year include:

- Seal extension of 3 kilometres on the Perenjori Rothsay Road.
- Reseal of Perenjori town streets
- Seal widening of 6 kilometres of Boundary Road
- Reconstruction of widenings on Coorow Latham Road
- Gravelling of 5 kilometres of Bowgada East Road
- Gravelling and drainage improvements on 2 kilometres of Back Bowgada Road
- Gravelling of 5 kilometers of Watson Road
- Gravelling of 4 kilometres of Caffin Road
- Seal widening and reseal of Bunjil North East Road

The Shire replaced several items of plant during the financial year including:

- Manager Infrastructure Services vehicle
- 3 Mitsubishi Triton utilities
- 2 Volvo graders
- Multi tyre roller
- Ride on lawn mower for Parks & Gardens



Parks and Gardens

Council staff continued maintaining and upgrading the Shire's ovals, parks, gardens and improvements to Council's housing gardens. The redevelopment of the old pool site was also started with the construction of a new park with help from the community.

Waste Management

The Perenjori Shire has been looking at the development of a new joint waste facility with the Shire of Morawa with the current sites at Perenjori and Latham to become transfer stations. This is due to the sites reaching capacity. This process will take a few more years before it is complete.



Graphic Design Development Officer's Report

Ms Christina Laue

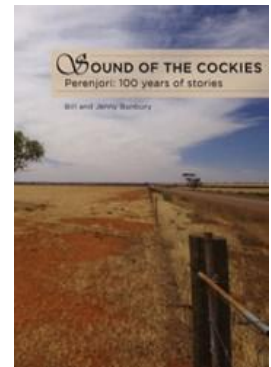


Graphic Design Development Officer

Christina Laue (since September 2015). This year has seen some great events take place in the Shire celebrating life in Perenjori.

Agricultural Show

The financial year started with the 75th Perenjori and Districts Agricultural show. The book launch 'Sound of the Cockies' was a great success and a compliment to all citizens who contributed to the centenary book.



Australia Day Awards

The year commenced with the Premiers Australia Day Awards, with a celebration on the 26th of January. The event worked really well including the revealing of the Jessie Laurance sculpture, as around 80 people attended with awards presented by Shire President Laurie Butler and Delys Fraser giving a welcome to country speech. Overall winners of the three categories were:

Under 25 Citizen of the Year: Ethan Hardingham
Event/Group of the Year: Latham P&C
Citizen of the year: Fiona Hardingham



Other Events

Council continues to support a number of events and activities across the year, with some of these organised by Shire staff and others initiated by other groups with Council support through cash and / or resources. These events include:

- ◆ Disability awareness Wheelchair Basketball
- ◆ Seniors & Volunteer Dinner
- ◆ Christmas Street Party
- ◆ Pink Stumps Cricket Day
- ◆ Rottnest Swim
- ◆ Everything Must Go – Comedy show
- ◆ Nissan Car Club Rally – Duel in the Dirt
- ◆ Movie Night – Alvin and the Chipmunks
- Anzac Day Centenary



Graphic Design Development Officer's Report

Ms Christina Laue



Community Engagement/Communication Tools

- ◆ Facebook 'Shire of Perenjori' got successfully established,
- ◆ As well as 'Youth Centre Perenjori' and 'Perenjori Early Childhood Centre'
- ◆ Regular Website news updates
- ◆ Monthly Voice articles in the Bush Telegraph
- ◆ Fortnightly advertising of events, news and courses in Bush Telegraph
- ◆ Occasional Communication via the school newsletter
- ◆ Letter box drop
- ◆ Weekly Notice Board updates at the Shire office, the Hotel, the CRC, the Village Green, the museum and the Caravan Park
- ◆ Email
- ◆ Surveys via mail and email
- ◆ Word of mouth, one on one consultation

Perenjori Community Benefit Fund

Close to \$70,000 has been distributed throughout the community to clubs and groups working to improve their activities for the Perenjori Community. A big thanks to the contributor of this fund being Mount Gibson Mining. The following groups have been supported by the fund;

Round 7

- Perenjori Bush Fire Brigade - Building of Meeting room - \$9,722
- Latham Golf and Bowls Club – Upgrade of coolroom - \$ 9,850
- Nissan Car Club – Off road race - \$8,000
- Perenjori Sports Club – to replace Leach drain system – \$5,000
- Townscape Enhancement Committee – Geoff Trott Memorial Park - \$20,000

Round 8

- Perenjori Agricultural Society – 76th show - \$13,966
- Community Resource Centre – Alfresco are for Wheat Bean Café - \$16,200
- P & C – Shade Sail Manufacture - \$11,751
- R.S.L – Steel sculpture - \$7,790



Our "Junior Council " Participants

Wildflower Country Way

During this period the Shire of Perenjori continued to promote itself, through advertising in the Golden Outback brochure, taking out a two page advert, promoting the Wildflower Way trail. The trail starts in Dalwallinu and heads up to Geraldton creating interpretive signage in Perenjori along with a number of other towns. The Shire of Perenjori is a member of the Wildflower Country Project and has attended tourist meetings.

CRC's Perenjori Christmas Street Party

The Shire supported the community to organise and run a street Christmas Party. This was a big success, with Santa arriving on his Fire Truck to give out presents to the children of the community.

Junior Council program

The Shire of Perenjori Junior Council Program is a new initiative for 2016.

Junior Council engages local high school students in a one year program. The Program enables students to develop their communication and leadership skills, learn about local government and our community, and participate in decision making processes. Around six young people attend twice a month this program, facilitated by CEO Ali Mills and Christina Laue.

Club Development Officer's Report

Ms Lara Stanley



Club Development

Club members totalling over 160 have access to Club Connections Newsletters and four Mini Review Newsletters per year. Each newsletter provides information to clubs about latest events and training opportunities, as well as new grants and other topical information regarding health and fitness which have been identified by community members and Sporting Associations as needing to be promoted.

Kidsport

KidSport enables eligible Western Australian children aged 5-18 years to participate in community sport and recreation by offering them financial assistance towards club fees. We have 10 clubs signed up for Kidsport in Perenjori, Morawa and Three Springs. Vouchers have been issued for 86 individuals with funds totalling \$9000.50 provided to clubs. (over clubs in Mingenew, Morawa, Three Springs, Carnamah, Coorow and Perenjori)

Other Projects

- Database for Clubs and Club Contacts of 161 e-mail addresses reviewed and updated.
- 8 Newsletters produced and sent out annually.
- In the Shire of Perenjori 8 out of 9 active clubs fully involved or has occasional dealings with the Club Development Officer.
- In the Shire of Morawa 6 out of 10 active clubs fully involved with the Club Development officer.
- In the Shire of Three Springs 8 out of 9 active clubs fully involved or has occasional dealings with the Club Development Officer.



Facebook Followers: 160 (69% women, 30% men), with some posts reaching between 260-400 people. Not just the followers are engaged in the posts. In May 2016, 85% of females in the broader network were engaged in the posts, when only 69% were fans of the Facebook page.



Team App followers: 8 (2x Morawa Clubs registered for Team App, 2x Perenjori Clubs registered for Team App, 1x Three Springs Club Registered for Team App, 2x North Midlands Associations Registered for Team App)

Workshops: Candor Training sessions – “Dine for Success”, “Powerful Committees that make a real difference” and “7 Steps to Building High Performing Teams”. General workshop attendance average: 17% of clubs across all 3 shires attending workshops as an average minimum with up to 28% of clubs represented as a maximum so far. Club Development Officer had a 1 on 1 mentoring sessions for one club.

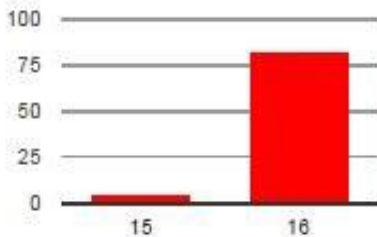


86 vouchers
78 unique kids

\$9,000.50
Funded

Jul 2015 - Jun 2016
Date range

Total per year



6 Local governments

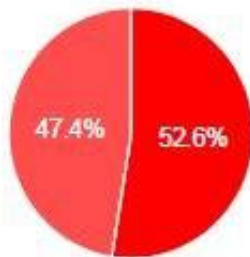
Top LGs

Local Government	Count	Percentage
Morawa	65	75.6%
Camamah	11	12.8%
Perenjori	4	4.7%
Coorow	3	3.5%
Three Springs	2	2.3%
Mingenew	1	1.2%

Top suburbs

Suburb	Count	Percentage
Morawa	62	72.1%
Camamah	11	12.8%
Perenjori	4	4.7%
Leeman	3	3.5%
Mt Magnet	2	2.3%
Three Springs	2	2.3%
Toodyay	1	1.2%
Mingenew	1	1.2%

Gender

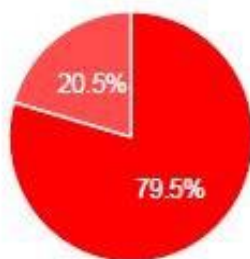


37 girls | 41 boys

Top 10 clubs (13 in total)

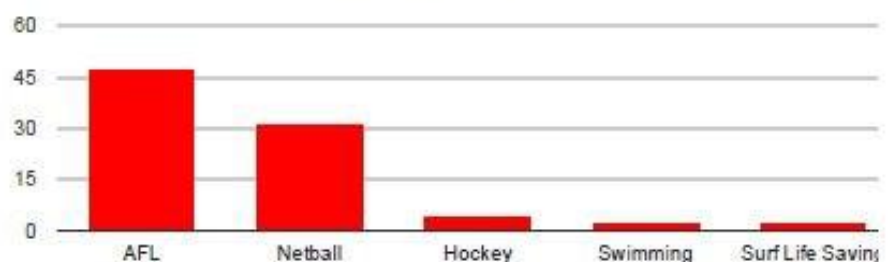
Club	Count	Percentage
Morawa Football Club Inc	41	47.7%
Morawa Netball Club Inc	18	20.9%
Perenjori/Carnamah Football Club	6	7.0%
Camamah Netball Club Inc	5	5.8%
Morawa Hockey	3	3.5%
Turquoise Coast Netball Association	3	3.5%
Perenjori Netball Club	3	3.5%
Champion Bay Surf Life Saving Club	2	2.3%
Morawa Amateur Swimming Club Inc	1	1.2%
Mingenew Football Club	1	1.2%

Registered with a club before

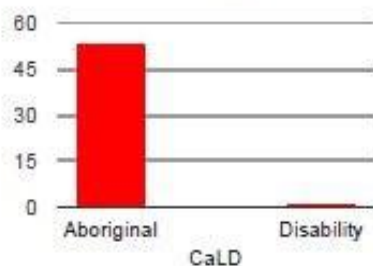


16 Registered | 62 Not registered

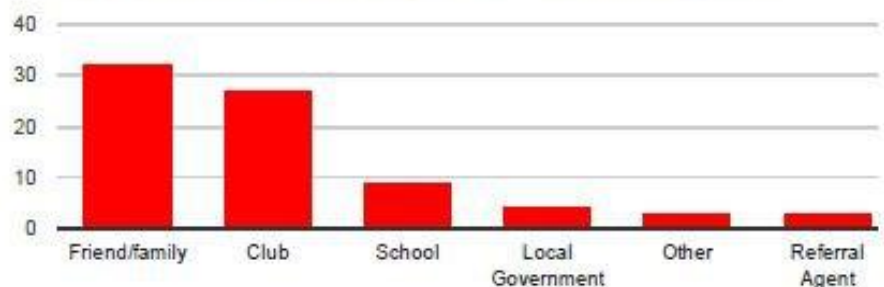
Top sports



Diversity



How they are hearing about KidSport



Statutory Reports

1. National Competition Policy (NCP)

In accordance with the Competition Policy Reform Act 1995, the Shire of Perenjori is required to report annually on its operations to ensure it caused neither advantage nor disadvantage due to its status as a public enterprise.

Specifically, clause 7 of the Competition Statement requires consideration of the following areas:

- Structural reform of public monopolies;
- Implementation and review of competitive neutrality principles; and
- Review of Local Laws.

The Perenjori Caravan Park is the only business activity to fall within the scope of the Policy in that it generates around \$200,000 revenue per annum. The Caravan Park is a natural monopoly with rates set that are competitive and attract the best possible balance between income and optimum occupancy.

2. Strategic Community Plan 2013 - 2023

The Shire of Perenjori Strategic Community Plan will reflect a vision for the future and will be the principal strategic guide for future planning and activities. Based on community engagement the Shire has set out a vision for the future and captured the community's aspirations and values.

A strategic objective has been developed for each of the four key areas of community interest being economic, environmental, social and civic leadership. Desired outcomes have been determined to achieve each of the four objectives after considering the Shire's current and future resources along with demographic trends.

Strategic plans are only effective if resourced adequately to ensure an outcome. The strategies are prioritised and actions applied (after an assessment of available resources) through the Corporate Business Plan and subsequently the Annual Budget. A progress report is included in this report.

Copies of the Strategic Community Plan 2013 – 2023 are available on the shire website. The following pages provides a progress of each of the projects.

3. Freedom of information

The Shire of Perenjori has a requirement to comply with the Freedom of Information Act. During the 2013/2014 financial year no applications were received for information under the terms of this legislation.

4. Public Interest Disclosure

The Public Interest Disclosure Act 2003 governs the disclosure of public interest information, and provides protection for those making such disclosure and those who are the subject of disclosures. The Act provides a system for the matters disclosed to be investigated and for appropriate action to be taken.

Council has complied with all obligations under the Act including:

- a) Appointing the Chief Executive Officer as the PID Officer for the organisation and publishing of an internal procedure relating to the Shire's obligations.
- b) Providing protection from detrimental action or the threat of detrimental action for any employee of the Shire who makes an appropriate disclosure of public interest information. There were no matters raised or reported during the year under review.

Statutory Reports

5. Disability Services Act

The Shire of Perenjori Disability Services Plan contains the following five major objectives: -

- Existing functions, facilities and services are to meet the needs of people with disabilities.
- Access to buildings and facilities are improved.
- Information about functions, facilities and services is provided in formats which meet the communication requirements of people with disabilities and skills in delivering advice and services.
- Opportunities for people with disabilities to participate in public consultations, grievance mechanisms and decision making processes are provided.

This Disability Services Management Plan, as required by the Act, has been reviewed and updated during the 2015/2016 financial year.

6. State Records Act 2000

The Shire of Perenjori is committed to accessible and efficient record keeping practices and complies with relevant legislation including *the State Records Act 2000*.

Council established a Record Keeping Plan which was adopted by Council and submitted to the State Records Commission in 2006. Council staff with the assistance of the City of Greater Geraldton conducted a review of the plan for 2016.

The Records Management Procedures Manual is designed to adequately address all records management issues and identifies staff roles and responsibilities in the system.

7. Complaints and Requests

Complaints and requests received by the Shire have been addressed in a timely manner subject to the availability of resources.

8. Employee Payments

Payments to Employees in accordance with the Local Government (Administration) Regulations 1996 (s19B) and for the purposes of s.5.53 (2g) of the Local Government Act 1995, the Shire has one employee on an annual cash salary of \$140,000 — \$150,000.

9. Report on Variances for the 2015/16 Financial Year

10. Progress of the Community Strategic Plan

Financial Report

For Year Ended 30th June 2015

Table of Contents

Statement by Chief Executive Officer	29
Income Statement by Nature or Type	30
Income Statement by Program	31
Balance Sheet	32
Statement of Changes in Equity	33
Cash Flow Statement	34
Rate Setting Statement	35
Notes to and forming part of the Financial Report	36-82
Independent Audit Report	83-84
Supplementary Ratio Information	85

SHIRE OF PERENJORI
FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

TABLE OF CONTENTS

Statement by Chief Executive Officer	2
Statement of Comprehensive Income by Nature or Type	3
Statement of Comprehensive Income by Program	4
Statement of Financial Position	5
Statement of Changes in Equity	6
Statement of Cash Flows	7
Rate Setting Statement	8
Notes to and Forming Part of the Financial Report	9
Independent Audit Report	59
Supplementary Ratio Information	61

Principal place of business:
Address
56 Fowler Street
PERENJORI WA 6620

SHIRE OF PERENJORI
FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached financial report of the Shire being the annual financial report and other information for the financial year ended 30 June 2016 are in my opinion properly drawn up to present fairly the financial position of the Shire at 30th June 2016 and the results of the operations for the financial year then ended in accordance with the Australian Accounting Standards and comply with the provisions of the Local Government Act 1995 and the regulations under that Act.

Signed as authorisation of issue on the 28th day of November 2016



Allison Mills
Chief Executive Officer

SHIRE OF PERENJORI
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30TH JUNE 2016

	NOTE	2016 \$	2016 Budget \$	2015 \$
Revenue				
Rates	23	2,616,541	2,674,298	2,612,120
Operating grants, subsidies and contributions	30	1,414,714	3,127,754	3,334,024
Fees and charges	29	1,087,169	1,534,450	1,723,272
Interest earnings	2(a)	69,411	58,551	84,070
Other revenue	2(a)	445,185	94,050	656,022
		<u>5,633,020</u>	<u>7,489,103</u>	<u>8,409,508</u>
Expenses				
Employee costs		(2,449,222)	(2,218,229)	(2,282,813)
Materials and contracts		(1,555,238)	(2,241,728)	(2,192,623)
Utility charges		(240,071)	(232,594)	(243,374)
Depreciation on non-current assets	2(a)	(2,567,776)	(1,855,939)	(2,722,123)
Interest expenses	2(a)	(88,944)	(79,096)	(86,249)
Insurance expenses		(129,025)	(144,632)	(149,138)
Other expenditure		(280,165)	(265,039)	(355,602)
		<u>(7,310,441)</u>	<u>(7,037,257)</u>	<u>(8,031,922)</u>
		(1,677,421)	451,846	377,586
Non-operating grants, subsidies and contributions	30	1,720,749	2,473,897	2,019,541
Profit on asset disposals	21	30,917	37,927	25,292
(Loss) on asset disposals	21	(252,813)	(62,927)	(87,944)
Net result		<u>(178,568)</u>	<u>2,900,743</u>	<u>2,334,475</u>
Other comprehensive income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes on revaluation of non-current assets	13	541,330	0	40,147,490
Total other comprehensive income		<u>541,330</u>	<u>0</u>	<u>40,147,490</u>
Total comprehensive income		<u><u>362,762</u></u>	<u><u>2,900,743</u></u>	<u><u>42,481,965</u></u>

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF PERENJORI
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE YEAR ENDED 30TH JUNE 2016

	NOTE	2016 \$	2016 Budget \$	2015 \$
Revenue				
Governance		146,427	30,475	67,970
General purpose funding		3,577,576	4,547,693	5,441,891
Law, order, public safety		32,014	19,750	22,563
Health		2,713	4,200	3,970
Education and welfare		97,632	118,500	91,617
Housing		178,521	200,500	276,965
Community amenities		71,472	35,450	36,288
Recreation and culture		393,878	69,100	233,672
Transport		337,715	1,244,185	771,335
Economic services		294,798	360,250	422,275
Other property and services		500,274	859,000	1,040,962
		<u>5,633,020</u>	<u>7,489,103</u>	<u>8,409,508</u>
Expenses				
Governance		(245,331)	(209,934)	(587,474)
General purpose funding		(137,215)	(87,334)	(102,673)
Law, order, public safety		(151,020)	(202,313)	(162,812)
Health		(106,461)	(85,690)	(62,447)
Education and welfare		(372,758)	(278,648)	(244,165)
Housing		(480,557)	(474,367)	(456,033)
Community amenities		(384,265)	(378,241)	(276,892)
Recreation and culture		(1,218,972)	(900,548)	(1,231,999)
Transport		(2,833,757)	(2,844,564)	(3,086,152)
Economic services		(742,198)	(831,637)	(593,936)
Other property and services		(548,963)	(664,885)	(1,141,090)
		<u>(7,221,497)</u>	<u>(6,958,161)</u>	<u>(7,945,673)</u>
Finance costs				
Housing		(26,116)	(23,949)	(26,081)
Community amenities		(25,009)	(23,398)	(24,490)
Recreation and culture		(33,433)	(31,749)	(35,678)
Transport		(4,386)	0	0
		<u>(88,944)</u>	<u>(79,096)</u>	<u>(86,249)</u>
		<u>(1,677,421)</u>	<u>451,846</u>	<u>377,586</u>
Non-operating grants, subsidies and contributions	30	1,720,749	2,473,897	2,019,541
Profit on disposal of assets	21	30,917	37,927	25,292
(Loss) on disposal of assets	21	(252,813)	(62,927)	(87,944)
Net result		<u>(178,568)</u>	<u>2,900,743</u>	<u>2,334,475</u>
Other comprehensive income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes on revaluation of non-current assets	13	541,330	0	40,147,490
Total other comprehensive income		<u>541,330</u>	<u>0</u>	<u>40,147,490</u>
Total comprehensive income		<u><u>362,762</u></u>	<u><u>2,900,743</u></u>	<u><u>42,481,965</u></u>

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF PERENJORI
STATEMENT OF FINANCIAL POSITION
AS AT 30TH JUNE 2016**

	NOTE	2016 \$	2015 \$
CURRENT ASSETS			
Cash and cash equivalents	3	2,529,542	3,254,813
Trade and other receivables	4	257,130	448,552
Inventories	5	<u>55,288</u>	<u>92,897</u>
TOTAL CURRENT ASSETS		<u>2,841,960</u>	<u>3,796,262</u>
NON-CURRENT ASSETS			
Other receivables	4	24,711	24,711
Inventories	5	456,839	456,839
Property, plant and equipment	6	19,116,691	18,423,468
Infrastructure	7	<u>67,492,645</u>	<u>66,836,425</u>
TOTAL NON-CURRENT ASSETS		<u>87,090,886</u>	<u>85,741,443</u>
TOTAL ASSETS		<u>89,932,846</u>	<u>89,537,705</u>
CURRENT LIABILITIES			
Trade and other payables	8	273,422	466,949
Current portion of long term borrowings	9	237,775	175,005
Provisions	10	<u>219,375</u>	<u>147,436</u>
TOTAL CURRENT LIABILITIES		<u>730,572</u>	<u>789,390</u>
NON-CURRENT LIABILITIES			
Long term borrowings	9	1,250,081	1,224,844
Provisions	10	<u>75,811</u>	<u>9,851</u>
TOTAL NON-CURRENT LIABILITIES		<u>1,325,892</u>	<u>1,234,695</u>
TOTAL LIABILITIES		<u>2,056,464</u>	<u>2,024,085</u>
NET ASSETS		<u>87,876,382</u>	<u>87,513,620</u>
EQUITY			
Retained surplus		19,163,816	19,766,283
Reserves - cash backed	12	1,909,407	1,485,508
Revaluation surplus	13	<u>66,803,159</u>	<u>66,261,829</u>
TOTAL EQUITY		<u>87,876,382</u>	<u>87,513,620</u>

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF PERENJORI
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30TH JUNE 2016**

	NOTE	RETAINED SURPLUS \$	RESERVES CASH BACKED \$	REVALUATION SURPLUS \$	TOTAL EQUITY \$
Balance as at 1 July 2014		16,557,079	2,360,237	26,114,339	45,031,655
Comprehensive income					
Net result		2,334,475	0	0	2,334,475
Changes on revaluation of assets	13	0	0	40,147,490	40,147,490
Total comprehensive income		<u>2,334,475</u>	<u>0</u>	<u>40,147,490</u>	<u>42,481,965</u>
Transfers from/(to) reserves		874,729	(874,729)	0	0
		<u>874,729</u>	<u>(874,729)</u>	<u>0</u>	<u>0</u>
Balance as at 30 June 2015		19,766,283	1,485,508	66,261,829	87,513,620
Comprehensive income					
Net result		(178,568)	0	0	(178,568)
Changes on revaluation of assets	13	0	0	541,330	541,330
Total comprehensive income		<u>(178,568)</u>	<u>0</u>	<u>541,330</u>	<u>362,762</u>
Transfers from/(to) reserves		(423,899)	423,899	0	0
		<u>(423,899)</u>	<u>423,899</u>	<u>0</u>	<u>0</u>
Balance as at 30 June 2016		<u>19,163,816</u>	<u>1,909,407</u>	<u>66,803,159</u>	<u>87,876,382</u>

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF PERENJORI
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE 2016**

	NOTE	2016 Actual \$	2016 Budget \$	2015 Actual \$
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates		2,689,810	2,719,278	2,575,179
Operating grants, subsidies and contributions		1,534,187	3,127,754	3,439,307
Fees and charges		1,087,169	1,579,804	1,723,272
Interest earnings		69,411	58,551	84,070
Goods and services tax		590,983	489,387	570,507
Other revenue		445,185	94,050	656,022
		<u>6,416,745</u>	<u>8,068,824</u>	<u>9,048,357</u>
Payments				
Employee costs		(2,292,913)	(2,218,229)	(2,341,425)
Materials and contracts		(1,728,671)	(2,221,743)	(2,618,453)
Utility charges		(240,071)	(232,594)	(243,374)
Interest expenses		(89,839)	(79,096)	(88,738)
Insurance expenses		(129,025)	(144,632)	(149,138)
Goods and services tax		(592,303)	(500,000)	(568,626)
Other expenditure		(280,165)	(265,038)	(355,600)
		<u>(5,352,987)</u>	<u>(5,661,332)</u>	<u>(6,365,354)</u>
Net cash provided by (used in) operating activities	14(b)	<u>1,063,758</u>	<u>2,407,492</u>	<u>2,683,003</u>
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment	6(b)	(1,359,042)	(2,288,658)	(2,423,227)
Payments for construction of infrastructure	7(b)	(2,445,561)	(2,626,773)	(1,832,229)
Non-operating grants, subsidies and contributions		1,720,749	2,473,897	2,019,541
Proceeds from sale of fixed assets	21	206,818	291,100	125,852
Net cash provided by (used in) investment activities		<u>(1,877,036)</u>	<u>(2,150,434)</u>	<u>(2,110,063)</u>
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of debentures	22(a)	(187,993)	(175,004)	(165,500)
Proceeds from new debentures	22(a)	276,000	0	0
Net cash provided by (used in) financing activities		<u>88,007</u>	<u>(175,004)</u>	<u>(165,500)</u>
Net increase (decrease) in cash held		(725,271)	82,054	407,440
Cash at beginning of year		3,254,813	1,464,115	2,847,373
Cash and cash equivalents at the end of the year	14(a)	<u><u>2,529,542</u></u>	<u><u>1,546,169</u></u>	<u><u>3,254,813</u></u>

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF PERENJORI
RATE SETTING STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2016**

NOTE	2016 Actual \$	2016 Budget \$	2015 Actual \$
Net current assets at start of financial year - surplus/(deficit)	1,843,806	13,821	208,157
	<u>1,843,806</u>	<u>13,821</u>	<u>208,157</u>
Revenue from operating activities (excluding rates)			
Governance	146,427	30,475	74,192
General purpose funding	972,799	1,884,595	2,829,771
Law, order, public safety	32,014	19,750	22,563
Health	2,713	4,200	3,970
Education and welfare	97,632	118,500	91,617
Housing	178,521	200,500	292,862
Community amenities	71,472	35,450	36,288
Recreation and culture	393,878	69,100	233,672
Transport	368,632	1,244,185	774,508
Economic services	294,798	360,250	422,275
Other property and services	500,274	896,927	1,040,962
	<u>3,059,160</u>	<u>4,863,932</u>	<u>5,822,680</u>
Expenditure from operating activities			
Governance	(245,331)	(209,934)	(587,474)
General purpose funding	(137,215)	(87,334)	(102,673)
Law, order, public safety	(151,020)	(202,313)	(162,812)
Health	(109,688)	(85,690)	(62,447)
Education and welfare	(372,758)	(278,648)	(244,165)
Housing	(671,647)	(542,316)	(482,114)
Community amenities	(409,274)	(401,639)	(301,382)
Recreation and culture	(1,252,405)	(932,297)	(1,267,677)
Transport	(2,922,755)	(2,844,564)	(3,086,152)
Economic services	(742,198)	(831,637)	(593,936)
Other property and services	(548,963)	(683,812)	(1,229,034)
	<u>(7,563,254)</u>	<u>(7,100,184)</u>	<u>(8,119,866)</u>
Operating activities excluded from budget			
(Profit) on disposal of assets	21	(30,917)	(37,927)
Loss on disposal of assets	21	252,813	62,927
Movement in employee benefit provisions (non-current)		137,900	0
Depreciation and amortisation on assets	2(a)	2,567,776	1,855,939
Amount attributable to operating activities		<u>267,284</u>	<u>(341,492)</u>
		<u>267,284</u>	<u>632,520</u>
INVESTING ACTIVITIES			
Non-operating grants, subsidies and contributions		1,720,749	2,473,897
Proceeds from disposal of assets	21	206,818	291,100
Purchase of property, plant and equipment	6(b)	(1,359,042)	(2,288,658)
Purchase and construction of infrastructure	7(b)	(2,445,561)	(2,626,773)
Amount attributable to investing activities		<u>(1,877,036)</u>	<u>(2,150,434)</u>
		<u>(1,877,036)</u>	<u>(2,110,063)</u>
FINANCING ACTIVITIES			
Repayment of debentures	22(a)	(187,993)	(175,004)
Proceeds from new debentures	22(a)	276,000	0
Transfers to reserves (restricted assets)	12	(443,899)	(222,990)
Transfers from reserves (restricted assets)	12	20,000	226,822
Amount attributable to financing activities		<u>(335,892)</u>	<u>(171,172)</u>
		<u>(335,892)</u>	<u>709,229</u>
Surplus(deficiency) before general rates		<u>(1,945,644)</u>	<u>(2,663,098)</u>
Total amount raised from general rates	23	<u>2,604,777</u>	<u>2,663,098</u>
Net current assets at June 30 c/fwd - surplus/(deficit)	24	<u><u>659,133</u></u>	<u><u>0</u></u>
		<u><u>659,133</u></u>	<u><u>1,843,806</u></u>

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Preparation

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

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

Critical accounting estimates

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

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

Provision for impairment of receivables

The provision for impairment of receivables assessment requires a degree of estimation and judgement. The level of provision is assessed by taking into account the recent revenue experience, the ageing of receivables, historical collection rates and specific knowledge of the individual debtors financial position.

Provision for impairment of inventories

The provision for impairment of inventories assessment requires a degree of estimation and judgement. The level of the provision is assessed by taking into account the recent revenue experience, the ageing of inventories and other factors that affect inventory obsolescence.

Estimation of useful lives of assets

The Council determines the estimated useful lives and related depreciation and amortisation charges for its property, plant and equipment and infrastructure. The useful lives could change significantly as a result of technical innovations or some other event. The depreciation charge will increase where the useful lives are less than previously estimated lives, or technically obsolete or non-strategic assets that have been abandoned or sold will be written off or written down.

Employee benefits provision

The liability for employee benefits expected to be settled more than 12 months from the reporting date are recognised and measured at the present value of the estimated future cash flows to be made in respect of all employees at the reporting date. In determining the present value of the liability, estimates of attrition rates and pay increases through promotion and inflation have been taken into account.

The local government reporting entity

All Funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 20 to these financial statements.

(b) Goods and Services Tax (GST)

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

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Receivables and payables are stated inclusive of GST receivable or payable.

The net amount of GST recoverable from, or payable to, the ATO is included within receivables or payables in the statement of financial position.

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

(c) Cash and Cash Equivalents

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

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

(d) Trade and Other Receivables

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

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

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

(e) Inventories

General

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

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

Land held for sale

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

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

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

(f) Fixed Assets

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Mandatory requirement to revalue non-current assets

Effective from 1 July 2012, the Local Government (Financial Management) Regulations were amended and the measurement of non-current assets at Fair Value became mandatory.

During the year ended 30 June 2013, the Shire commenced the process of adopting Fair Value in accordance with the Regulations.

Whilst the amendments initially allowed for a phasing in of fair value in relation to fixed assets over three years, as at 30 June 2015 all non-current assets were carried at Fair Value in accordance with the requirements.

Thereafter, each asset class must be revalued in accordance with the regulatory framework established and the Shire revalues its asset classes in accordance with this mandatory timetable.

Relevant disclosures, in accordance with the requirements of Australian Accounting Standards, have been made in the financial report as necessary.

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Fixed Assets (Continued)

Land under control

In accordance with Local Government (Financial Management) Regulation 16(a), the Shire was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or Regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Note.

Initial recognition and measurement between mandatory revaluation dates

All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework detailed above.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework detailed above, are carried at cost less accumulated depreciation as management believes this approximates fair value. They will be subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework detailed above.

Revaluation

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Land under roads

In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Shire.

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Fixed Assets (Continued)

Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- a) Restated proportionately with the change in the gross carrying amount of the asset so that the carrying amount of the asset after revaluation equals its revalued amount; or
- b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Major depreciation periods used for each class of depreciable asset are:

Buildings	30 to 50 years
Furniture and equipment	4 to 10 years
Plant and equipment	5 to 15 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel roads	
formation	not depreciated
pavement	50 years
Formed roads (unsealed)	
formation	not depreciated
pavement	50 years
Footpaths - slab	20 years
Sewerage piping	100 years
Water supply piping and drainage systems	75 years

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

Capitalisation threshold

Expenditure on items of equipment under \$5,000 is not capitalised. Rather, it is recorded on an asset inventory listing.

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Fair Value of Assets and Liabilities

When performing a revaluation, the Shire uses a mix of both independent and management valuations using the following as a guide:

Fair Value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

Fair value hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Fair Value of Assets and Liabilities (Continued)

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of an asset at its current service capacity.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

As detailed above, the mandatory measurement framework imposed by the Local Government (Financial Management) Regulations requires, as a minimum, all assets carried at a revalued amount to be revalued in accordance with the regulatory framework.

(h) Financial Instruments

Initial recognition and measurement

Financial assets and financial liabilities are recognised when the Shire becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Shire commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

Classification and subsequent measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method, or at cost.

Amortised cost is calculated as:

- (a) the amount in which the financial asset or financial liability is measured at initial recognition;
- (b) less principal repayments and any reduction for impairment; and
- (c) plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method.

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Financial Instruments (Continued)

Classification and subsequent measurement (continued)

(i) Financial assets at fair value through profit and loss

Financial assets are classified at "fair value through profit or loss" when they are held for trading for the purpose of short-term profit taking. Such assets are subsequently measured at fair value with changes in carrying amount being included in profit or loss. Assets in this category are classified as current assets.

(ii) Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

(iii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Shire has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Held-to-maturity investments are included in current assets, where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current.

(iv) Available-for-sale financial assets

Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other available-for-sale financial assets are classified as non-current.

(v) Financial liabilities

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Financial Instruments (Continued)

Impairment

A financial asset is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a "loss event") having occurred, which will have an impact on the estimated future cash flows of the financial asset(s).

In the case of available-for-sale financial assets, a significant or prolonged decline in the market value of the instrument is considered a loss event. Impairment losses are recognised in profit or loss immediately. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified to profit or loss at this point.

In the case of financial assets carried at amortised cost, loss events may include: indications that the debtors or a group of debtors are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other financial reorganisation; and changes in arrears or economic conditions that correlate with defaults.

For financial assets carried at amortised cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if management establishes that the carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognised in the allowance account.

Derecognition

Financial assets are derecognised where the contractual rights to receipt of cash flows expire or the asset is transferred to another party whereby the Shire no longer has any significant continual involvement in the risks and benefits associated with the asset.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

(i) Impairment of Assets

In accordance with Australian Accounting Standards the Shire's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

(j) Trade and Other Payables

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

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Employee Benefits

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Other long-term employee benefits

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

(l) Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

(m) Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

(n) Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Shire, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(o) Investment in Associates

An associate is an entity over which the Shire has significant influence. Significant influence is the power to participate in the financial operating policy decisions of that entity but is not control or joint control of those policies. Investments in associates are accounted for in the financial statements by applying the equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Shire's share of net assets of the associate. In addition, the Shire's share of the profit or loss of the associate is included in the Shire's profit or loss.

The carrying amount of the investment includes, where applicable, goodwill relating to the associate. Any discount on acquisition, whereby the Shire's share of the net fair value of the associate exceeds the cost of investment, is recognised in profit or loss in the period in which the investment is acquired.

Profits and losses resulting from transactions between the Shire and the associate are eliminated to the extent of the Shire's interest in the associate.

When the Shire's share of losses in an associate equals or exceeds its interest in the associate, the Shire discontinues recognising its share of further losses unless it has incurred legal or constructive obligations or made payments on behalf of the associate. When the associate subsequently makes profits, the Shire will resume recognising its share of those profits once its share of the profits equals the share of the losses not recognised.

(p) Interests in Joint Arrangements

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method. Refer to note 1(o) for a description of the equity method of accounting.

Joint venture operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Shire's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements. Information about the joint ventures is set out in Note 17.

(q) Revenue

Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions.

Control of non operating grants arises when the Shire can benefit from funds transferred to it and deny or regulate the access of others to those benefits. Therefore, control arises when the Shire can use funds granted or transferred to purchase goods and services or retain those funds for future purchases.

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 2(c). That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operations for the current reporting period.

Fees and Charges

Revenue (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees.

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Service Charges

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations identifies the charges which can be raised. These are television and radio rebroadcasting, underground electricity, property surveillance and security and water services. Excludes rubbish removal and charges for the provision of waste services.

Interest Earnings

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

Other Revenue

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

(r) Superannuation

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

(s) Current and Non-Current Classification

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

(t) Rounding Off Figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar.

(u) Comparative Figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statement, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

(v) Budget Comparative Figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

**SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(w) New Accounting Standards and Interpretations for Application in Future Periods

The AASB has issued a number of new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods, some of which are relevant to the Shire.

Management's assessment of the new and amended pronouncements that are relevant to the Shire, applicable to future reporting periods and which have not yet been adopted are set out as follows:

Title	Issued / Compiled	Applicable ⁽¹⁾	Impact
(i) AASB 9 Financial Instruments (incorporating AASB 2014-7 and AASB 2014-8)	December 2014	1 January 2018	Nil – The objective of this Standard is to improve and simplify the approach for classification and measurement of financial assets compared with the requirements of AASB 139. Given the nature of the financial assets of the Shire, it is not anticipated the Standard will have any material effect.
(ii) AASB 15 Revenue from Contracts with Customers	December 2014	1 January 2017	<p>This Standard establishes principles for entities to apply to report useful information to users of financial statements about the nature, amount, timing and uncertainty of revenue and cash flows arising from a contract with a customer.</p> <p>The effect of this Standard will depend upon the nature of future transactions the Shire has with those third parties it has dealings with. It may or may not be significant.</p>
(iii) AASB 16 Leases	February 2016	1 January 2019	<p>Under AASB 16 there is no longer a distinction between finance and operating leases. Lessees will now bring to account a right-to-use asset and lease liability onto their statement of financial position for all leases. Effectively this means the vast majority of operating leases as defined by the current AASB 117 Leases which currently do not impact the statement of financial position will be required to be capitalised on the statement of financial position once AASB 16 is adopted.</p> <p>Currently, operating lease payments are expensed as incurred. This will cease and will be replaced by both depreciation and interest charges. Based on the current number of operating leases held by the Shire, the impact is not expected to be significant.</p>

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(w) New Accounting Standards and Interpretations for Application in Future Periods (Continued)

Title	Issued / Compiled	Applicable ⁽¹⁾	Impact
(iv) AASB 2014-3 Amendments to Australian Accounting Standards - Accounting for Acquisitions of Interests in Joint Operations [AASB 1 & AASB 11]	August 2014	1 January 2016	This Standard amends AASB 11: <i>Joint Arrangements</i> to require the acquirer of an interest (both initial and additional) in a joint operation in which the activity constitutes a business, as defined in AASB 3: <i>Business Combinations</i> , to apply all of the principles on business combinations accounting in AASB 3 and other Australian Accounting Standards except for those principles that conflict with the guidance in AASB 11; and disclose the information required by AASB 3 and other Australian Accounting Standards for business combinations. Since adoption of this Standard would impact only acquisitions of interests in joint operations on or after 1 January 2016, management believes it is impracticable at this stage to provide a reasonable estimate of such impact on the Shire's financial statements.
(v) AASB 2014-4 Amendments to Australian Accounting Standards - Clarification of Acceptable Methods of Depreciation and Amortisation [AASB 116 & 138]	August 2014	1 January 2016	This Standard amends AASB 116 and AASB 138 to establish the principle for the basis of depreciation and amortisation as being the expected pattern of consumption of the future economic benefits of an asset. It also clarifies the use of revenue-based methods to calculate the depreciation of an asset is not appropriate nor is revenue generally an appropriate basis for measuring the consumption of the economic benefits embodied in an intangible asset. Given the Shire currently uses the expected pattern of consumption of the future economic benefits of an asset as the basis of calculation of depreciation, it is not expected to have a significant impact.
(vi) AASB 2014-5 Amendments to Australian Accounting Standards arising from AASB 15	December 2014	1 January 2017	Consequential changes to various Standards arising from the issuance of AASB 15. It will require changes to reflect the impact of AASB 15.

**SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(w) New Accounting Standards and Interpretations for Application in Future Periods (Continued)

Title	Issued / Compiled	Applicable ⁽¹⁾	Impact
(vii) AASB 2015-2 Amendments to Australian Accounting Standards – Disclosure Initiative: Amendments to AASB 101 [AASB 7, 101, 134 & 1049]	January 2015	1 January 2016	<p>This Standard amends AASB 101 to provide clarification regarding the disclosure requirements in AASB 101. Specifically, the Standard proposes narrow-focus amendments to address some of the concerns expressed about existing presentation and disclosure requirements and to ensure entities are able to use judgement when applying a Standard in determining what information to disclose in their financial statements.</p> <p>This Standard also makes editorial and consequential amendments as a result of amendments to the Standards listed in the title column.</p> <p>It is not anticipated it will have any significant impact on disclosures as they currently exist and any changes will relate to presentation.</p>
(viii) AASB 2015-6 Amendments to Australian Accounting Standards - Extending Related Party Disclosures to Not-for-Profit Public Sector Entities [AASB 10, 124 & 1049]	March 2015	1 July 2016	<p>The objective of this Standard is to extend the scope of AASB 124 <i>Related Party Disclosures</i> to include not-for-profit sector entities.</p> <p>The Standard is expected to have a significant disclosure impact on the financial report of the Shire as both Elected Members and Senior Management will be deemed to be Key Management Personnel and resultant disclosures will be necessary.</p>

Notes:

⁽¹⁾ Applicable to reporting periods commencing on or after the given date.

**SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016**

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(x) Adoption of New and Revised Accounting Standards

During the current year, the Shire adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.

These new and revised standards were as follows:

- (i) AASB 2015-3 Amendments to Australian Accounting Standards arising from the withdrawal of AASB 1031 Materiality
- (ii) AASB 2015-7 Amendments to Australian Accounting Standards - Fair Value Disclosures of Not-for-Profit Public Sector Entities

**SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016**

2. REVENUE AND EXPENSES	2016	2015
	\$	\$
(a) Net Result		
The Net result includes:		
(i) Charging as an expense:		
Auditors remuneration		
- Audit of the Annual Financial Report	20,648	21,546
- Other Services	5,850	2,426
	26,498	23,972
Depreciation		
Buildings - Non Specialised	412,870	388,628
Furniture & Equipment	14,631	27,285
Plant & Equipment	350,934	222,384
Infrastructure - Roads	1,466,731	1,753,405
Infrastructure - Footpaths	15,478	15,746
Infrastructure - Parks & Ovals	214,171	221,346
Infrastructure - Other Infrastructure	37,811	38,179
Infrastructure - Airfield	55,150	55,150
	2,567,776	2,722,123
Interest expenses (finance costs)		
Debentures (refer Note 22 (a))	88,944	86,249
	88,944	86,249
(ii) Crediting as revenue:		
Other revenue		
Reimbursements and recoveries	264,071	613,926
Other	181,114	42,096
	445,185	656,022
	2016	2015
	Actual	Actual
	\$	\$
Interest earnings		
- Reserve funds	23,897	39,142
- Other funds	37,253	38,216
Other interest revenue (refer note 28)	8,261	6,712
	69,411	84,070

**SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016**

2. REVENUE AND EXPENSES (Continued)

(b) Statement of Objective

In order to discharge its responsibilities to the community, Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the Shire's Community Vision, and for each of its broad activities/programs.

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

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

The Strategic Community Plan defines the key objectives of the Shire as:

"Economic: A strong, resilient and balanced economy.

Environment: Our unique natural and built environment is protected and enhanced.

Social: Our community enjoys a high quality of life.

Civic Leadership: A collaborative and engaged community."

GOVERNANCE

Activities:

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

GENERAL PURPOSE FUNDING

Activities:

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

LAW, ORDER, PUBLIC SAFETY

Activities:

Enforcement of Local Laws, fire prevention, animal control and provision of ranger services.

HEALTH

Activities:

Health inspection services, food quality control, mosquito control and contributions towards provision of medical health services.

EDUCATION AND WELFARE

Activities:

Assists with the provision of Child Care at the Perenjori Child Care Centre and Youth Activities within the Shire.

HOUSING

Activities:

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

**SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016**

2. REVENUES AND EXPENSES (Continued)

(b) Statement of Objective (Continued)

COMMUNITY AMENITIES

Activities:

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

RECREATION AND CULTURE

Activities:

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

TRANSPORT

Activities:

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

ECONOMIC SERVICES

Activities:

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

OTHER PROPERTY & SERVICES

Activities:

Plant works, plant overheads and stock of materials.

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

2. REVENUE AND EXPENSES (Continued)

(c) Conditions Over Grants/Contributions

Grant/Contribution	Function/ Activity	Opening Balance ⁽¹⁾ 1/07/14 \$	Received ⁽²⁾ 2014/15 \$	Expended ⁽³⁾ 2014/15 \$	Closing Balance ⁽¹⁾ 30/06/15 \$	Received ⁽²⁾ 2015/16 \$	Expended ⁽³⁾ 2015/16 \$	Closing Balance 30/06/16 \$
Regional GLGF	Housing	49,265	0	(49,265)	0	0	0	0
Dept. Education & Employment	Education & Welfare	28,222	0	(28,222)	0	0	0	0
DSR	Rec & Culture	0	30,000	(30,000)	0	70,000	(45,033)	24,967 *
Lotterywest	Community Development	0	25,560	(25,560)	0	62,500	(62,500)	0
Lotterywest	Education & Welfare	0	27,000	(27,000)	0	0	0	0
CLGF	Rec & Culture	0	100,000	(100,000)	0	0	0	0
Regional Road Group	Transport	0	578,240	(578,240)	0	527,667	(527,667)	0
Roads to Recovery	Transport	0	388,348	(388,348)	0	1,105,611	(1,105,611)	0
Black Spot Funding	Transport	0	91,027	(91,027)	0	37,471	(37,471)	0
Dept. Regional Development	Rec & Culture	0	122,000	(122,000)	0	0	0	0
CLGF	Rec & Culture	0	22,771	(22,771)	0	0	0	0
MWDC	Housing	0	17,000	(17,000)	0	0	0	0
Dept. Regional Development	Education & Welfare	0	25,000	(25,000)	0	0	0	0
Dept. Local Government	Education & Welfare	0	1,000	(1,000)	0	14,940	(14,940)	0
Gundruwa Regional Conservation Association	Education & Welfare	0	20,000	(20,000)	0	0	0	0
MWDC	Housing	0	151,200	0	151,200	0	(151,200)	0
Dept. Social Services	Law Order & Public Safety	0	0	0	0	2,400	(2,400)	0
Total		<u>77,487</u>	<u>1,599,146</u>	<u>(1,525,433)</u>	<u>151,200</u>	<u>1,820,589</u>	<u>(1,946,822)</u>	<u>24,967</u>

Notes:

- (1)** - Grants/contributions recognised as revenue in a previous reporting period which were not expended at the close of the previous reporting period.
- (2)** - New grants/contributions which were recognised as revenues during the reporting period and which had not yet been fully expended in the manner specified by the contributor.
- (3)** - Grants/contributions which had been recognised as revenues in a previous reporting period or received in the current reporting period and which were expended in the current reporting period in the manner specified by the contributor.

* - At 30 June 2016 the Shire had committed this funding for use in accordance with the funding agreement.

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

	Note	2016 \$	2015 \$
3. CASH AND CASH EQUIVALENTS			
Unrestricted Cash		595,168	1,618,105
Restricted Cash		<u>1,934,374</u>	<u>1,636,708</u>
		<u>2,529,542</u>	<u>3,254,813</u>
The following restrictions have been imposed by regulations or other externally imposed requirements:			
Reserve - Leave	12	59,114	58,079
Reserve - Plant Replacement	12	236,246	232,112
Reserve - Computer	12	8,522	8,380
Reserve - Staff Housing	12	274,484	171,283
Reserve - Local Group Interest Free Loan	12	16,158	15,875
Reserve - Local Achievement	12	2,646	2,603
Reserve - Refuse Site	12	96,398	94,711
Reserve - Swimming Pool	12	82,940	81,488
Reserves - Gravel Pit Rehabilitation	12	18,779	18,451
Reserves - Joint Venture Housing	12	286,752	183,337
Reserve - Caravan Park	12	8,168	8,025
Reserve - Sport & Recreation Amenities	12	2,707	2,660
Reserve - Mt Gibson Infrastructure	12	511,490	288,972
Reserve - Accommodation Village	12	30,927	50,036
Reserve - Airstrip Development	12	2,980	2,928
Reserve - Water Harvesting Control	12	39,910	39,211
Reserve - Vocal History	12	7,463	7,332
Reserve - Water Supply	12	18,191	17,872
Reserve - Community Bus & Maintenance	12	17,954	17,640
Reserve - Road	12	10,303	10,122
Reserve - Community Amenities	12	24,825	24,391
Reserve - Communications	12	152,450	150,000
Unspent grants	2(c)	<u>24,967</u>	<u>151,200</u>
		<u>1,934,374</u>	<u>1,636,708</u>

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

	2016	2015
	\$	\$
4. TRADE AND OTHER RECEIVABLES		
Current		
Rates outstanding	43,208	116,477
Sundry debtors	179,771	281,712
GST receivable	34,151	32,831
Prepayments	0	17,532
	<u>257,130</u>	<u>448,552</u>
Non-current		
Rates outstanding - pensioners	24,711	24,711
	<u>24,711</u>	<u>24,711</u>

The ageing of the past due but not impaired receivables (Rates Outstanding and Sundry Debtors) are as follows:

0 to 3 months overdue	67,466	61,003
3 to 6 months overdue	0	0
Over 6 months overdue	67,919	137,558
	<u>135,385</u>	<u>198,561</u>

5. INVENTORIES

Current		
Fuel and materials	55,288	92,897
	<u>55,288</u>	<u>92,897</u>
Non-current		
Land held for resale - cost		
Cost of acquisition	62,168	62,168
Development costs	394,671	394,671
	<u>456,839</u>	<u>456,839</u>

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

	2016	2015
	\$	\$
6 (a). PROPERTY, PLANT AND EQUIPMENT		
Land and buildings		
Land - Freehold at:		
- Independent valuation 2014 - level 2	<u>887,000</u>	<u>947,000</u>
	887,000	947,000
Land - vested in and under the control of Council at:		
- Management Valuation 2014 - Level 3	<u>424,500</u>	<u>424,500</u>
	424,500	424,500
	<u>1,311,500</u>	<u>1,371,500</u>
Buildings - Non Specialised at:		
- Independent valuation 2014 - level 3	12,527,000	12,677,000
- Additions after valuation - cost	3,135,581	2,775,363
Less: accumulated depreciation	<u>(795,745)</u>	<u>(388,628)</u>
	14,866,836	15,063,735
	<u>14,866,836</u>	<u>15,063,735</u>
Total land and buildings	<u>16,178,336</u>	<u>16,435,235</u>
Furniture & Equipment at:		
- Management valuation 2015 - level 3	0	154,393
- Management valuation 2016 - level 3	<u>151,150</u>	<u>0</u>
	151,150	154,393
Plant & Equipment at:		
- Independent Valuation 2013 - level 2	0	1,516,470
- Management valuation 2013 - level 3	0	323,739
- Additions after valuation - cost	0	428,220
- Independent Valuation 2016 - level 2	2,504,500	0
- Management valuation 2016 - level 3	282,705	0
Less accumulated depreciation	<u>0</u>	<u>(434,589)</u>
	2,787,205	1,833,840
	<u>19,116,691</u>	<u>18,423,468</u>

The fair value of property, plant and equipment is determined at least every three years in accordance with the regulatory framework. Additions since the date of valuation are shown as cost, given they were acquired at arms length and any accumulated depreciation reflects the usage of service potential, it is considered the recorded written down value approximates fair value. At the end of each intervening period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with Local Government (Financial Management) Regulation 17A (2) which requires property, plant and equipment to be shown at fair value.

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

6. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Movements in Carrying Amounts

Movement in the carrying amounts of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Balance at the Beginning of the Year \$	Additions \$	(Disposals) \$	Revaluation Increments/ (Decrements) Transferred to Revaluation \$	Revaluation (Losses)/ Reversals Through to Profit or Loss \$	Impairment (Losses)/ Reversals \$	Depreciation (Expense) \$	Transfers \$	Carrying Amount at the End of Year \$
Land - Freehold	947,000	0	(60,000)	0	0	0	0	0	887,000
Land - vested in and under the control of Council	424,500	0	0	0	0	0	0	0	424,500
Total land	1,371,500	0	(60,000)	0	0	0	0	0	1,311,500
Buildings - Non Specialised	15,063,735	360,218	(144,247)	0	0	0	(412,870)	0	14,866,836
Total buildings	15,063,735	360,218	(144,247)	0	0	0	(412,870)	0	14,866,836
Total land and buildings	16,435,235	360,218	(204,247)	0	0	0	(412,870)	0	16,178,336
Furniture & Equipment	154,393	11,388	0	0	0	0	(14,631)	0	151,150
Plant & Equipment	1,833,840	987,436	(224,467)	541,330	0	0	(350,934)	0	2,787,205
Total property, plant and equipment	18,423,468	1,359,042	(428,714)	541,330	0	0	(778,435)	0	19,116,691

**SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016**

6. PROPERTY, PLANT AND EQUIPMENT (Continued)

(c) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of valuation	Date of last Valuation	Inputs used
Land and buildings					
Land - Freehold	2	Market approach using recent observable market data for similar items (Net revaluation method)	Independent Registered Valuer	June 2014	Price per hectare/market borrowing rate
Land - vested in and under the control of Council	3	Cost approach using depreciated replacement cost (Net revaluation method)	Management Valuation	June 2014	Construction/Purchase costs and current condition (Level 2) residual values and remaining useful life assessments (Level 3) inputs.
Buildings - Non Specialised	3	Market approach using recent observable market data for similar items (Net revaluation method)	Independent Registered Valuer	June 2014	Improvements to buildings using construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs.
Furniture & Equipment	3	Cost approach using depreciated replacement cost (Net revaluation method)	Management Valuation	June 2016	Construction/Purchase costs and current condition (Level 2) residual values and remaining useful life assessments (Level 3) inputs.
Plant & Equipment					
Independent Valuation	2	Market approach using recent observable market data for similar items (Net revaluation method)	Independent Registered Valuer	June 2016	Price per item
Management Valuation	3	Cost approach using depreciated replacement cost (Net revaluation method)	Management Valuation	June 2016	Construction/Purchase costs and current condition (Level 2) residual values and remaining useful life assessments (Level 3) inputs.

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied , they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

	2016	2015
	\$	\$
7 (a). INFRASTRUCTURE		
Infrastructure - Roads		
- Management valuation June 2015 - Level 3	94,279,338	94,279,337
- Additions after valuation - cost	2,351,742	0
Less accumulated depreciation	<u>(34,180,745)</u>	<u>(32,714,013)</u>
	62,450,335	61,565,324
Infrastructure - Footpaths		
- Management valuation June 2015 - Level 3	584,460	584,460
- Additions after valuation - cost	28,942	0
Less accumulated depreciation	<u>(115,817)</u>	<u>(100,339)</u>
	497,585	484,121
Infrastructure - Parks & Ovals		
- Independent Valuation July 2014 - level 3	3,691,823	3,691,823
- Additions after valuation - cost	189,831	124,954
Less accumulated depreciation	<u>(437,036)</u>	<u>(222,865)</u>
	3,444,618	3,593,912
Infrastructure - Other Infrastructure		
- Management valuation July 2014 - Level 3	398,600	398,600
- Additions after valuation - cost	158,510	158,510
Less accumulated depreciation	<u>(77,003)</u>	<u>(39,192)</u>
	480,107	517,918
Infrastructure - Airfield		
- Independent Valuation July 2014 - level 3	730,300	730,300
Less accumulated depreciation	<u>(110,300)</u>	<u>(55,150)</u>
	620,000	675,150
	<u>67,492,645</u>	<u>66,836,425</u>

The fair value of infrastructure is determined at least every three years in accordance with the regulatory framework. Additions since the date of valuation are shown as cost. Given they were acquired at arms length and any accumulated depreciation reflects the usage of service potential, it is considered the recorded written down value approximates fair value. At the end of each intervening period the valuation is reviewed and, where appropriate, the fair value is updated to reflect current market conditions. This process is considered to be in accordance with Local Government (*Financial Management*) Regulation 17A (2) which requires infrastructure to be shown at fair value.

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

7. INFRASTRUCTURE (Continued)

(b) Movements in Carrying Amounts

Movement in the carrying amounts of each class of infrastructure between the beginning and the end of the current financial year.

	Balance as at the Beginning of the Year	Additions	(Disposals)	Revaluation Increments/ (Decrements) Transferred to Revaluation	Revaluation (Loss)/ Reversal Transferred to Profit or Loss	Impairment (Losses)/ Reversals	Depreciation (Expense)	Carrying Amount at the End of the Year
	\$	\$	\$	\$	\$	\$	\$	\$
Infrastructure - Roads	61,565,324	2,351,742	0	0	0	0	(1,466,731)	62,450,335
Infrastructure - Footpaths	484,121	28,942	0	0	0	0	(15,478)	497,585
Infrastructure - Parks & Ovals	3,593,912	64,877	0	0	0	0	(214,171)	3,444,618
Infrastructure - Other Infrastructure	517,918	0	0	0	0	0	(37,811)	480,107
Infrastructure - Airfield	675,150	0	0	0	0	0	(55,150)	620,000
Total infrastructure	<u>66,836,425</u>	<u>2,445,561</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(1,789,341)</u>	<u>67,492,645</u>

**SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016**

7. INFRASTRUCTURE (Continued)

(c) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of valuation	Date of last Valuation	Inputs used
Infrastructure - Roads	3	Cost approach using depreciated replacement cost (Gross revaluation method)	Management Valuation	June 2015	Construction costs and current condition (Level 2) residual values and remaining useful life assessments (Level 3) inputs.
Infrastructure - Footpaths	3	Cost approach using depreciated replacement cost (Gross revaluation method)	Management Valuation	June 2015	Construction costs and current condition (Level 2) residual values and remaining useful life assessments (Level 3) inputs.
Infrastructure - Parks & Ovals	3	Cost approach using depreciated replacement cost (Net revaluation method)	Independent Registered Valuer	July 2014	Construction/Purchase costs and current condition (Level 2) residual values and remaining useful life assessments (Level 3) inputs.
Infrastructure - Other Infrastructure	3	Cost approach using depreciated replacement cost (Net revaluation method)	Independent Registered Valuers and Management Valuation	July 2014	Construction/Purchase costs and current condition (Level 2) residual values and remaining useful life assessments (Level 3) inputs.
Infrastructure - Airfield	3	Cost approach using depreciated replacement cost (Net revaluation method)	Independent Registered Valuer	July 2014	Construction costs and current condition (Level 2) residual values and remaining useful life assessments (Level 3) inputs.

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied , they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

	2016	2015
	\$	\$
8. TRADE AND OTHER PAYABLES		
Current		
Sundry creditors	174,440	386,697
Accrued interest on debentures	23,155	24,050
Accrued salaries and wages	18,410	0
Rates in Advance	16,032	4,458
ATO liabilities	41,385	51,744
	<u>273,422</u>	<u>466,949</u>

9. LONG-TERM BORROWINGS

Current		
Secured by floating charge		
Loan Liability - Current	237,775	175,005
	<u>237,775</u>	<u>175,005</u>
Non-current		
Secured by floating charge		
Loan Liability - Non Current	1,250,081	1,224,844
	<u>1,250,081</u>	<u>1,224,844</u>

Additional detail on borrowings is provided in Note 22.

10. PROVISIONS

	Provision for Annual Leave \$	Provision for Long Service Leave \$	Total \$
Opening balance at 1 July 2015			
Current provisions	121,764	25,672	147,436
Non-current provisions	0	9,851	9,851
	<u>121,764</u>	<u>35,523</u>	<u>157,287</u>
Additional provision	215,133	85,303	300,436
Amounts used	(140,047)	(22,490)	(162,537)
Balance at 30 June 2016	<u>196,850</u>	<u>98,336</u>	<u>295,186</u>
Comprises			
Current	196,850	22,525	219,375
Non-current	0	75,811	75,811
	<u>196,850</u>	<u>98,336</u>	<u>295,186</u>

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

12. RESERVES - CASH BACKED

	Actual 2016 Opening Balance	Actual 2016 Transfer to	Actual 2016 Transfer (from)	Actual 2016 Closing Balance	Budget 2016 Opening Balance	Budget 2016 Transfer to	Budget 2016 Transfer (from)	Budget 2016 Closing Balance	Actual 2015 Opening Balance	Actual 2015 Transfer to	Actual 2015 Transfer (from)	Actual 2015 Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Reserve - Leave	58,079	1,035	0	59,114	58,079	1,420	0	59,499	56,649	1,430	0	58,079
Reserve - Plant Replacement	232,112	4,134	0	236,246	231,683	6,777	(210,822)	27,638	271,096	6,534	(45,518)	232,112
Reserve - Computer	8,380	142	0	8,522	8,378	275	0	8,653	8,197	183	0	8,380
Reserve - Staff Housing	171,283	103,201	0	274,484	170,987	104,185	0	275,172	167,221	4,062	0	171,283
Reserve - Local Group Interest Free Loan	15,875	283	0	16,158	15,847	390	0	16,237	15,484	391	0	15,875
Reserve - Local Achievement	2,603	43	0	2,646	2,603	0	0	2,603	2,552	51	0	2,603
Reserve - Refuse Site	94,711	1,687	0	96,398	94,546	2,310	0	96,856	92,378	2,333	0	94,711
Reserve - Swimming Pool	81,488	1,452	0	82,940	81,347	1,990	0	83,337	79,486	2,002	0	81,488
Reserves - Gravel Pit Rehabilitation	18,451	328	0	18,779	18,419	453	0	18,872	18,060	391	0	18,451
Reserves - Joint Venture Housing	183,337	103,415	0	286,752	183,084	102,895	0	285,979	115,690	67,647	0	183,337
Reserve - Caravan Park	8,025	143	0	8,168	8,012	0	0	8,012	7,832	193	0	8,025
Reserve - Sport & Recreation Amenities	2,660	47	0	2,707	2,660	65	0	2,725	2,595	65	0	2,660
Reserve - Mt Gibson Infrastructure	288,972	222,518	0	511,490	288,972	0	0	288,972	285,509	203,463	(200,000)	288,972
Reserve - Accomodation Village	50,036	891	(20,000)	30,927	49,949	0	0	49,949	48,803	1,233	0	50,036
Reserve - Airstrip Development	2,928	52	0	2,980	2,923	72	0	2,995	2,856	72	0	2,928
Reserve - Water Harvesting Control	39,211	699	0	39,910	39,143	520	0	39,663	38,248	963	0	39,211
Reserve - Vocal History	7,332	131	0	7,463	7,319	180	0	7,499	7,152	180	0	7,332
Reserve - Water Supply	17,872	319	0	18,191	17,841	436	0	18,277	17,455	417	0	17,872
Reserve - Community Bus & Maintenance	17,640	314	0	17,954	17,610	180	(16,000)	1,790	17,206	434	0	17,640
Reserve - Road	10,122	181	0	10,303	10,104	247	0	10,351	9,873	249	0	10,122
Reserve - Community Amenities	24,391	434	0	24,825	24,378	595	0	24,973	23,874	517	0	24,391
Reserve - Communications	150,000	2,450	0	152,450	150,000	0	0	150,000	0	150,000	0	150,000
	<u>1,485,507</u>	<u>443,899</u>	<u>(20,000)</u>	<u>1,909,407</u>	<u>1,483,884</u>	<u>222,990</u>	<u>(226,822)</u>	<u>1,480,052</u>	<u>2,360,236</u>	<u>442,810</u>	<u>(1,317,539)</u>	<u>1,485,507</u>

All of the reserve accounts are supported by money held in financial institutions and match the amount shown as restricted cash in Note 3 to this financial report.

**SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016**

12. RESERVES - CASH BACKED

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

Name of Reserve	Anticipated date of use	Purpose of the reserve
Reserve - Leave	Ongoing	- to be used to fund annual and long service leave requirements
Reserve - Plant Replacement	Ongoing	- to be used for the purchase of major plant
Reserve - Computer	Ongoing	- to be used to maintain the administration computer systems
Reserve - Staff Housing	Ongoing	- to be used for future staff housing
Reserve - Local Group Interest Free Loan	Ongoing	- to be used for community groups in purchasing equipment for their activities.
Reserve - Local Achievement	Ongoing	- to be used as an incentive to local achievers
Reserve - Refuse Site	Ongoing	- to be used for a future landfill site
Reserve - Swimming Pool	Ongoing	- to be used for the refurbishment and upgrade of the Perenjori swimming pool facilities
Reserves - Gravel Pit Rehabilitation	Ongoing	- for the purpose of covering the costs of rehabilitating exhausted pits
Reserves - Joint Venture Housing	Ongoing	- surplus funds to be used as per the JV housing agreement
Reserve - Caravan Park	Ongoing	- to be used to maintain and upgrade the facilities at the Perenjori caravan park
Reserve - Sport & Recreation Amenities	Ongoing	- to be used to support the maintenance an replacement of sporting & recreation facilities
Reserve - Mt Gibson Infrastructure	As per agreement	- to be used for the purpose of supporting the acquisition, restoration, extension or improvement of infrastructure assets including but not limited to public buildings, recreation facilities, parks and gardens, power supply, water supply, land drainage or roads.
Reserve - Accomodation Village	Ongoing	- to fund maintenance costs in the accommodation village
Reserve - Airstrip Development	Ongoing	- to be used for the ongoing development and maintenance of the airstrip
Reserve - Water Harvesting Control	Ongoing	- to be used for the purchase and installation of dams to increase water capacity for supplementing the towns parks, gardens and reserve water supply
Reserve - Vocal History	Ongoing	- to be used for the history of our pioneers
Reserve - Water Supply	Ongoing	- to be used for holding loan funds for the project to supply scheme water to the West Bogada locality
Reserve - Community Bus & Maintenance	Ongoing	- to be used for the ongoing maintenance and eventual replacement if the Community Bus
Reserve - Road	Ongoing	- for the purpose of completing road projects
Reserve - Community Amenities	Ongoing	- for assisting organisations providing community amenities
Reserve - Communications	Ongoing	- to subsidise the funding of telephone communication towers in and near Perenjori

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

13. REVALUATION SURPLUS

	2016	2016	2016	2016	2016	2015	2015	2015	2015	2015
	Opening	Revaluation	Revaluation	Movement on	Closing	Opening	Revaluation	Revaluation	Movement on	Closing
	Balance	Increment	Decrement	Revaluation	Balance	Balance	Increment	Decrement	Revaluation	Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Land	899,630	0	0	0	899,630	899,630	0	0	0	899,630
Buildings	6,858,495	0	0	0	6,858,495	6,858,495	0	0	0	6,858,495
Plant & Equipment	507,214	541,330	0	541,330	1,048,544	507,214	0	0	0	507,214
Infrastructure - Roads	55,499,234	0	0	0	55,499,234	17,849,000	37,650,234	0	37,650,234	55,499,234
Infrastructure - Footpaths	248,089	0	0	0	248,089	0	248,089	0	248,089	248,089
Infrastructure - Parks & Ovals	1,208,656	0	0	0	1,208,656	0	1,208,656	0	1,208,656	1,208,656
Infrastructure - Other Infrastructure	336,177	0	0	0	336,177	0	336,177	0	336,177	336,177
Infrastructure - Airfield	704,334	0	0	0	704,334	0	704,334	0	704,334	704,334
	66,261,829	541,330	0	541,330	66,803,159	26,114,339	40,147,490	0	40,147,490	66,261,829

Movements on revaluation of fixed assets are not able to be reliably attributed to a program as the assets were revalued by class as provided for by AASB 116 Aus 40.1.

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

14. NOTES TO THE STATEMENT OF CASH FLOWS

(a) Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	2016	2016	2015
	\$	Budget	\$
		\$	
Cash and cash equivalents	<u>2,529,542</u>	<u>1,546,169</u>	<u>3,254,813</u>

(b) Reconciliation of Net Cash Provided By Operating Activities to Net Result

Net result	(178,568)	2,900,743	2,334,475
Non-cash flows in Net result:			
Depreciation	2,567,776	1,855,939	2,722,123
(Profit)/Loss on sale of asset	221,896	25,000	62,652
Changes in assets and liabilities:			
(Increase)/Decrease in receivables	191,422	79,721	70,221
(Increase)/Decrease in inventories	37,609	6,885	(48,448)
Increase/(Decrease) in payables	(193,527)	13,100	(375,253)
Increase/(Decrease) in provisions	137,899	0	(63,226)
Grants contributions for the development of assets	<u>(1,720,749)</u>	<u>(2,473,897)</u>	<u>(2,019,541)</u>
Net cash from operating activities	<u>1,063,758</u>	<u>2,407,492</u>	<u>2,683,003</u>

(c) Undrawn Borrowing Facilities
Credit Standby Arrangements

	2016	2015
	\$	\$
Bank overdraft limit	0	0
Bank overdraft at balance date	0	0
Credit card limit	20,000	20,000
Credit card balance at balance date	<u>0</u>	<u>(8,007)</u>
Total amount of credit unused	<u>20,000</u>	<u>11,993</u>

Loan facilities

Loan facilities - current	237,775	175,005
Loan facilities - non-current	<u>1,250,081</u>	<u>1,224,844</u>
Total facilities in use at balance date	<u>1,487,856</u>	<u>1,399,849</u>

Unused loan facilities at balance date

	<u>NIL</u>	<u>NIL</u>
--	------------	------------

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

15. CONTINGENT LIABILITIES

The Shire is not aware of any reportable contingent liability.

	2016	2015
16. CAPITAL AND LEASING COMMITMENTS	\$	\$
(a) Operating Lease Commitments		
Non-cancellable operating leases contracted for but not capitalised in the accounts.		
Payable:		
- not later than one year	209,519	298,143
- later than one year but not later than five years	177,464	492,173
	<u>386,983</u>	<u>790,316</u>

The Shire did not have any future operating lease commitments at the reporting date.

(b) Capital Expenditure Commitments

The Shire did not have any future capital expenditure commitments at the reporting date, except for the restrictions imposed by regulations and other externally imposed requirements disclosed in note 3.

17. JOINT VENTURE ARRANGEMENTS

The Shire of Perenjori has a joint venture with the Department of Housing for the provision of four family houses and two aged care units. The only assets are capital works carried out by Council staff.

These assets are included in Land and Buildings as follows:

	2016	2015
Non-current assets	\$	\$
Land and buildings	505,000	505,000
Less: accumulated depreciation	(20,200)	(10,100)
	<u>484,800</u>	<u>494,900</u>

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

18. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

	2016	2015
	\$	\$
Governance	2,745,169	2,757,520
General purpose funding	2,733,800	2,184,266
Law, order, public safety	592,760	338,941
Health	191,638	303,030
Education and welfare	1,551,211	1,586,545
Housing	4,989,092	5,033,344
Community amenities	258,194	261,956
Recreation and culture	6,963,346	7,690,365
Transport	65,146,011	65,227,340
Economic services	2,944,220	2,742,476
Other property and services	1,817,405	1,411,922
	<u>89,932,846</u>	<u>89,537,705</u>

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

	2016	2015	2014
19. FINANCIAL RATIOS			
Current ratio	1.35	2.95	0.92
Asset sustainability ratio	1.03	1.56	1.08
Debt service cover ratio	2.74	12.41	4.92
Operating surplus ratio	(0.47)	0.06	(0.23)
Own source revenue coverage ratio	0.54	0.62	0.61

The above ratios are calculated as follows:

Current ratio	$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$
Asset sustainability ratio	$\frac{\text{capital renewal and replacement expenditure}}{\text{Depreciation expenses}}$
Debt service cover ratio	$\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$
Operating surplus ratio	$\frac{\text{operating revenue minus operating expenses}}{\text{own source operating revenue}}$
Own source revenue coverage ratio	$\frac{\text{own source operating revenue}}{\text{operating expenses}}$

Notes:

Information relating to the **asset consumption ratio** and the **asset renewal funding ratio** can be found at Supplementary Ratio Information on Page 61 of this document.

Two of the 2016 and 2015 ratios disclosed above are distorted by the early receipt of half of the allocation of the 2015-16 Financial Assistance Grant on 30 June 2015.

The early payment of the grant increased operating revenue in 2015 and decreased operating revenue in 2016 by \$949,737

The early payment was considered to be "one-off" and if recognised in the year to which the allocation related the calculations in the 2016 and 2015 columns above would be as follows:

	2016	2015
Debt service cover ratio	6.16	8.63
Operating surplus ratio	(0.23)	(0.13)

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

20. TRUST FUNDS

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

	1 July 2015 \$	Amounts Received \$	Amounts Paid (\$)	30 June 2016 \$
Sundry Income	259		(259)	0
BRB Levy	495	635	(1,130)	(0)
Bus Bonds	2,000	1,200	(2,800)	400
Hall Bonds	1,550	850	(2,000)	400
Housing Bonds	10,053	11,710	(18,503)	3,260
Yarra Yarra Regional Council	16,461	0	(16,461)	0
Other Bonds	45,728	4,175	(49,203)	700
Perenjori Public Benefit Funds	210,871	111,765	(160,064)	162,573
Nomination Deposits	0	640	(640)	0
	<u>287,417</u>			<u>167,333</u>

21. DISPOSALS OF ASSETS - 2015/16 FINANCIAL YEAR

The following assets were disposed of during the year.

	Actual Net Book Value \$	Actual Sale Proceeds \$	Actual Profit \$	Actual Loss \$	Budget Net Book Value \$	Budget Sale Proceeds \$	Budget Profit \$	Budget Loss \$
Housing								
Lot 71 Carnamah Rd	204,246	39,273	0	(164,973)	144,000	100,000	0	(44,000)
Other property and services								
1500PJ - Mitsubishi Dual Cab					16,427	20,000	3,573	0
PJ1558 - Volvo Grader	98,105	90,000	0	(8,105)	93,454	80,100	0	(13,354)
PJ1501 - Multi Tyred Roller	29,959	35,000	5,041	0	27,545	60,000	32,455	0
PJ1568 - Triton	0	10,545	10,545	0	9,673	9,000	0	(673)
PJ1570 - Triton	16,669	21,364	4,695	0	8,528	9,000	472	0
PJ1579 - Triton	0	10,636	10,636	0	9,573	11,000	1,427	0
PJ1564 - Kubota Mower	0	0	0		6,900	2,000	0	(4,900)
Minor Plant & Equipment W/Off	53,322	0	0	(53,322)	0	0	0	0
Minor Tools Assets W/Off	26,413	0	0	(26,413)	0	0	0	0
	<u>428,714</u>	<u>206,818</u>	<u>30,917</u>	<u>(252,813)</u>	<u>316,100</u>	<u>291,100</u>	<u>37,927</u>	<u>(62,927)</u>

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

22. INFORMATION ON BORROWINGS

(a) Repayments - Debentures

Particulars	Principal	New	Principal		Principal		Interest	
	1 July		Loans	Repayments	Repayments	30 June 2016	Repayments	Repayments
	2015		Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$
Housing								
Loan 96 - CHA Housing	121,462		10,290	10,290	111,172	111,172	8,209	7,778
Loan 97 Flat Pack Housing	164,319		20,345	20,345	143,974	143,974	8,382	7,579
Loan 101 2X Duplex Housing	186,726		23,119	23,119	163,607	163,607	9,525	8,592
Recreation and culture								
Loan 99 - Aquatic Centre	327,767		65,404	65,389	262,363	262,378	19,902	19,340
Loan 100 - Aquatic Centre	261,849		32,302	32,290	229,547	229,559	13,531	12,409
Transport								
Loan 102 - Grader		276,000	12,952	0	263,048	276,000	4,386	0
Economic services								
Loan 94 - Industrial Land	26,532		8,221	8,211	18,311	18,321	1,948	1,850
Loan 98 - John St Subdivision	311,194		15,360	15,360	295,834	295,834	23,061	21,548
	<u>1,399,849</u>	<u>276,000</u>	<u>187,993</u>	<u>175,004</u>	<u>1,487,856</u>	<u>1,500,845</u>	<u>88,944</u>	<u>79,096</u>
	<u>1,399,849</u>	<u>276,000</u>	<u>187,993</u>	<u>175,004</u>	<u>1,487,856</u>	<u>1,500,845</u>	<u>88,944</u>	<u>79,096</u>

All loan repayments were financed by general purpose revenue.

**SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016**

22. INFORMATION ON BORROWINGS (Continued)

(b) New Debentures - 2015/16

Particulars/Purpose	Amount Borrowed		Institution	Loan Type	Term (Years)	Total Interest & Charges	Interest Rate	Amount Used		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Loan 102 - Grader	276,000	0	WATC	Debenture				(276,000)	0	0
	<u>276,000</u>	<u>0</u>				<u>0</u>		<u>(276,000)</u>	<u>0</u>	<u>0</u>

(c) Unspent Debentures

The Shire did not have any unspent debentures as at 30 June 2016.

(d) Overdraft

The Shire has no Overdraft facility.

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

23. RATING INFORMATION - 2015/16 FINANCIAL YEAR

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Budget Rate Revenue \$	Budget Interim Rate \$	Budget Back Rate \$	Budget Total Revenue \$
Differential general rate / general rate											
Gross rental value valuations											
Townsites	7.6810	177	1,109,340	85,208	0	0	85,208	91,090	0	0	91,090
Mining	7.6810	2	6,434,990	494,272	0	0	494,272	494,239	0	0	494,239
Unimproved value valuations											
Rural	1.9441	267	83,257,050	1,618,600	0	0	1,618,600	1,618,906	0	0	1,618,906
Mining	33.3118	78	1,953,925	650,888	(52,720)	(480)	597,688	651,161	0	0	651,161
Sub-Total		524	92,755,305	2,848,968	(52,720)	(480)	2,795,768	2,855,396	0	0	2,855,396
Minimum payment	Minimum \$										
Gross rental value valuations											
Townsites	310	35	34,378	10,850	310	0	11,160	10,850	0	0	10,850
Mining	310	0	0	0	0	0	0	310	0	0	310
Unimproved value valuations											
Rural	310	9	53,700	2,790	0	0	2,790	2,790	0	0	2,790
Mining	406	27	18,988	10,962	0	0	10,962	13,752	0	0	13,752
Sub-Total		71	107,066	24,602	310	0	24,912	27,702	0	0	27,702
		595	92,862,371	2,873,570	(52,410)	(480)	2,820,680	2,883,098	0	0	2,883,098
Discounts/concessions (refer note 27)							(215,903)				(220,000)
Total amount raised from general rate							2,604,777				2,663,098
Ex-gratia rates							11,764				11,200
Totals							2,616,541				2,674,298

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

24. NET CURRENT ASSETS

Composition of net current assets

	2016 (30 June 2016 Carried Forward) \$	2016 (1 July 2015 Brought Forward) \$	2015 (30 June 2015 Carried Forward) \$
Surplus/(Deficit) 1 July 15 brought forward	<u>659,133</u>	<u>1,843,806</u>	<u>1,843,806</u>
CURRENT ASSETS			
Cash and cash equivalents			
Unrestricted Cash	595,168	1,618,105	1,618,105
Restricted Cash	1,934,374	1,636,708	1,636,708
Receivables			
Rates outstanding	43,208	116,477	116,477
Sundry debtors	179,771	281,712	281,712
GST receivable	34,151	32,831	32,831
Prepayments	0	17,532	17,532
Inventories			
Fuel and materials	55,288	92,897	92,897
LESS: CURRENT LIABILITIES			
Trade and other payables			
Sundry creditors	(174,440)	(386,697)	(386,697)
Accrued interest on debentures	(23,155)	(24,050)	(24,050)
Accrued salaries and wages	(18,410)	0	0
Rates in Advance	(16,032)	(4,458)	(4,458)
ATO liabilities	(41,385)	(51,743)	(51,743)
Current portion of long term borrowings			
Secured by floating charge	(237,775)	(175,005)	(175,005)
Provisions			
Provision for annual leave	(219,375)	(147,436)	(147,436)
Unadjusted net current assets	<u>2,111,388</u>	<u>3,006,873</u>	<u>3,006,873</u>
Adjustments			
Less: Reserves - restricted cash	(1,909,405)	(1,485,508)	(1,485,508)
Add: Current provisions provided in Budget	219,375	147,436	147,436
Add: Secured by floating charge	237,775	175,005	175,005
Adjusted net current assets - surplus/(deficit)	<u><u>659,133</u></u>	<u><u>1,843,806</u></u>	<u><u>1,843,806</u></u>

Difference

There was no difference between the surplus/(deficit) 1 July 2015 brought forward position used in the 2016 audited financial report and the surplus/(deficit) carried forward position as disclosed in the 2015 audited financial report.

**SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016**

25. SPECIFIED AREA RATE - 2015/16 FINANCIAL YEAR

The Shire of Perenjori did not levy a Specified Area Rate during the year.

26. SERVICE CHARGES - 2015/16 FINANCIAL YEAR

The Shire of Perenjori did not impose any service charges during the year.

**27. DISCOUNTS, INCENTIVES, CONCESSIONS, & WRITE-OFFS
- 2015/16 FINANCIAL YEAR**

Rates Discounts

Rate or Fee Discount Granted	Discount % or \$	Actual \$	Budget \$	Circumstances in which Discount is Granted
Differential/General Rate	10.00%	215,903	220,000	Applies to General or Differential Rate where all charges due are paid in full by due date 28 August 2015
Differential/General Rate	5.00%	215,903	220,000	Applies to General or Differential Rate where all charges due are paid in full by 31 December 2015
		<u>215,903</u>	<u>220,000</u>	

**SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016**

28. INTEREST CHARGES AND INSTALMENTS - 2015/16 FINANCIAL YEAR

	Date Due	Instalment Plan Admin Charge \$	Instalment Plan Interest Rate %	Unpaid Rates Interest Rate %
Instalment Options				
Option One				
Single full payment	28-Aug-15	0		11.00%
Option Two				
First Instalment	28-Aug-15	0		
Second Instalment	28-Oct-15	10	5.50%	11.00%
Third Instalment	04-Jan-16	10	5.50%	11.00%
Fourth Instalment	04-Mar-16	10	5.50%	11.00%

	Revenue \$	Budgeted Revenue \$
Interest on unpaid rates	4,969	3,000
Interest on instalment plan	3,292	2,000
	<u>8,261</u>	<u>5,000</u>
Charges on instalment plan	1,500	0
	<u>1,500</u>	<u>0</u>

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

29. FEES & CHARGES	2016	2015
	\$	\$
Governance	5,935	844
General purpose funding	13,579	1,416
Law, order, public safety	2,301	1,048
Health	2,713	3,970
Education and welfare	82,692	19,117
Housing	175,101	219,195
Community amenities	46,218	36,208
Recreation and culture	18,194	16,927
Transport	16,017	147,268
Economic services	294,798	422,275
Other property and services	429,621	855,004
	<u>1,087,169</u>	<u>1,723,272</u>

There were no changes during the year to the amount of the fees or charges detailed in the original budget.

30. GRANT REVENUE

Grants, subsidies and contributions are included as operating revenues in the Statement of Comprehensive Income:

By Nature or Type:	2016	2016	2015
	\$	Budget	\$
Operating grants, subsidies and contributions			
Governance	4,091	1,200	2,215
General purpose funding	901,941	1,843,419	2,793,156
Law, order, public safety	29,713	19,000	21,515
Education and welfare	14,940	22,500	72,500
Community amenities	12,955	0	0
Recreation and culture	270,000	33,000	167,933
Transport	181,074	1,200,635	268,705
Other property and services	0	8,000	8,000
	<u>1,414,714</u>	<u>3,127,754</u>	<u>3,334,024</u>
Non-operating grants, subsidies and contributions			
Education and welfare	0	105,000	295,000
Housing	0	355,697	168,200
Community amenities	50,000	58,000	13,636
Recreation and culture	0	200,000	274,771
Transport	1,670,749	1,555,200	1,084,934
Economic services	0	200,000	183,000
	<u>1,720,749</u>	<u>2,473,897</u>	<u>2,019,541</u>
	<u>3,135,463</u>	<u>5,601,651</u>	<u>5,353,565</u>

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

31. EMPLOYEE NUMBERS

The number of full-time equivalent employees at balance date

37	35
----	----

32. ELECTED MEMBERS REMUNERATION

The following fees, expenses and allowances were paid to council members and/or the president.

	2016 \$	2016 Budget \$	2015 \$
Meeting Fees	23,210	35,230	21,250
President's allowance	19,000	19,000	19,000
Deputy President's allowance	4,750	4,750	4,750
Other Councillor	10,231	13,149	6,579
	57,191	72,129	51,579

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

33. MAJOR LAND TRANSACTIONS

John Street/Hirshauer Street Residential Subdivision

(a) Details

Council commenced this 21 lot sub-division on Council owned land in 2007-2008. The sub-division currently comprises of the following lots: 3 lots have been sold to others and 18 are owned by the Shire of Perenjori.

It is proposed to review the market value of the lots and develop a marketing plan to sell those lots not required by the Shire.

(b) Current year transactions	2016 \$	2016 Budget \$	2015 \$
Operating income			
- Profit on sale	0	0	0
Capital income			
- Sale proceeds	0	0	0
Capital expenditure			
- Purchase of land	0	0	0
- Development costs	0	0	0
	0	0	0

(c) Expected Future Cash Flows

	2017 \$	2018 \$	2019 \$	2020 \$	Total \$
Cash outflows					
- Development costs	0	0	0	0	0
- Loan repayments	(16,448)	(17,615)	(18,865)	(20,115)	(73,043)
	(16,448)	(17,615)	(18,865)	(20,115)	(73,043)
Cash inflows					
- Loan proceeds	0	0	0	0	0
- Sale proceeds	0	0	50,000	50,000	100,000
	0	0	50,000	50,000	100,000
Net cash flows	(16,448)	(17,615)	31,135	29,885	26,957

34. TRADING UNDERTAKINGS AND MAJOR TRADING UNDERTAKINGS

The Shire did not participate in any trading undertakings or major trading undertakings during the 2015/16 financial year.

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

35. FINANCIAL RISK MANAGEMENT

The Shire's activities expose it to a variety of financial risks including price risk, credit risk, liquidity risk and interest rate risk. The Shire's overall risk management focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Shire.

The Shire does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council.

The Shire held the following financial instruments at balance date:

	Carrying Value		Fair Value	
	2016	2015	2016	2015
	\$	\$	\$	\$
Financial assets				
Cash and cash equivalents	2,529,542	3,254,813	2,529,542	3,254,813
Receivables	281,841	473,263	281,841	473,263
	<u>2,811,383</u>	<u>3,728,076</u>	<u>2,811,383</u>	<u>3,728,076</u>
Financial liabilities				
Payables	273,422	466,949	273,422	466,949
Borrowings	1,487,856	1,399,849	1,665,552	1,399,849
	<u>1,761,278</u>	<u>1,866,798</u>	<u>1,938,974</u>	<u>1,866,798</u>

Fair value is determined as follows:

- Cash and cash equivalents, receivables, payables - estimated to the carrying value which approximates net market value.
- Borrowings, held to maturity investments, estimated future cash flows discounted by the current market interest rates applicable to assets and liabilities with similar risk profiles.
- Financial assets at fair value through profit and loss, available for sale financial assets - based on quoted market prices at the reporting date or independent valuation.

**SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016**

35. FINANCIAL RISK MANAGEMENT (Continued)

(a) Cash and Cash Equivalents

Financial assets at fair value through profit and loss

Available-for-sale financial assets

Held-to-maturity investments

The Shire's objective is to maximise its return on cash and investments whilst maintaining an adequate level of liquidity and preserving capital. The finance area manages the cash and investments portfolio with the assistance of independent advisers (where applicable). Council has an investment policy and the policy is subject to review by Council. An Investment Report is provided to Council on a monthly basis setting out the make-up and performance of the portfolio.

The major risk associated with investments is price risk - the risk that the capital value of investments may fluctuate due to changes in market prices, whether these changes are caused by factors specific to individual financial instruments or their issuers or factors affecting similar instruments traded in a market.

Cash and investments are also subject to interest rate risk - the risk that movements in interest rates could affect returns.

Another risk associated with cash is credit risk – the risk that a contracting entity will not complete its obligations under a financial instrument resulting in a financial loss to the Shire.

The Shire manages these risks by diversifying its portfolio and only investing in investments authorised by *Local Government (Financial Management) Regulation 19C*. Council also seeks advice from independent advisers (where considered necessary) before placing any cash and investments.

	2016	2015
	\$	\$
Impact of a 1% ⁽¹⁾ movement in interest rates on cash		
- Equity	25,295	32,548
- Statement of Comprehensive Income	25,295	32,548

Notes:

⁽¹⁾ Sensitivity percentages based on management's expectation of future possible market movements.

**SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016**

35. FINANCIAL RISK MANAGEMENT (Continued)
(b) Receivables

The Shire's major receivables comprise rates and annual charges and user charges and fees. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The Shire manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of the Shire to recover these debts as a secured charge over the land – that is, the land can be sold to recover the debt. The Shire is also able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages payment.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

The Shire makes suitable provision for doubtful receivables as required and carries out credit checks on most non-rate debtors.

There are no material receivables that have been subject to a re-negotiation of repayment terms.

The profile of the Shire's credit risk at balance date was:

	2016	2015
Percentage of rates and annual charges		
- Current	0%	0%
- Overdue	100%	100%
Percentage of other receivables		
- Current	61%	78%
- Overdue	39%	22%

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

35. FINANCIAL RISK MANAGEMENT (Continued)

(c) Payables

Borrowings

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The Shire manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required.

The contractual undiscounted cash flows of the Shire's Payables and Borrowings are set out in the Liquidity Sensitivity Table below:

	Due within 1 year \$	Due between 1 & 5 years \$	Due after 5 years \$	Total contractual cash flows \$	Carrying values \$
<u>2016</u>					
Payables	273,422	0	0	273,422	273,422
Borrowings	313,360	1,081,384	417,753	1,812,497	1,487,856
	<u>586,782</u>	<u>1,081,384</u>	<u>417,753</u>	<u>2,085,919</u>	<u>1,761,278</u>
<u>2015</u>					
Payables	466,949	0	0	466,949	466,949
Borrowings	254,120	1,208,593	577,204	2,039,917	1,399,849
	<u>721,069</u>	<u>1,208,593</u>	<u>577,204</u>	<u>2,506,866</u>	<u>1,866,798</u>

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2016

35. FINANCIAL RISK MANAGEMENT (Continued)

(c) Payables
Borrowings (continued)

Borrowings are also subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. The Shire manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation.

The following tables set out the carrying amount, by maturity, of the financial instruments exposed to interest rate risk:

	<1 year	>1<2 years	>2<3 years	>3<4 years	>4<5 years	>5 years	Total	Weighted Average Effective Interest Rate
	\$	\$	\$	\$	\$	\$	\$	%
<u>Year ended 30 June 2016</u>								
Borrowings								
Fixed rate								
Debtentures	237,804	249,711	252,393	222,555	175,369	350,024	1,487,856	4.38%
Weighted average Effective interest rate	4.11%	4.17%	4.21%	4.21%	4.45%	5.11%		
<u>Year ended 30 June 2015</u>								
Borrowings								
Fixed rate								
Debtentures	175,005	185,068	195,724	196,803	647,250	0	1,399,850	5.63%
Weighted average Effective interest rate	5.58%	5.52%	5.49%	6.04%	6.04%			



RSM Australia Pty Ltd

8 St Georges Terrace Perth WA 6000

GPO Box R1253 Perth WA 6844

T +61(0) 8 9261 9100

F +61(0) 8 9261 9111

www.rsm.com.au

INDEPENDENT AUDITOR'S REPORT

TO THE RATEPAYERS OF

SHIRE OF PERENJORI

Report on the financial report

We have audited the financial report of Shire of Perenjori, which comprises the statement of financial position as at 30 June 2016 and the statements of comprehensive income, statement of changes in equity, statement of cash flows and rate setting statement for the year ended on that date, the summary of significant accounting policies and other explanatory notes and the statement by the Chief Executive Officer.

Chief Executive Officer's responsibility for the financial report

The Chief Executive Officer is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations), the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*. This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies and making accounting estimates that are reasonable in the circumstances.

Auditor's responsibility

Our responsibility is to express an opinion on the financial report based on our audit. Our audit has been conducted in accordance with Australian Auditing Standards. Those standards require that we comply with the relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Chief Executive Officer, as well as evaluating the overall presentation of the financial report.

THE POWER OF BEING UNDERSTOOD

AUDIT | TAX | CONSULTING

RSM Australia Pty Ltd is a member of the RSM network and trades as RSM. RSM is the trading name used by the members of the RSM network. Each member of the RSM network is an independent accounting and consulting firm which practices in its own right. The RSM network is not itself a separate legal entity in any jurisdiction.

RSM Australia Pty Ltd ACN 009 321377 atf Birdanco Practice Trust ABN 65 319 382 479 trading as RSM

Liability limited by a scheme approved under Professional Standards Legislation

We performed the procedures to assess whether in all material respects the financial report presents fairly, in accordance with the *Local Government Act 1995* Part 6, the Regulations under that Act and Australian Accounting Standards (including the Australian Accounting Interpretations), a view which is consistent with our understanding of the Shire of Perenjori's financial position and of its performance.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

Auditor's opinion on the financial report

In our opinion, the financial report of Shire of Perenjori:

- (i) Gives a true and fair view of the financial position of Shire of Perenjori as at 30 June 2016 and of its financial performance for the year ended on that date;
- (ii) Complies with the *Local Government Act 1995* Part 6 and the Regulations under that Act and Australian Accounting Standards (including the Australian Accounting Interpretations); and
- (iii) In relation to the Supplementary Ratio Information presented in the financial report, we have reviewed the calculations as presented and in our opinion these are based on verifiable information and reasonable assumptions.

Report on statutory compliance

We did not during the course of our audit become aware of any instances where the Shire of Perenjori did not comply with the requirements of the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996* as they relate to the financial report.



RSM AUSTRALIA PTY LTD



D J WALL
Director

Perth, WA
Dated: 28 November 2016

**SHIRE OF PERENJORI
SUPPLEMENTARY RATIO INFORMATION
FOR THE YEAR ENDED 30TH JUNE 2016**

RATIO INFORMATION

The following information relates to those ratios which only require attestation they have been checked and are supported by verifiable information. It does not form part of the audited financial report

	2016	2015	2014
Asset consumption ratio	0.71	0.73	0.46
Asset renewal funding ratio	1.56	2.05	1.94

The above ratios are calculated as follows:

Asset consumption ratio	$\frac{\text{depreciated replacement costs of assets}}{\text{current replacement cost of depreciable assets}}$
Asset renewal funding ratio	$\frac{\text{NPV of planning capital renewal over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$



Perenjori
Embrace Opportunity

*Attachment
16126.1*

Business Continuity Plan

*Ordinary Council Meeting
14th December 2016*



Shire of Perenjori

Business Continuity Response Plan

Issue: 1

Issue Date:

Table of Contents

- Document Review 1
- Abbreviations and Definitions 2
- Introduction 3
 - Purpose 3
 - Objectives 3
 - Use of the BCP 3
 - Assumptions 3
 - Limitations 4
 - Audience – Distribution 4
 - Authority 4
 - Training and Communication 4
 - Validation and Testing 4
 - Monitoring & review 5
 - Overview of Business Function Criticality 6
 - Scope 6
- Methodology 8
- Continuity Management Team 10
 - Roles and Responsibilities CMT 10
 - CMT – Structure 10
- Notification – Declaration Process 11
 - Notification 11
 - Assessment 11
 - Declaration 11
 - Control Centre 11
 - Dedicated Media Briefing Centre 12
 - Business Impact Analysis (BIA) 12
 - Responsibility Statements 12
 - Business Continuity Instructions (BCI) 12
 - Emergency Contacts 12
 - Initial CMT Meeting 13
 - Media Protocols 13
 - Authority 13
 - General Statement to Media in the event of a business interruption event 14
 - Responsibility Statements 15
- BCI 1 Emergency Contacts Continuity Management Team 19
- BCI 2 Emergency Contacts External 20
 - Emergency Contacts 20
- BCI 2 Continuity Management Team Meeting Agenda 21
 - Initial CMT Meeting 21
 - Other Issues for consideration include 21
- BCI 3 Media Enquiry Record Form 22
- BCI 4 Press Release 23
- BCI 5 Telephone Redirection Authorisation 24
- Critical Function Sub Plans 28
 - Assets Infrastructure 28
 - Business Services 37

Document Review

Whenever this document is reviewed and or amended, details must be recorded on this page.

Date	Review Summary

Abbreviations and Definitions

Term	Definition	Abbreviation
Business Continuity	Is the uninterrupted availability of all key resources supporting essential business functions?	BC
Business Continuity Control Centre	A central point of reference to co-ordinate the response to a business interruption event. To be established at the discretion of the CMT Director.	BCCC
Business Continuity Management	Provides for the availability of processes and resources in order to ensure the continued achievement of critical objectives.	BCM
Business Continuity Plan(s)	A collection of procedures and information that is developed, compiled and maintained in readiness for use in the event of an emergency or disaster.	BCP
Business Process Assessment	A management tool designed to assist in the identification and assessment of criticality of business processes and functions	BPA
Business Impact Analysis	A management level analysis which identifies the impacts of function loss on the organisation. The BIA provides management with data upon which to base risk mitigation and continuity planning decisions.	BIA
Business Interruption Event	An event that by its duration exceeds the Maximum Acceptable Outage and / or has an adverse impact on business objectives and requires the implementation of the BCP or sub plans.	BIE
Non Critical Function Action Plan	An agreed documented course of action that identifies mitigation, response and recovery actions for business functions identified as non-critical.	Non Critical Function Action Plan
Critical Function Sub Plan	An agreed documented course of actions to be taken in the event of business function loss. Plan describes the key actions required under preparation, response and recovery phases.	CFSP
Continuity Management Team	An assembly of executive management representatives and other seconded staff formed for the express purpose of responding to an organisational crisis. CMT management structure will overlay all normal management structures during the response process.	CMT
Emergency Event	An event due to an actual or imminent occurrence (such as a fire, earthquake, or epidemic which: <ol style="list-style-type: none"> 1. endangers or threatens to endanger the safety or health of staff or visitors to the organisation 2. destroys or damages, or threatens to destroy or damage, property of the organisation 3. has the capacity to disrupt operations to the extent that it impacts on business objectives. 	Emergency Event
Maximum Acceptable Outage	The maximum period of time that Council can tolerate the loss of capability of a critical business function, process, asset or IT application.	MAO
Corporate Governance	A system by which the organisation is directed and controlled. Corporate Governance activities are represented as four principal components: direction, executive action, supervision and accountability.	CG
Risk Management	The culture, processes and structures that are directed towards realising potential opportunities whilst managing adverse effects.	RM

Introduction

Purpose

The Shire of Perenjori has adopted a comprehensive and integrated approach to the development of a Business Continuity Management Plan. The purpose of this plan is to build organisational capabilities to support the continued achievements of critical business objectives in the face of uncertainty or disruption.

Council recognises that this plan (Business Continuity Plan) in isolation does not build capability, it provides the approach to establishing effective capability. Whilst the plan is important, it is an outcome of the more important planning and analysis process, and is a blueprint to kick-start the response to a business interruption event.

This plan identifies the required facilities, technical infrastructure, key responsibilities, and processes that will be required to position Council to be able to respond and recover from a business interruption event.

Objectives

The objectives of the Shire of Perenjori's Business Continuity Framework is to provide a mechanism that enables Council and its officers to:

- Identify business functions that are critical to Council in meeting its business objectives
- Develop resumption plans based on criticality of business functions rather than geographic location
- Build resilience within Council's operational framework
- Identify and document roles and responsibilities for key staff positions
- Minimise the impact of function loss on stakeholders and the community.

The business continuity plan provides a framework for management and staff to enable them to implement an agreed response process.

Use of the BCP

This plan should be used in the event of a business interruption event that may impact on the ability of the Shire of Perenjori to deliver business objectives. Managers and staff with responsibility for impacted areas of the business should use the BCP and any relevant sub plans to ensure a consistent and agreed course of action is implemented.

Assumptions

The BCP is intended to provide guidance to Council officers to assist continuity of service for critical functions, where those officers are not normally responsible for managing the specific function affected. Where the Council officer who is normally responsible for managing the specific function is available, it is assumed that this document will serve as a check document to reduce the possibility for omission of important actions.

Limitations

It is not the intent of this document or process to develop Information Technology Disaster Recovery (ITDR) plans. This process will however identify from a business perspective the business requirements for Information Technology resources that support the delivery of business critical function. This information should then be used to inform the development of ITDR plans.

Audience – Distribution

The intended audience for The Shire of Perenjori Business Continuity Plan is:

- Council
- Senior Staff Team
- Critical Function Sub Plan Managers and Staff

The plan is available to all Managers and staff via Councils shared drive and is to be reviewed annually by Senior Staff.

Training and Communication

A key objective of the BCP is to increase the awareness within The Shire of Perenjori of potential business interruption events that could impact Council. The plan outlines the response / recovery protocols associated with such an event. Training and communication will play a key role in achieving this objective.

Initial training has been provided by the process facilitators however one of the benefits of a facilitated process is that engagement and ownership of the BCP is developed at the business unit level. Training was provided to the Senior Management Team as part of the BCP implementation. It will be the responsibility of the various Senior Managers to ensure that the requirements of the BCP are communicated to all staff and that induction/ training programs include reference to business continuity in the context of sound risk management practices.

Managers should be familiar with key deliverables as detailed in the Critical Function Sub Plans and ensure that staff are aware of their roles and responsibilities in the event of a business interruption event.

Validation and Testing

Business Continuity Management is a process, not an event. Once the BCP has been prepared, commitment to a pre-planned, annual test plan and maintenance schedule is required by Council to ensure BCP procedures remain viable into the future.

The testing should include all aspects of the BCP, but not necessarily all in one year. Major components (Sub Plans) should be reviewed at least annually. Volatile information such as contact lists, or areas that are constantly undergoing changes, should be validated more frequently.

In addition to the annual test and review of the BCP, any significant changes in the Shire of Perenjori's operations should also trigger a review of the BCP. Version control of the BCP should be co-ordinated through the CMT – Coordinator.

Monitoring & review

Monitoring and review is an integral component of the BCP process. Council recognises and is committed to ensure the following monitoring and review strategy is implemented.

Activity for Review		Accountability	Timeframe
1	Business Continuity Plan (overarching plan)	Continuity Management Team	Monitor annually and action as required
2	Business Continuity Plan Training	Continuity Management Team	Annual training brief or refresher session
3	Business Continuity Plan Exercise	Continuity Management Team	Annual desk top exercise Simulation exercise each 2 years
Asset Services			
4	Critical Function Sub Plans	Sub plan owner	Annual Review
Finance			
5	Critical Function Sub Plans	Sub plan owner	Annual Review
Community & Marketing			
6	Critical Function Sub Plans	Sub plan owner	Annual Review
Human Resource & Risk			
7	Critical Function Sub Plans	Sub plan owner	Annual Review
Development			
8	Critical Function Sub Plans	Sub plan owner	Annual Review

Overview of Business Function Criticality

Integral to the BCP is the determination of the Maximum Acceptable Outage (MAO) of a particular business process. The loss of a critical business function for a period greater than the MAO will generally result in the establishment of the Continuity Management Team to direct, oversee and support the emergency, continuity and recovery response phases.

The following table summarises the functions as identified as critical, the maximum acceptable outage for that function and what Information Technology services are required to facilitate resumption.

Division/ Group	Assets & Infrastructure	
Business Unit	Critical Function	Max Acceptable Outage
Asset Services	Road access and serviceability (arterial & Collector)	4 hours
	Airport operations	24 hours
	Provision of support to control agencies	2 hours
	Responding to public health hazards	4 hours

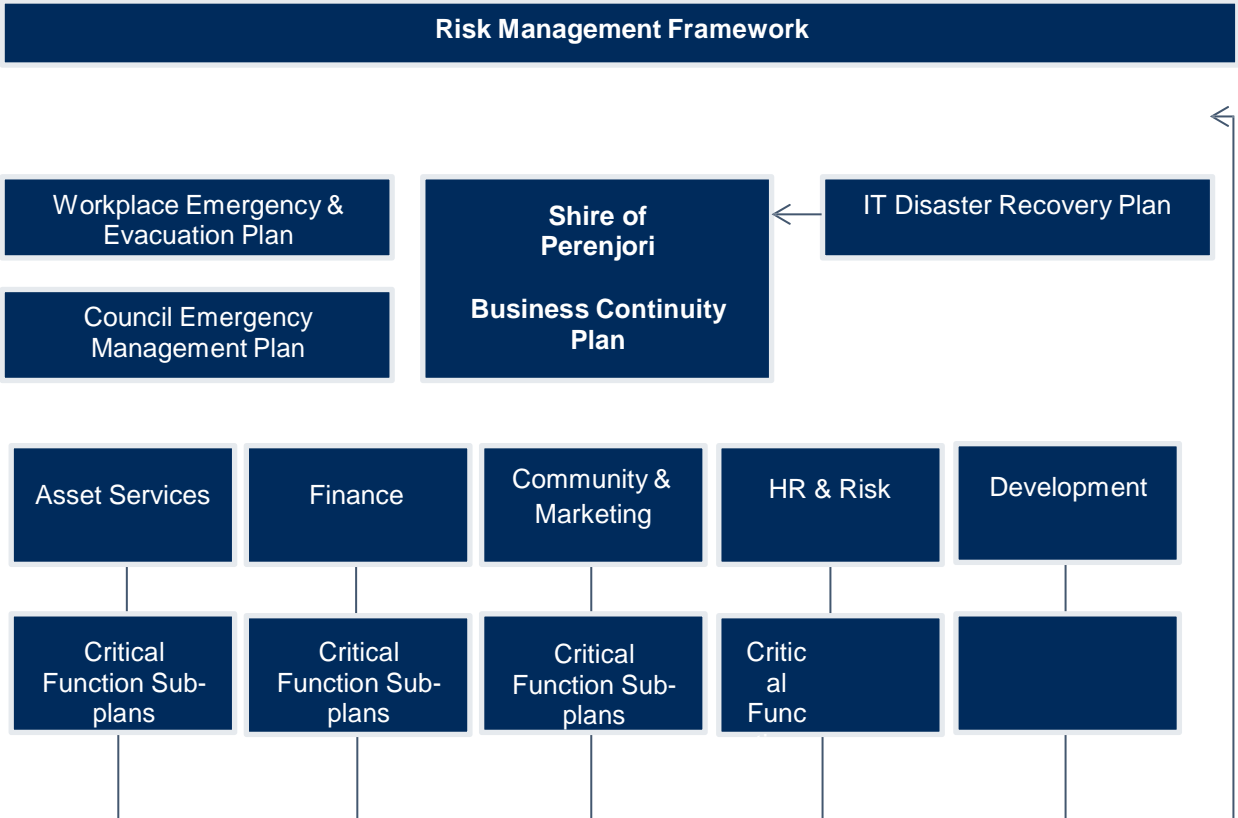
Division/ Group	Business Services	
Business Unit	Critical Function	Max Acceptable Outage
Finance	Payment of Creditors	6 week
	ATO BAS/FBT	6 week
Business Unit	Critical Function	Max Acceptable Outage
Community & Marketing	Records Management	5 days
	Customer Service	1 day
Business Unit	Critical Function	Max Acceptable Outage
Human Resources & Risk	Payroll	1 days (Tuesday)
Business Unit	Critical Function	Max Acceptable Outage
Development	Applications	4 weeks
	Inspections	5 days

Scope

The object of the BCP is to ensure that appropriate structures and protocols are in place that enable effective response to a business interruption event that has the potential to impact on council's objectives. The BCP documents the processes and resources required by Council in the delivery of its critical business objectives.

In identifying business continuity risks, the focus is on the building of resilience and response capabilities within business functions that have been identified as critical by the organisation. Treatment options for non-critical functions are also identified and documented within the framework, this ensures that Council has a whole of organisation view when responding to interruption events, as the nature of these events can change rapidly.

The BCP does not cover requirements associated with a workplace emergency (safety) situation. A separate workplace emergency plan that is the responsibility of the Chief Warden/ Emergency Services is to be implemented. In all cases of activation of the workplace emergency plan the Chief Warden will brief the Director of the Continuity Management Team of any implications for business continuity as a result of the emergency plan activation.



Methodology

Business continuity encompasses the identification and risk management of Council's business processes. It involves a stepping process that seeks to identify, assess control and monitor Council's business functions. The plan has been developed with consideration given to AS/NZS 5050:2010

Business continuity - Managing disruption-related risk, AS/NZS/ISO 3100:2009 Risk Management-Principles and guidelines and the ANAO Business Continuity Management guidelines – “Keep the wheels in motion”, and Societal Security – Guidelines for incident preparedness and operational continuity management (ISO N022: 2007).

Broadly, the steps in developing the Business Continuity Plan include:

1. Identify and Assess Business Processes and Functions

Identify business processes and functions within each individual business unit/section/division. Once the functions are identified an analysis at a whole of organisational level is conducted to determine which functions are critical and require further planning to ensure the ability to respond in the face of a continuity interruption event.

2. Conduct the Business Impact Analysis (BIA)

The BIA is conducted on those functions identified as critical within the business process assessment. The BIA is intended to identify the impacts of the function loss on the business including penalties for non-delivery, functional interdependencies, organisational ownership, it also looks at the resources currently required to support the functions and assesses the minimum level of resources required to continue the availability. Importantly the BIA is the tool that is used to determine the Maximum Acceptable Outage (MAO).

3. Critical Function Sub Plan (CFSP)

The CFSP identifies the agreed actions that a business process owner will undertake to manage the loss of the function through the emergency, continuity and recovery phases. The sub plan identifies ownership, failure scenarios, and criteria for invoking the plan, agreed courses of actions for emergency, continuity and recovery. The CFSP also allows for targeted messages to be developed for specific function loss.

4. Overarching Business Continuity Plan (BCP)

The BCP identifies the responsibilities of key Managers, with particular emphasis on direction setting and effective and timely communication to stakeholders at an organisational level. It is important to recognise that this document provides a flexible framework in which the organisation can plan for disruption of its critical functions. It does not attempt to identify and plan for every contingency or outage that could occur, it provides a flexible framework for the process owners to identify, plan and develop redundancy for business processes.

5. Test and maintain the BCP

The BCP will be reviewed annually by the Senior Staff Team, these actions are essential to ensure that it reflects the current practices of the organisation.

Testing of the Critical Function Sub plans and overarching plans will provide management assurance that the plan(s) are effective. The testing regime is based on the following:

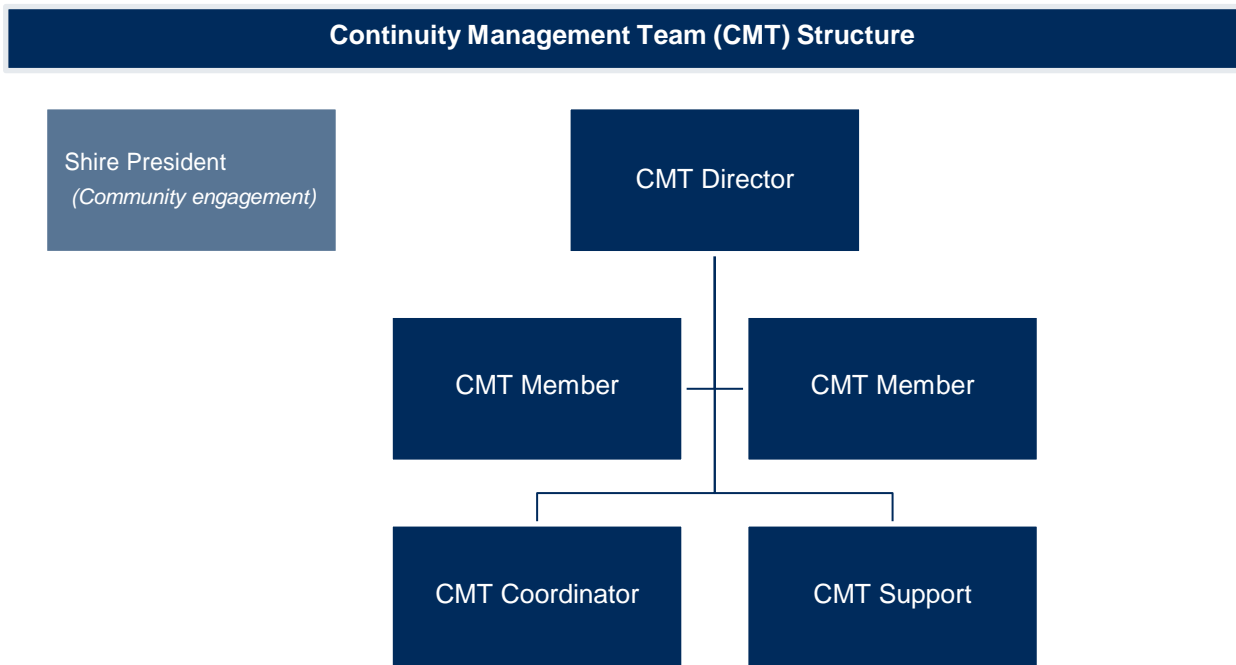
- Desktop/ paper audit to ensure that the appropriate documents are available and understood; for sub plans and overarching plan
- Structured “walk through” where a business interruption scenario is played out through a mock recovery; and a divisional or whole of organisation level, and
- Frequency and actions to be undertaken are identified within the monitoring and review section of this document.

Continuity Management Team

Roles and Responsibilities CMT

The CMT is established to provide a management mechanism that can ensure reporting lines and responsibilities are clear when the BCP is activated. The focus of the CMT is to manage the business interruption event from a corporate perspective while providing guidance and support to the Managers on site. This process is facilitated by the development of pre-determined courses of actions (Sub plans) thus allowing the CMT to focus on the strategic or whole of business response to the business interruption event. Resilience within the CMT is the responsibility of the CMT. Each position is to have an alternate member identified and trained in the role.

CMT – Structure



CMT Position	Staff Position	Alternate Staff Position
CMT Director	Chief Executive Officer	Manager Corporate and Development Services
CMT Coordinator	Manager Corporate and Development Services	Senior Finance Officer
CMT Member	Senior Finance Officer	Finance Officer
CMT Member	Manager Infrastructure Services	Team Leader
CMT Support	Community Development Officer	Executive Assistant to CEO

Notification – Declaration Process

Notification

On first becoming aware of a possible business continuity event, the relevant function manager is required to assess the situation and if the event is likely to exceed the agreed “MAO timeframe”, then the CMT Director should be notified immediately by phone and where possible, with a follow-up email or personal briefing detailing the key issues including:

- Nature of the incident – time informed etc.
- Describe business elements impacted (Critical Functions)
- Facility/ equipment impacted
- Staff
- Any response actions implemented (Critical Function Sub Plan)
- Any media involvement/ interest
- Any immediate support requirements.

Elements of the BCP (Sub Plans) can be implemented at the local level, where appropriate to address an immediate response requirement even if the event is expected to be resolved within an acceptable period.

Assessment

On receipt of a notification that will impact business continuity the CMT Director will:

- Formally note details
- Notify other members of the Continuity Management Team (CMT) (consider Telstra conference call)
- Confirm the details of the incident and appropriate media strategies
- Conduct preliminary impact assessment (facility and technology infrastructure)
- Determine if a control centre needs to be opened.
- Ensure that the Insurer has been formally notified (if appropriate)

Declaration

The CMT Director is to review the preliminary information and if considered necessary declare a Business Interruption Event.

The CMT Director is to facilitate the draft communications, both internal and external, for discussion at the initial CMT meeting.

Control Centre

On the declaration of a Business Interruption Event by the Director CMT and if deemed appropriate a control centre will be opened. The resourcing and opening of this centre is the responsibility of the CMT coordinator. Given the variable nature of Business Continuity Events, the following sites have been identified and prioritised.

If the incident does not impact on the Council Administration Building:

1. Council Administration Building

If the primary centre is uninhabitable then:

2. Backup Centre, Perenjori Pavilion or Depot.

Dedicated Media Briefing Centre

The CEO has determined that all media briefing are to be held at the Council Chambers.

The Admin Assistant to the CEO is to ensure that this facility is able to be used when required.

Business Impact Analysis (BIA)

Central to ensuring the ongoing viability of the business in an interruption event is the identification of critical business functions, the processes and assets (people & property) that support the delivery of these critical functions and the impact of the loss of the functions on the business are analysed within a Business Impact Analysis. BIA's have been completed for each of the identified critical functions and are contained within the Critical Function Sub Plans.

Responsibility Statements

Responsibility Statement for each position in the CMT and supporting positions have been developed to ensure there are clear and unambiguous directions available for each of the members of the CMT. All responsibility statements are to be approved by the CMT and this action is to be recorded on the statement. On activation of the BCP these statements come into effect.

Business Continuity Instructions (BCI)

Upon declaration of an interruption event the following instructions have been developed to provide assistance. However, any restoration plan developed by the CMT will take precedence over the respective instruction.

- **Emergency Contacts**
- **CMT Sample Meeting Agenda**
- **Media Enquiry Record Form**
- **Press Release**
- **Telephone Redirection Authorisation**
- **Business Continuity Coordination Centre Checklist**
- **Pandemic Response Information Guide**

Emergency Contacts

A list of Emergency Contacts has been prepared including all nominated members of the CMT, their designated deputies as well as key external services.

A copy of this listing should be held off premises by respective CMT and members and identified alternates to enable the listing to be referenced in the event that access is denied to the premises.

CMT Position	Staff Position	Alternate Staff Position
CMT Director	Chief Executive Officer	Manager Corporate and Development Services
CMT Coordinator	Manager Corporate and Development Services	Senior Finance Officer
CMT Member	Senior Finance Officer	Finance Officer
CMT Member	Manager Infrastructure Services	Team Leader
CMT Support	Community Development Officer	Admin Assistant to CEO

Initial CMT Meeting

The CMT Director is to call the initial CMT meeting to obtain more detailed information from the relevant business areas impacted, including:

- Staff
- Any associated Emergency Services issues
- Building facilities
- Public relations/ media
- Damage/ security, and
- Salvage of building and/or IT equipment.
- Review and confirmation of delegation of authorities for staff.

Ensure all team members understand their responsibilities and their assigned tasks.

During the meeting information will have been gathered by the various CMT members to produce an evaluation of the incident. A formal record of the meeting to be collated by CMT Support person with particular emphasis on items to be actioned. This record needs to be regularly reviewed and updated as additional information comes to hand.

The CMT Director to manage the restoration of business activities in line with the responsibilities defined in the BCP.

Media Protocols

Due to the nature of the media, the timeliness of reporting in these circumstances is critical. Prompt reporting to, and liaison with the Continuity Management Team is in the best interests in terms of allowing for the preparation of an appropriate response.

Authority

It is Shire of Perenjori’s policy that no person other than the Chief Executive Officer divulges any information to the media. This extends to contractors and other service providers and agencies and should be communicated in any site contractor agreements.

The CEO will determine where practicable in consultation with other senior management and the President the appropriate communication strategy in the circumstances.

General Statement to Media in the event of a business interruption event

In the event of a major incident, particularly after-hours, there may be a period of time elapsed before the designated media spokesperson is in a position to respond to media enquiries. Should any staff member be approached by media representatives for a comment they are only authorised to make the following statement:

"I am sorry, but I am not authorised to make any statement at this time. The appropriate personnel are currently being briefed on the situation and a spokesperson will be available to talk to you shortly"

There is no such thing as an "off the record" comment.

If you cannot immediately refer the journalist to the CEO, please complete the Media Enquiry Record Form.

Let the journalist know that someone will return their call promptly.

Provide the CEO with the journalist's details as soon as possible. Also provide any background and relevant information that you have about the event, including how the journalist came to contact you.

Responsibility Statements

CMT Director			
Position	CMT Director	Staff Position	CEO
During absence this role will be assumed by	MCDS		
Position Statement	<p>The CMT Director is responsible for declaring a business continuity event and invoking the BCP.</p> <p>The CMT Director is required to oversee and manage all resumption activities.</p> <p>During a workplace emergency the Chief Warden has authority until the workplace emergency is resolved and control is returned to the CEO or CMT Director if the BCP is to be activated.</p>		
Knowledge Requirements	<ol style="list-style-type: none"> 1. High level of organisation activities and service delivery priorities 2. Community, Business and Regulatory contacts 		

<p>Responsibilities</p>	<p>The CMT Director must make decisions as to the best strategy for business resumption based on information received by other CMT members. This strategy is then translated into an action plan by the supporting teams.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> ▪ Maintain working knowledge of BCP & relevant Critical Function Sub Plans ▪ Participate in monitor and review activities ▪ Participate in and ensure appropriate levels of training is undertaken <p>On Activation:</p> <ul style="list-style-type: none"> ▪ Activate the BCP ▪ Notifying and liaising with stakeholders ▪ Provide the focal point in communication to the staff, media and public ▪ Establishing and chairing all CMT meetings (may delegate) ▪ Authorisation of any detailed restoration plan ▪ Delegate tasks and overseeing resumption activities ▪ Monitor the gathering of business interruption event information ▪ Ensure CEO is briefed as required ▪ Promote the wellbeing and safety of all staff ▪ Liaise with elected body via the Shire President
<p>Date approved by CMT</p>	

CMT Coordinator			
Position	CMT Coordinator	Staff Position	MCDS
During absence this role will be assumed by	SFO		
Position Statement	The CMT Co-ordinator is required to assist the CMT Director in the management of the business resumption activities. The CMT Co-ordinator must be familiar with the business continuity plan, Critical function Sub Plans and team responsibilities.		
Knowledge Requirements	<ol style="list-style-type: none"> 1. High level knowledge of overarching BCP 2. Understanding of organisation activities and service delivery priorities 3. High level of internal key contacts and accountabilities 		
Responsibilities	<p>The CMT Co-ordinator is required to report to the CMT on the currency of individual, and business level continuity plans and activities.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> ▪ Pre event co-ordination of BCP and Sub plans with relevant owners ▪ Co-ordination of training for CMT & CMT SG members ▪ Co-ordination of testing for the Business Continuity Plan ▪ Resourcing of Control Centre <p>On Activation:</p> <ul style="list-style-type: none"> ▪ Open Control Centre on direction of CMT Director ▪ Assisting CMT Director as required ▪ Notify Insurer and manage the insurance requirements ▪ Media Functions: <ul style="list-style-type: none"> ▪ Support the Mayor/ CEO to ensure the dedicated media briefing centre is fit for purpose 		
Date approved by CMT			

CMT Support			
Position	CMT Support	Staff Position	CDO
During absence this role will be assumed by	Admin Off		
Position Statement	The CMT Support is responsible for the smooth functioning of the Control Centre (if established) and the administrative needs of the CMT.		
Knowledge Requirements	<ol style="list-style-type: none"> 1. High level of internal key contacts and resource knowledge 2. High level of administrative functions and arrangements 		
Responsibilities	<p>Responsibilities include:</p> <ul style="list-style-type: none"> ▪ Maintain working knowledge of BCP & relevant Critical Function Sub Plans ▪ Maintain high level of administration skills <p>On Activation:</p> <ul style="list-style-type: none"> ▪ If required, assist with the setup of the Control Centre and arranging stationery, equipment etc. ▪ Arrange resources to assist CMT members (if required) ▪ Making arrangements for all CMT meetings ▪ Provide general administrative support (including log of all events and actions, resumption status, CMT members' movements etc.) ▪ Create and maintain a chronological log of meetings and decisions made 		
Date approved by CMT			

CMT Members			
Position	CMT Members	Staff Positions	Finance, MIS
During absence this role will be assumed by	Customer Service		
Position Statement	A successful Continuity Management Team (CMT) relies on expertise from within the organisation as they are the people that understand the business processes and related risks. Accordingly, the Executive Team members are the designated members of the CMT and charged with implementing the whole of organisation response. However they still maintain responsibility for the continuity and recovery actions of their individual business units. The business unit activities are undertaken by the function managers in accordance with agreed sub plans.		
Knowledge Requirements	<ol style="list-style-type: none"> 1. High level of group activities and service delivery priorities 2. High level knowledge of group critical function sub plans 3. High level knowledge of overarching BCP. 		
Responsibilities	<p>Responsibilities include:</p> <ul style="list-style-type: none"> ▪ Maintain working knowledge of BCP & relevant Critical Function Sub Plans ▪ Participate in monitor and review activities ▪ Participate in and ensure appropriate levels of training are undertaken with Critical Function Sub Plan Managers <p>On Activation:</p> <ul style="list-style-type: none"> ▪ Operate as a member of the CMT ▪ Ascertain the impact on business unit activities and report to CMT ▪ Co-ordination of business unit Critical Function Sub Plan implementation as required ▪ Monitoring implementation against the Business Continuity Plan ▪ Maintaining information and report on costs to CMT ▪ Maintain communications with staff 		
Date approved by CMT			

BCI 1 Emergency Contacts Continuity Management Team

CMT Position	Staff Position	Contact Details	Alternate Staff Position	Contact Details
CMT Director	Chief Executive Officer	M: 0427 731 004 M: 0437 780 967 (husb) HM: 99 731120 E:ceo@perenjori.wa.gov.au alimills64@yahoo.com.au	MCDS	M: 0448 343 765 HM: 9973 1621 E: mcds @perenjori .wa gov.au
CMT Coordinator	MCDS	M: 0448 343 765 HM: 9973 1621 E: mcds@perenjori.wa. gov.au	Senior Finance Officer	M: 0487 684 066 HM: 99205151 E: barndon@icloud.com
CMT Member	Senior Finance Officer	M: 0487 684 066 HM: 99205151 E: barndon@icloud.com	Finance Officer	M: 0499731098 HM: 99731098 lizmarkham@gmail.com
CMT Member	Manager Infrastructure Services	M: 0427731002 H: 99731098 mis@perenjori.wa.gov.au	Team Leader	
CMT Support	CDO	M: 0428059094 E: Christina@gmx.de	Executive Assistant to CEO	M: 0428 638060 E: Bianca.plug@hotmail.com

BCI 2 Emergency Contacts External

Emergency Contacts

Service	Company	Contact Details
CESM	Perenjori	M: 0471 697 896 P: 9954 1001
Police	Perenjori Police	Non-Emergency P: 9973 0500 M: P: 9973 1040
Electricity	Western Power	13 13 51
Water	Water Corporation	13 13 75
Fire Emergency Services	DFES Geraldton DFES SES	P: 9956 6000 P: 13 33 37 P: 132 500
Rescue Services	SES Morawa	M: 0427 479 303
Doctor	Perenjori Medical Centre	P: 9973 1031
Doctor	Morawa Medical Centre	P: 9971 1103
Hospital	Morawa Hospital	P: 9971 0200
Ambulance	St John Ambulance Perenjori Sub Centre	Emergency P: 000 Non-Emergency P: 131 233
CBFC	Perenjori	P: 9973 1110 M: 0407 193 837
Local Captain	Phil Page	P: 9973 1137 M: 0429 135 230
Waste Contractor	BL & MJ Thornton	P: 9971 1253
Communication	Telstra	P: 132 203
Poison	Poisons Information Centre	P: 131 351

BCI 2 Continuity Management Team Meeting Agenda

Initial CMT Meeting

The CMT Director is to call the initial CMT meeting to obtain more detailed information from the relevant business areas impacted, including:

- Staff
- Any associated Emergency Services issues
- Building facilities
- Public relations/ media
- Damage/ security, and
- Salvage of building and/ or IT equipment.

During the meeting information will have been gathered by the various CMT members to produce an evaluation of the incident. A formal record of the meeting to be collated by CMT Support person with particular emphasis on items to be actioned. This record needs to be regularly reviewed and updated as additional information comes to hand.

Other Issues for consideration include

- Scheduling of site visit
- Identification of affected departments
- Public notification
- Schedule of staff meetings
- Development of initial plan for operations (short term)
- Allocation of temporary work locations.

BCI 3 Media Enquiry Record Form

Business Continuity – Media Enquiry Record Form			
Taken by:			
Issue:			
Date:		Time of call:	
Journalist name:			
Contact numbers:			
Media outlet:			
Deadline:			
Publication date:			
Question:			
Taken by:			
Issue:			
Response by:			
Position in KI Council:			
Response:			
Date:		Time:	

BCI 4 Press Release

On (insert day and date) at approximately (insert time) Council experienced a business interruption event (describe event) as a result of this event the following services are currently impaired:

- Rates
- Water & Sewer
- Roads
- Community Services.

Services that are not impacted by the business interruption include:

- Libraries
- Meals on wheels
- Etc.

Workarounds are currently being put in place in line with Council's Business Continuity Strategy.

Council will advise the community via the media once service delivery strategies have been confirmed.

Council's contact number remains (insert number) and will be manned from (insert times) until further notice.

Issued by

Chief Executive Officer
The Shire of Perenjori
Time
Date

BCI 5 Telephone Redirection Authorisation

Note that telephone redirection has not been setup by Local Government Risk Services.

Indications from Telstra are that clients will need to provide the following information to effect a redirection on phone numbers.

- Company name
- ABN
- Billing Address
- Redirection numbers.

Only Authorised council account holders will be able to authorise effect and will need to be pre authorised.

Emergency Redirections can be obtained with the above information by calling **13 22 55** Telstra Corporate Faults.

The following may be used to confirm your requirements with Telstra:

(Date)
(Council)
(Address)
(Town State Post Code)

The Manager
Telephone Redirections

Dear Sir/ Madam

(Insert Council Name) is in the process of activating its Business Continuity Plan in response to a business interruption event.

This fax is to request in writing Telstra immediately redirect the current (insert council name and number) to (insert alternate site name and number).

Council will inform Telstra again in writing when a change to this arrangement is required.

If you need clarification or to speak to a Council Representative please call (insert Mobile Number of CMT member).

Issued by

Chief Executive Officer
Shire of Perenjori Date

Critical Function Sub Plans

Assets Infrastructure

Asset Services:

Road Access & Serviceability			
Prepared by	MIS	Date	1/11/2016
Sub Plan Owner	<p>This plan is owned by the Depot who has overall responsibility for this plan.</p> <p>The routine management of the plan is delegated to MIS who has responsibility for ensuring the accuracy and currency of the plan and advising of any changes required.</p>		
Identified Critical Business Functions			
Arterial & collector road access			
Staff availability			
Overview of Functions (Context)			
Business Impact Analysis			
Business Impact of Function Loss	Penalties for Non-Delivery	Functional Interdependencies	
<ul style="list-style-type: none"> ▪ Inability to commute between two townships ▪ Inability to transport staff and plant 	<ul style="list-style-type: none"> ▪ Inability to deploy/ or mobilise staff & plant ▪ Non-delivery of community expectations 	<ul style="list-style-type: none"> ▪ Lead response agency ▪ DEFES 	
Current Resources Premises/ Equipment/ Staff	Minimum Resources Required	Alternate Manual Process or Work Around	
<ul style="list-style-type: none"> ▪ 2 way radios ▪ Mobile phones ▪ Human resources/ staff ▪ Plant resources 	<ul style="list-style-type: none"> ▪ 2 way radios ▪ 1 pc with internet connection ▪ Hazard signage 	<ul style="list-style-type: none"> ▪ Detour where applicable 	

Road Access & Serviceability	
Disruption Scenario	Max Allowable Outage
<ul style="list-style-type: none"> ▪ Vehicle accident ▪ Flooding ▪ Fire Chemical Spill ▪ Storm event (i.e. trees down) 	<ul style="list-style-type: none"> ▪ 4 hours
Authority for Invoking Plan	DFES, LG, Police
Key Decision Makers to be assembled	
<ul style="list-style-type: none"> ▪ CEO ▪ MIS ▪ MCDS ▪ CESH 	
Stakeholders other than process owner	
Internal	External
<ul style="list-style-type: none"> ▪ CESH ▪ MIS 	<ul style="list-style-type: none"> ▪ DEFES ▪ Lead response agency
Pre Event Preparedness Current policies & procedures & access points required to deliver function	
<p>The current policy and procedures for this critical function can be located –</p> <p>Electronic copies:</p> <ul style="list-style-type: none"> ▪ T:Emergency Response <p>Hard copies:</p> <ul style="list-style-type: none"> ▪ Emergency Response Package ▪ Hard copy roads maps 	
Emergency Response Immediate actions required if function is lost.	
<p>On being advised of a business interruption event the following immediate responses should be considered:</p> <ul style="list-style-type: none"> ▪ Refer to emergency response plan & assemble the response team. 	
Continuity Management Actions required to ensure continued availability of the function	
<p>In the event of a business interruption event occurring as identified within the disruption scenario analysis, that exceeds the identified MAO the following responses may be appropriate:</p> <ul style="list-style-type: none"> ▪ Communicate road closed to community, DEFES, Local Bush Fire crew, ambulance, schools, daycare, Doctors, surrounding Shires and elected members 	

Road Access & Serviceability		
Communication Considerations		
Internal	External	
<ul style="list-style-type: none"> ▪ Which road(s) ▪ Alternative routes ▪ Estimated outage ▪ When next update will be provided 	<ul style="list-style-type: none"> ▪ See internal 	
Further Treatment/ Action Plans Actions required for continuous improvement		
Treatment/ Action Plan	Position Responsible for development	Target Date
<ul style="list-style-type: none"> ▪ Ongoing revision of emergency response plan for events other than fire, i.e. flood 		December 2017

Airport			
Prepared by	Ken Markham	Date	1/11/2016
Sub Plan Owner	<p>This plan is owned by MIS who has overall responsibility for this plan.</p> <p>The routine management of the plan is delegated to MIS who has responsibility for ensuring the accuracy and currency of the plan and advising of any changes required.</p>		
Identified Critical Business Functions			
<p>RFDS landing</p> <p>DEFES deployment</p>			
Overview of Functions (Context)			
Business Impact Analysis			
Business Impact of Function Loss	Penalties for Non-Delivery	Functional Interdependencies	
<ul style="list-style-type: none"> ▪ RFDS response ▪ Flyin/Flyout 	<ul style="list-style-type: none"> ▪ community expectations ▪ Mining operations 	<ul style="list-style-type: none"> ▪ CASA ▪ ATS ▪ DEFES ▪ Lead agency 	
Current Resources Premises/ Equipment/ Staff	Minimum Resources Required	Alternate Manual Process or Work Around	
<ul style="list-style-type: none"> ▪ 2 unsealed runways ▪ Lighting on taxi way ▪ Windsock 	<ul style="list-style-type: none"> ▪ Runway lighting (emergency) ▪ Wind sock ▪ 1 operational runway 	<ul style="list-style-type: none"> ▪ Alternative air strip (possibly Karara) 	

Airport	
Disruption Scenario	Max Allowable Outage
<ul style="list-style-type: none"> ▪ Aircraft accident ▪ Environmental conditions (i.e. fog) 	<ul style="list-style-type: none"> ▪ N/A ▪ 1 day ▪ N/A
Authority for Invoking Plan	MIS
Key Decision Makers to be assembled	
<ul style="list-style-type: none"> ▪ MIS ▪ CESH ▪ CEO 	
Stakeholders other than process owner	
Internal	External
<ul style="list-style-type: none"> ▪ CESH 	<ul style="list-style-type: none"> ▪ RFDS ▪ CASA ▪ Mount Gibson
Pre Event Preparedness Current policies & procedures & access points required to deliver function	
<p>The current policy and procedures for this critical function can be located –</p> <p>Electronic copies:</p> <ul style="list-style-type: none"> ▪ TBA <p>Hard copies:</p> <ul style="list-style-type: none"> ▪ airport emergency plan 	
Emergency Response Immediate actions required if function is lost.	
<p>On being advised of a business interruption event the following immediate responses should be considered:</p> <ul style="list-style-type: none"> ▪ Refer to Shire of Perenjori Emergency Management Plan 	

Airport

Continuity Management Actions required to ensure continued availability of the function

In the event of a business interruption event occurring as identified within the **disruption scenario analysis**, that exceeds the identified MAO the following responses may be appropriate:

- Communication to stakeholders

Communication Considerations

Internal	External
<ul style="list-style-type: none">▪ Event▪ Anticipated closure timeframe▪ Services impacted▪ Time of next status update	<ul style="list-style-type: none">▪ Mount Gibson▪ RFDS

Further Treatment/ Action Plans Actions required for continuous improvement

Treatment/ Action Plan	Position Responsible for development	Target Date
<ul style="list-style-type: none">▪ Review airport emergency plan	MIS	March 2017(biannual)
<ul style="list-style-type: none">▪ Airport security & safety plan - review	MIS	March 2017 (biannual)

CWMS			
Prepared by	MIS	Date	1/11/2016
Sub Plan Owner	<p>This plan is owned by the MIS who has overall responsibility for this plan.</p> <p>The routine management of the plan is delegated to MIS who has responsibility for ensuring the accuracy and currency of the plan and advising CEO of any changes required.</p>		
Identified Critical Business Functions			
Removal & processing of liquid waste			
Overview of Functions (Context)			
Business Impact Analysis			
Business Impact of Function Loss	Penalties for Non-Delivery	Functional Interdependencies	
<ul style="list-style-type: none"> Environmental/ public health 	<ul style="list-style-type: none"> Community expectations DER fines Public health implications 	<ul style="list-style-type: none"> EPA WA health 	
Current Resources Premises/ Equipment/ Staff	Minimum Resources Required	Alternate Manual Process or Work Around	
<ul style="list-style-type: none"> Mobile phones Contract EHO 	<ul style="list-style-type: none"> Contract sewerage removalist 	<ul style="list-style-type: none"> Diesel power pumps 	
Disruption Scenario			Max Allowable Outage
<ul style="list-style-type: none"> Flooding 			<ul style="list-style-type: none"> 2 days
Authority for Invoking Plan		MIS	

CWMS

Key Decision Makers to be assembled

- CEO
- MIS
- CESH
- EHO

Stakeholders other than process owner

Internal

- CESH
- EHO

External

- WA Health
- EPA

Pre Event Preparedness Current policies & procedures & access points required to deliver function

The current policy and procedures for this critical function can be located –

Electronic copies:

Hard copies:

- Under development

Emergency Response Immediate actions required if function is lost.

On being advised of a business interruption event the following immediate responses should be considered:

- Contact liquid waste to be on standby
- EHO to be contacted

Continuity Management Actions required to ensure continued availability of the function

In the event of a business interruption event occurring as identified within the **disruption scenario analysis**, that exceeds the identified MAO the following responses may be appropriate:

- Day care, schools, hotels & food outlets to be notified
- WA Health to be notified
- WA Water to be notified
- EPA to be notified

CWMS		
Communication Considerations		
Internal	External	
<ul style="list-style-type: none"> ▪ Actual cause of issue (power loss, rising mains failure) ▪ Estimated outage time ▪ Recommended precautions for community ▪ Next update timeframe 	<ul style="list-style-type: none"> ▪ See internal 	
Further Treatment/ Action Plans Actions required for continuous improvement		
Treatment/ Action Plan	Position Responsible for development	Target Date

Business Services

Finance

Payment & Creditors			
Prepared by	MCDS	Date	1/11/2016
Sub Plan Owner	<p>This plan is owned by the MCDS who has overall responsibility for this plan.</p> <p>The routine management of the plan is delegated to the Senior Finance Officer who has responsibility for ensuring the accuracy and currency of the plan and advising the MCDS of any changes required.</p>		
Identified Critical Business Functions			
<p>Payment of critical creditors invoices</p> <p>Compliance with statutory ATO requirements</p>			
Overview of Functions (Context)			
Business Impact Analysis			
Business Impact of Function Loss	Penalties for Non-Delivery	Functional Interdependencies	
<ul style="list-style-type: none"> Possible loss of credit ratings 	<ul style="list-style-type: none"> Late payment fees Accounts restricted ATO fines 	<ul style="list-style-type: none"> Financial reports not up to date Possible loss of supply/ resources 	
Current Resources Premises/ Equipment/ Staff	Minimum Resources Required	Alternate Manual Process or Work Around	
<ul style="list-style-type: none"> IT access & equipment (Synergy, internet banking, ATO access) Creditor officer (and their procedures) Accountant Invoices/ Purchase orders 	<ul style="list-style-type: none"> 1 PC – could be laptop remotely via VPN Internet to lodge payment 	Contract out to other Shire	
Disruption Scenario			Max Allowable Outage
<ul style="list-style-type: none"> IT outage Major catastrophic event Loss of key finance staff 			<ul style="list-style-type: none"> 6 weeks

Payment & Creditors	
Authority for Invoking Plan	
Key Decision Makers to be assembled	
<ul style="list-style-type: none"> ▪ IT support ▪ MCDS ▪ Accountant/SFO 	
Stakeholders other than process owner	
Internal	External
<ul style="list-style-type: none"> ▪ Audit committee 	<ul style="list-style-type: none"> ▪ Creditors (suppliers) ▪ ATO ▪ BankWest
Pre Event Preparedness Current policies & procedures & access points required to deliver function	
<p>The current policy and procedures for this critical function can be located –</p> <p>Electronic copies:</p> <ul style="list-style-type: none"> ▪ T :Drive / Finance <p>Hard copies:</p> <ul style="list-style-type: none"> ▪ Located in finance office 	
Emergency Response Immediate actions required if function is lost.	
<p>On being advised of a business interruption event the following immediate responses should be considered:</p> <ul style="list-style-type: none"> ▪ Identify possible downtime with key decision makers ▪ Communicate with creditors/ ATO as necessary 	
Continuity Management Actions required to ensure continued availability of the function	
<p>In the event of a business interruption event occurring as identified within the disruption scenario analysis, that exceeds the identified MAO the following responses may be appropriate:</p> <ul style="list-style-type: none"> ▪ Consult with key decision makers on appropriate course of action ▪ Directly contact affected creditors / ATO (depending on time of month) 	
Communication Considerations	
Internal	External
<ul style="list-style-type: none"> ▪ Ensure purchasing officers are aware of situation i.e. may need to avoid unnecessary purchases ▪ Inform Senior Staff 	<ul style="list-style-type: none"> ▪ Ensure key creditors are consulted with, to not effect reputation ▪ Contact ATO

Payment & Creditors		
Further Treatment/ Action Plans Actions required for continuous improvement		
Treatment/ Action Plan	Position Responsible for development	Target Date
<ul style="list-style-type: none"> Develop detailed procedures to enable other staff to meet ATO requirements 	Senior Finance Officer	June 2017

Community & Marketing

Records Management			
Prepared by	CEO	Date	1/11/2016
Sub Plan Owner	<p>This plan is owned by the CEO who has overall responsibility for this plan.</p> <p>The routine management of the plan is delegated to Administration Officer who has responsibility for ensuring the accuracy and currency of the plan and advising the CEO of any changes required.</p>		
Identified Critical Business Functions			
<p>Classification, storage, distribution and retrieval of information.</p> <p>Provide administrator services for Records Management Synergy module.</p>			
Overview of Functions (Context)			
Business Impact Analysis			
Business Impact of Function Loss	Penalties for Non Delivery	Functional Interdependencies	
<ul style="list-style-type: none"> Loss of original records Loss of original records not held on Synergy Records loss which SOPJ are required to have 	<ul style="list-style-type: none"> Loss of information Incorrect information 	<ul style="list-style-type: none"> Synergy records management system Physical records Strong Room, Records room, Depot records room, Data bank offsite, HR-Personnel Files, Development Services 	
Current Resources Premises/ Equipment/ Staff	Minimum Resources Required	Alternate Manual Process or Work Around	

<ul style="list-style-type: none"> ▪ 1 PC ▪ internet connection ▪ synergy records management system ▪ 1 PTE ▪ Records management policy and procedure 	<ul style="list-style-type: none"> ▪ 1 PTE ▪ 1 PC ▪ Access to Synergy ▪ Management system ▪ Access to records file master 	<ul style="list-style-type: none"> ▪ Records management procedures ▪ Access to Records File Record Master ▪ Access to list of vital records required by SOPJ (list accessed through BCP reports) ▪ (could work from depot or aquatic centre)
--	--	--

Records Management	
Disruption Scenario	Max Allowable Outage
<ul style="list-style-type: none"> ▪ Fire/Building failure ▪ Loss of staff ▪ Power outage ▪ IT outage 	<ul style="list-style-type: none"> ▪ 5 day – although accessible via Synergy at other sites ▪ 1 hour – procedures & others – staff ▪ 1 day – although accessible via Synergy at other sites ▪ 1 Day
Authority for Invoking Plan	
Key Decision Makers to be assembled	
<ul style="list-style-type: none"> ▪ CEO ▪ Administration Officer ▪ IT ▪ MCDS 	
Stakeholders other than process owner	
Internal	External
<ul style="list-style-type: none"> ▪ all departments 	<ul style="list-style-type: none"> ▪ Databank
Pre Event Preparedness Current policies & procedures & access points required to deliver function	
<p>The current policy and procedures for this critical function can be located –</p> <p>Electronic copies:</p> <ul style="list-style-type: none"> ▪ Records management policy & procedures held on Synergy <p>Hard copies:</p> <ul style="list-style-type: none"> ▪ Records management policy & procedures – held with admin 	
Emergency Response Immediate actions required if function is lost.	

On being advised of a business interruption event the following immediate responses should be considered:

- Records File Record Master – Updated daily can be accessed electronically
- Emergency files located depending on emergency and corresponding BCP sub plan.

Records Management

Continuity Management Actions required to ensure continued availability of the function

In the event of a business interruption event occurring as identified within the **disruption scenario analysis**, that exceeds the identified MAO the following responses may be appropriate:

- Identify suitable site to run back-up files
- Utilise other council trained staff
- Manual entries, then type into system when operational
- Computer entry, type into spreadsheet
- Access to fax/copier
- Date stamp
- Set up temporary file system

Communication Considerations

Internal

- All departments

External

- Databank
- Community
- Business Partners

Further Treatment/ Action Plans Actions required for continuous improvement

Treatment/ Action Plan	Position Responsible for development	Target Date
<ul style="list-style-type: none"> ▪ Location of all files identified and available in hardcopy ▪ Vital files identified in BCP sub plans and made available in hardcopy to Admin 	Admin	In process 30/6/2016

Customer Service			
Prepared by	MCDS	Date	1/11/2016
Sub Plan Owner	<p>This plan is owned by the MCDS who has overall responsibility for this plan.</p> <p>The routine management of the plan is delegated to Customer Service Officer who has responsibility for ensuring the accuracy and currency of the plan and advising of any changes required.</p>		
Identified Critical Business Functions			
<p>Act as liaison between the community and council staff</p> <p>Provide information to the community – email, phone and face to face</p> <p>Receipt money</p>			
Overview of Functions (Context)			
Business Impact Analysis			
Business Impact of Function Loss	Penalties for Non Delivery	Functional Interdependencies	
<ul style="list-style-type: none"> ▪ loss of information between staff and community ▪ money not receipted 	<ul style="list-style-type: none"> ▪ no information provided to community ▪ no money receipted 	<ul style="list-style-type: none"> ▪ Synergy modules <ul style="list-style-type: none"> ○ Receipting ○ Dogs & cats ○ Infringements ▪ Customer service procedures 	
Current Resources Premises/ Equipment/ Staff	Minimum Resources Required	Alternate Manual Process or Work Around	
<ul style="list-style-type: none"> ▪ 1 PC's ▪ Internet connection ▪ Synergy ▪ 1 PTE ▪ Customer service procedures 	<ul style="list-style-type: none"> ▪ 1 PC ▪ Internet ▪ Synergy ▪ 1 PTE ▪ Customer service procedures 	<ul style="list-style-type: none"> ▪ Telephone – after hours service ▪ Manual receipting ▪ Information website ▪ Liaison officers ▪ Could work from depot/CRC/Pavilion 	

Customer Service	
Disruption Scenario	Max Allowable Outage
<ul style="list-style-type: none"> ▪ Fire/Building failure ▪ Loss of staff ▪ Power outage ▪ IT outage ▪ Bomb Threats 	<ul style="list-style-type: none"> ▪ 4 hours – communication only (1-2 days – customer service) ▪ 4 hours – procedures & other staff ▪ 1 day – although accessible via other sites ▪ 1 day – manual receipting ▪ 4 hours – communication only (1-2 days – customer service)
Authority for Invoking Plan	
Key Decision Makers to be assembled	
<ul style="list-style-type: none"> ▪ MCDS ▪ CEO, CDO ▪ Customer Service Staff 	
Stakeholders other than process owner	
Internal	External
<ul style="list-style-type: none"> ▪ All departments 	<ul style="list-style-type: none"> ▪ Elected members ▪ CRC
Pre Event Preparedness Current policies & procedures & access points required to deliver function	
<p>The current policy and procedures for this critical function can be located –</p> <p>Electronic copies:</p> <ul style="list-style-type: none"> ▪ customer service procedures held on Synergy <p>Hard copies:</p> <ul style="list-style-type: none"> ▪ customer service procedures 	

Customer Service

Emergency Response Immediate actions required if function is lost.

On being advised of a business interruption event the following immediate responses should be considered:

- After hours services notified immediately in case of phone failure
- CRC notified
- Notice provided for community on community board and front & back doors
- Website updated (Latest News)
- Building cleared of community members if required

Continuity Management Actions required to ensure continued availability of the function

In the event of a business interruption event occurring as identified within the **disruption scenario analysis**, that exceeds the identified MAO the following responses may be appropriate:

- Identify suitable site to run if required
- Utilise other council trained staff
- Organise receipt books, manual credit card facilities & spreadsheet / Notebooks (recording)
- Till to be balanced and banked as locked in strong room
- Information updated for community as and when received
- After hours notified

Communication Considerations

Internal	External
<ul style="list-style-type: none"> ▪ All departments ▪ CRC 	<ul style="list-style-type: none"> ▪ Community ▪ Business Partners ▪ Elected Members

Further Treatment/ Action Plans Actions required for continuous improvement

Treatment/ Action Plan	Position Responsible for development	Target Date
<ul style="list-style-type: none"> ▪ Manual procedures to be updated 	MCDS	30/06/2017

Human Resources & Risk

Payroll			
Prepared by	MCDS	Date	01/11/2016
Sub Plan Owner	<p>This plan is owned by the MCDS who has overall responsibility for this plan.</p> <p>The routine management of the plan is delegated to Payroll Officer who has responsibility for ensuring the accuracy and currency of the plan and advising the CEO of any changes required.</p>		
Identified Critical Business Functions			
The preparation, processing & transport of council's fortnightly payroll.			
Overview of Functions (Context)			
Business Impact Analysis			
Business Impact of Function Loss	Penalties for Non-Delivery	Functional Interdependencies	
<ul style="list-style-type: none"> Disgruntled employees 	<ul style="list-style-type: none"> Industrial unrest 	<ul style="list-style-type: none"> financial reporting nit up to date statutory requirements not met i.e. superannuation taxation 	
Current Resources Premises/ Equipment/ Staff	Minimum Resources Required	Alternate Manual Process or Work Around	
<ul style="list-style-type: none"> IT access & equipment (Synergy, internet banking, emails) Payroll officer & payroll manual Timesheet 	<ul style="list-style-type: none"> 1 PC – could be laptop remotely via VPN Internet on Tuesday 	<ul style="list-style-type: none"> Refer to emergency payroll procedure i.e. run standard pay 	
Disruption Scenario		Max Allowable Outage	
<ul style="list-style-type: none"> IT outage Loss of staff (payroll) Major catastrophic event 		<ul style="list-style-type: none"> Off pay week – minimal affect 1 days during pay week 	
Authority for Invoking Plan			

Payroll

Key Decision Makers to be assembled

- IT support
- Payroll
- Finance

Stakeholders other than process owner

Internal

- All employees

External

- Bank

Pre Event Preparedness Current policies & procedures & access points required to deliver function

The current policy and procedures for this critical function can be located –

Electronic copies:

- T:Drive / Payroll
- Synergy Records

Hard copies:

- Payroll cupboard

Emergency Response Immediate actions required if function is lost.

On being advised of a business interruption event the following immediate responses should be considered:

- Identify possible downtime with key decision makers (IT, CEO, finance)
- Consult with stakeholders (i.e. let employees know of possible outcomes, liaise with bank, delay or variation/standard/base pay)
- Implement emergency procedure
- Document & review emergency process taken

Continuity Management Actions required to ensure continued availability of the function

In the event of a business interruption event occurring as identified within the **disruption scenario analysis**, that exceeds the identified MAO the following responses may be appropriate:

- Consult with key decision makers on appropriate course of action i.e. when will IT access again be available / discuss options = bank
- If deemed necessary, process standard hour pay run as per Emergency Procedure
- Communicate with stakeholders

Payroll

Communication Considerations

Internal	External
<ul style="list-style-type: none">▪ Inform members of Senior Staff▪ Provide all employees with up to date information (may need to use alternate methods if no emails)▪ Need emergency contact details if no IT available	<ul style="list-style-type: none">▪ Liaise with Bank<ul style="list-style-type: none">○ Local branch○ Business banking's online▪ Notify applicable statutory bodies – super and child support

Further Treatment/ Action Plans Actions required for continuous improvement

Treatment/ Action Plan	Position Responsible for development	Target Date
<ul style="list-style-type: none">▪ Emergency procedure to be reviewed and updated	Payroll officer	June 2017

Shire of Perenjori
ABN 68267899822
Fowler Street Perenjori
Tel +61 (08) 99730100
Fax +61 (08) 99730129



Perenjori
Embrace Opportunity

*Attachment
16126.3*

Risk Management Report

*Ordinary Council Meeting
14th December 2016*

Shire of Perenjori Risk Dashboard Report 02 December 2016

Executive Summary

This is the second report presented after initially being adopted by Council in 2014. Good progress has been made with further ongoing improvements to be implemented over the next 12 months.

1. Risk Profiles for the 16 themes discussed.
2. Risk Management Policy amendments and Procedures.

Recommendations

Embedding

1. Arrange for the attached Policy amendments and Procedures to be endorsed and adopted.

Risk Profiles

1. Discuss and review the attached Risk Profiles Review and approve all Risk Profiles (from a Risk & Control perspective).
2. Confirm Current Issues / Actions / Treatments (Responsibility & Due Date)

Misconduct		Risk	Control
		High	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Checking of Bank Statements by second person	Feb-16	MCDS	
Internal financial audit - Annual	May-17	MCDS	
Spot Checks of PO's, Payroll (at least a twice a year)	Ongoing	MCDS	

Business & community disruption		Risk	Control
		High	Effective
Current Issues / Actions / Treatments	Due Date	Responsibility	
Develop Business Continuity Plan for Admin Building (In Process)	Dec-16	CEO	

Inadequate environmental management		Risk	Control
		High	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Build Transfer Station	Jun-17	MIS	
Identify land for joint waste Facility with Morawa	Mar-17	CEO	

Errors, omissions & delays		Risk	Control
		Moderate	Effective
Current Issues / Actions / Treatments	Due Date	Responsibility	
Continued checking and monitoring by Senior Staff	ongoing	CEO, MCDS, MIS	
Participate in Bi-Annual WALGA remuneration survey	Bi-Annual	MCDS	
Procedures written up for all back end tasks	Mar-17	CEO, SFO, MCDS	

External theft & fraud (inc. Cyber Crime)		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Develop and implement cash handling procedures	Mar-17	SFO & CSO	

Ineffective management of facilities / venues / events		Risk	Control
		High	Effective
Current Issues / Actions / Treatments	Due Date	Responsibility	
Implement a booking system including key issuance	Monitor	MCDS	
Establish Bus booking and checking procedure	Dec-16	MCDS, Customer Service	
Implement the Event Guide for all events	Ongoing	CDO	

Shire of Perenjori Risk Dashboard Report 02 December 2016

<u>Failure to fulfil statutory, regulatory or compliance requirements</u>		Risk	Control
		Low	Effective
Current Issues / Actions / Treatments	Due Date	Responsibility	
Implement Induction process developed by LGIS	Ongoing	CEO, MCDS, MIS	
Provide compliance list to Councillors	Nov-16	MCDS	
Ensure compliance requirements are met	Ongoing	MCDS, CEO	

<u>Providing inaccurate advice / information</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Identify formal Customer Service training for all staff	Jun-16	MCDS	
Development and Implementation of Customer Service Charter	Dec-16	MCDS	
procedure manual documenting information and tasks	Mar-17	MCDS, CSO	

<u>Inadequate document management processes</u>		Risk	Control
		Moderate	Effective
Current Issues / Actions / Treatments	Due Date	Responsibility	
Review Records Management Policy and associated procedures	Annual June 2017	CEO	
Ongoing Training for new staff	ongoing	CEO	
Monitoring of Outstanding Records	Monthly	CEO	

<u>Inadequate engagement practices</u>		Risk	Control
		Moderate	Effective
Current Issues / Actions / Treatments	Due Date	Responsibility	
Review of Corporate Business Plan to involve community	Annual	CEO	
Regular newsletters	ongoing, monthly	CDO	
Feedback mechanisms developed	Feb-17	CDO and CEO	

<u>Inadequate asset sustainability practices</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Adoption of Asset management Policy	Nov-16	CEO	
Review of Asset management Plan	Nov-16	CEO	

<u>Inadequate safety and security practices</u>		Risk	Control
		High	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Refer to OSH Tracker for regular updates	Quarterly	CEO	
Regular workplace inspections	Quarterly	CEO	
	as required	CEO, MCDS, MIS	

<u>Ineffective employment practices</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Continue workforce development plan strategies	Ongoing	MCDS	
Create an organisational training register (amalgamate individual plans) based on gaps identified	Ongoing	Admin Officer	
Improve Performance review process - bi-annually	Bi-annual	All supervisors	

<u>Inadequate project / change management</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Project management template and process to be developed and implemented	Dec-16	CEO	
Establish Project working group with Shire President	Dec-16	CEO, Council	

<u>Inadequate supplier / contract management</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Develop process of review for the Agreements Register (delegated task)	Annual check	CEO	
Develop monitoring process / feedback for provision of Medical services (in conjunction with Morawa)	Annual	CEO	
	Annual	CEO	

<u>Failure of IT &/or communication systems and infrastructure</u>		Risk	Control
		Moderate	Adequate
Current Issues / Actions / Treatments	Due Date	Responsibility	
Convert IT Framework to Databank (Geraldton)	Dec-16	CEO	
Establish IT Disaster Recovery Plan	Dec-16	CEO	

Business & community disruption

Dec-16

This Risk Theme is defined as:

Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal Shire business activities. The event may result in damage to buildings, property, plant & equipment (all assets). This could be a natural disaster, weather event, or an act carried out by an external party (inc. vandalism). This includes;

- Lack of (or inadequate) emergency response / business continuity plans.
- Lack of training to specific individuals or availability of appropriate emergency response.
- Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.
- Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc

This does not include disruptions due to IT Systems or infrastructure related failures - refer "Failure of IT & communication systems and infrastructure".

Potential causes include:

- Cyclone, Storm Surges, Fire, Earthquake
- Terrorism / Sabotage / Criminal Behaviour
- Epidemic / Pandemic
- Extended power outage
- Economic Factors
- Loss of Key Staff

Key Controls	Type	Date	Shire Rating
<i>Business Continuity Framework</i>	<i>Preventative</i>	<i>Oct-16</i>	Inadequate
<i>Volunteer Management & Training</i>	<i>Preventative</i>	<i>Oct-16</i>	Effective
<i>LEM Exercises</i>	<i>Detective</i>	<i>Oct-16</i>	Effective
<i>Functional LEMC</i>	<i>Preventative</i>	<i>Oct-16</i>	Effective
<i>Current LEMA & Recovery Plans</i>	<i>Recovery</i>	<i>Oct-16</i>	Effective
<i>Current Bushfire Risk Management Plan</i>	<i>Preventative</i>	<i>Oct-16</i>	Effective

Overall Control Ratings:	Effective
---------------------------------	------------------

Risk Ratings	Shire Rating
Consequence:	<i>Major</i>
Likelihood:	<i>Possible</i>
Overall Risk Ratings:	High

Business & community disruption

Dec-16

Key Indicators	Tolerance	Date	Overall Shire Result
Limited or no Power	Red	Oct-16	adequate
Appropriate staff response to disruptions and well managed	Red		adequate
Limited ability for staff to function in their roles	Amber		adequate
Community feedback	Red		adequate
Comments			
As rated by Ali Mills (CEO) on the 17th October 2016			

Current Issues / Actions / Treatments	Due Date	Responsibility
Develop Business Continuity Plan for Admin Building (In Process)	Dec-16	CEO
Annual Firebreak Checks	September, Annually	CEO, CESM, Ranger
Annual exercises and reviews	Annually	Senior Staff

Failure of IT &/or communication systems and infrastructure

Dec-16

This Risk Theme is defined as:

Instability, degradation of performance, or other failure of IT Systems, Infrastructure, Communication or Utility causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked. Examples include failures or disruptions caused by:

- Hardware &/or Software
- IT Network
- Failures of IT Vendors

This also includes where poor governance results in the breakdown of IT maintenance such as;

- Configuration management
- Performance Monitoring
- IT Incident, Problem Management & Disaster Recovery Processes

This does not include new system implementations - refer "Inadequate Project / Change Management".

Potential causes include:

- Weather impacts
- Power outage at service provider
- Out dated / inefficient hardware
- Incompatibility between operating system and Microsoft
- Power failure
- Infrastructure breakdown such as landlines, radio communications.
- Lack of training
- Software vulnerability (e.g. MS Access)

Key Controls	Type	Date	Shire Rating
<i>Data Back up Systems</i>	<i>Recovery</i>	<i>Oct-16</i>	Adequate
<i>Performance Monitoring (Wallis)</i>	<i>Detective</i>	<i>Oct-16</i>	Adequate
<i>Generator</i>	<i>Preventative / Recovery</i>	<i>Oct-16</i>	Adequate
<i>Disaster Recovery Plan</i>	<i>Detective</i>	<i>Oct-16</i>	Inadequate
<i>IT Infrastructure Replacement / Refresh Program</i>	<i>Preventative</i>	<i>Oct-16</i>	Adequate

Failure of IT &/or communication systems and infrastructure

Dec-16

Overall Control Ratings:

Adequate

Risk Ratings	Shire Rating
Consequence:	Moderate
Likelihood:	Possible

Overall Risk Ratings:

Moderate

Key Indicators	Tolerance	Date	Overall Shire Result
Business continuity	Amber	Oct-16	inadequate
Staff able to function with communications	Amber		adequate
Minimal time loss with power disruptions	Red		adequate
Recovery Plan implemented well	Red		inadequate
Staff competent and take initiative	Amber		adequate

Comments

As rated by Ali Mills (CEO) on the 17th October 2016.

It was noted that the Corporate Business Plan rated ICT system risk as medium " ICT systems can quickly reach their tipping point, and the functionality of new technology can greatly enhance workforce productivity".

Current Issues / Actions / Treatments	Due Date	Responsibility
Convert IT Framework to Databank (Geraldton)	Dec-16	CEO
Establish IT Disaster Recovery Plan	Dec-16	CEO

External theft & fraud (inc. Cyber Crime)

Dec-16

This Risk Theme is defined as:

Loss of funds, assets, data or unauthorised access, (whether attempts or successful) by external parties, through any means (including electronic), for the purposes of;

- Fraud – benefit or gain by deceit
- Malicious Damage – hacking, deleting, breaking or reducing the integrity or performance of systems
- Theft – stealing of data, assets or information (no deceit)

Examples include:

- Scam Invoices
- Cash or other valuables from 'Outstations'.

Potential causes include:

- Inadequate security of equipment / supplies / cash
- Robbery
- Scam Invoices
- Inadequate provision for patrons belongings
- Lack of Supervision

Key Controls	Type	Date	Shire Rating
<i>Physical Security (locks, gates, windows)</i>	<i>Preventative</i>	<i>Oct-16</i>	Adequate
<i>CCTV</i>	<i>Recovery</i>	<i>Oct-16</i>	Adequate
<i>Financial management Practices</i>	<i>Preventative</i>	<i>Oct-16</i>	Adequate

Overall Control Ratings: Adequate

Risk Ratings	Shire Rating
---------------------	--------------

External theft & fraud (inc. Cyber Crime)

Dec-16

Consequence:	<i>Moderate</i>
Likelihood:	<i>Possible</i>

Overall Risk Ratings:	Moderate
------------------------------	-----------------

Key Indicators	Tolerance	Date	Overall Shire Result
<i># Incidents - Thefts</i>	<i>Red</i>	<i>Oct-16</i>	Adequate
<i>Near misses - Reported</i>	<i>Amber</i>		Adequate
<i>Clean Financial Management Checks</i>	<i>Red</i>		Adequate
Comments			
<i>As rated by Ali Mills (CEO) on the 17th October 2016.</i>			

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Implement Recommendations from FMR</i>	<i>Jun-17</i>	<i>MCDS, SFO, CEO</i>
<i>Develop and implement cash handling procedures</i>	<i>Mar-17</i>	<i>SFO & CSO</i>

Misconduct

Dec-16

This Risk Theme is defined as:

Intentional activities in excess of authority granted to an employee, which circumvent endorsed policies, procedures or delegated authority. This would include instances of:

- Relevant authorisations not obtained.
- Distributing confidential information.
- Accessing systems and / or applications without correct authority to do so.
- Misrepresenting data in reports.
- Theft by an employee
- Collusion between Internal & External parties

This does not include instances where it was not an intentional breach - refer Errors, Omissions or delays in transaction processing, or Inaccurate Advice.

Potential causes include:

- Lack of training
- Changing of job titles
- Delegated authority process inadequately implemented
- Disgruntled employees
- Lack of understanding
- Poor internal checks (PO's and delegated authority)
- Password sharing

Key Controls	Type	Date	Shire Rating
<i>Delegation Register - Framework</i>	<i>Detective</i>	<i>Aug-16</i>	Effective
<i>Induction Process (Code of Conduct) Implemented</i>	<i>Preventative</i>	<i>Ongoing</i>	Adequate
<i>Segregation of Duties (Financial)- Procurement Process</i>	<i>Preventative</i>	<i>Ongoing</i>	Effective
<i>IT Security Access Framework (Profiles & Passwords)</i>	<i>Preventative</i>	<i>Ongoing</i>	Adequate
<i>Adequate staff training</i>	<i>Preventative</i>	<i>Ongoing</i>	Adequate
<i>Effective staff communications</i>	<i>Preventative</i>	<i>Ongoing</i>	Effective
Overall Control Ratings:			Adequate

Risk Ratings	Shire Rating
<i>Consequence:</i>	<i>Major</i>
<i>Likelihood:</i>	<i>Possible</i>
Overall Risk Ratings:	High

Key Indicators	Tolerance	Date	Overall Shire Result
<i>Incidents Reported</i>	<i>Red</i>	Oct-16	Adequate
<i>Inductions on employee files</i>	<i>Amber</i>		Adequate
<i>Clean audits</i>	<i>Red</i>		Adequate
<i>Clean Financial checks</i>	<i>Red</i>		Adequate
<i>Clear PO's & Segregation of Duties</i>	<i>Amber</i>		Adequate

Comments
As rated by Ali Mills (CEO) on the 17th October 2016.

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Checking of Bank Statements by second person</i>	<i>Feb-16</i>	<i>MCDS</i>
<i>Internal financial audit - Annual</i>	<i>May-17</i>	<i>MCDS</i>
<i>Spot Checks of PO's, Payroll (at least a twice a year)</i>	<i>Ongoing</i>	<i>MCDS</i>

Inadequate safety and security practices

Dec-16

This Risk Theme is defined as:

Non-compliance with the Occupation Safety & Health Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are:

- Inadequate Policy, Frameworks, Systems and Structure to prevent the injury of visitors, staff, contractors and/or tenants.
- Inadequate Organisational Emergency Management requirements (evacuation diagrams, drills, wardens etc).
- Inadequate security protection measures in place for buildings, depots and other places of work (vehicle, community etc).
- Public Liability Claims, due to negligence or personal injury.
- Employee Liability Claims due to negligence or personal injury.
- Inadequate or unsafe modifications to plant & equipment

Potential causes include:

- Lack of appropriate PPE / Equipment
- Inadequate first aid supplies or trained staff
- Rubbish / Litter Control
- Inadequate security arrangements
- Inadequate signage, barriers or other exclusion techniques
- Storage and use of Dangerous Goods
- Ineffective / inadequate testing, sampling (similar) health based req'
- Lack of mandate and commitment from Senior Management

Key Controls	Type	Date	Shire Rating
<i>Workplace Inspections</i>	<i>Preventative</i>	<i>Ongoing</i>	Effective
<i>Staff Individual Training Plans</i>	<i>Preventative</i>	<i>Ongoing</i>	Adequate
<i>Hazard Register</i>	<i>Detective</i>	<i>Ongoing</i>	Adequate
<i>OSH Management Framework</i>	<i>Preventative</i>	<i>Ongoing</i>	Effective
<i>Contractor / Site Inductions</i>	<i>Preventative</i>	<i>Annual</i>	Adequate
<i>Staff Inductions</i>	<i>Preventative</i>	<i>Ongoing</i>	Effective
<i>Organisational Emergency Mgt (Evac plans & drills, Wardens,etc)</i>	<i>Preventative</i>	<i>Ongoing</i>	Adequate

Overall Control Ratings:	Adequate
---------------------------------	-----------------

Risk Ratings	Shire Rating
<i>Consequence:</i>	<i>Moderate</i>
<i>Likelihood:</i>	<i>Almost Certain</i>

Overall Risk Ratings:	High
------------------------------	-------------

Key Indicators	Tolerance	Date	Overall Shire Result
<i>4801 Audit Results - LGIS</i>	<i>Red</i>	<i>Oct-16</i>	<i>Adequate</i>
<i>LTIFR</i>	<i>Red</i>		<i>Adequate</i>
<i>Safety Team minutes</i>	<i>Green</i>		<i>Adequate</i>
<i>Reduced items in audits</i>	<i>Amber</i>		<i>Adequate</i>
<i>Audit Actions - Implemented</i>	<i>Red</i>		<i>Adequate</i>
Comments			
<i>Dated by Ali Mills (CEO) 17th October 2016</i>			

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Refer to OSH Tracker for regular updates</i>	<i>Quarterly</i>	<i>CEO</i>
<i>Regular workplace inspections</i>	<i>Quarterly</i>	<i>CEO</i>
<i>Inductions of all staff</i>	<i>as required</i>	<i>CEO, MCDS, MIS</i>

Inadequate project / change management

Dec-16

This Risk Theme is defined as:

Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time requirements or scope changes. This includes:

- Inadequate Change Management Framework to manage and monitor change activities.
- Inadequate understanding of the impact of project change on the business.
- Failures in the transition of projects into standard operations.
- Failure to implement new systems
- Failures of IT Project Vendors/Contractors

This includes Directorate or Service Unit driven change initiatives except new Plant & Equipment purchases. Refer "Inadequate Asset Management"

Potential causes include:

- Lack of communication and consultation
- Lack of investment
- Ineffective management of expectations (scope creep)
- Inadequate project planning (resources/budget)
- Shire growth (too many projects)
- Inadequate monitoring and review
- Project risks not managed effectively
- Lack of Project methodology knowledge and reporting requirements

Key Controls	Type	Date	Shire Rating
<i>Project Working Group</i>	<i>Detective</i>	<i>Ongoing</i>	Effective
<i>Project Status Reporting to Council</i>	<i>Detective</i>	<i>Oct-16</i>	Effective
<i>Membership to WALGA and use of Procurement templates</i>	<i>Detective</i>	<i>ongoing</i>	Effective
<i>Project methodology</i>	<i>Detective</i>	<i>Oct-16</i>	Inadequate

Overall Control Ratings:

Adequate

Risk Ratings	Shire Rating
<i>Consequence:</i>	<i>Major</i>
<i>Likelihood:</i>	<i>Unlikely</i>
Overall Risk Ratings:	Moderate

Key Indicators	Tolerance	Date	Overall Shire Result
<i>Working group notes</i>	<i>Green</i>	Oct-16	Adequate
<i>Council satisfied with reports</i>	<i>Amber</i>		Adequate
<i>Compliance in procurement</i>	<i>Red</i>		Adequate
<i>Staff using project methodology</i>	<i>Amber</i>		Adequate
Comments			
<i>As rated by Ali Mills (CEO) on the 18th October 2016</i>			

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Project management template and process to be developed and implemented</i>	<i>Dec-16</i>	<i>CEO</i>
<i>Establish Project working group with Shire President</i>	<i>Dec-16</i>	<i>CEO, Council</i>

Errors, omissions & delays

Dec-16

This Risk Theme is defined as:

Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process. This includes instances of;

- Human errors, incorrect or incomplete processing
- Inaccurate recording, maintenance, testing and / or reconciliation of data.
- Errors or inadequacies in model methodology, design, calculation or implementation of models.

This may result in incomplete or inaccurate information. Consequences include;

- Inaccurate data being used for management decision making and reporting.
- Delays in service to customers
- Inaccurate data provided to customers

This excludes process failures caused by inadequate / incomplete procedural documentation - refer "Inadequate Document Management Processes".

Potential causes include:

- | | |
|-------------------------------------|-------------------------|
| • Human Error | • Incorrect information |
| • Inadequate procedures or training | • Miscommunication |
| • Lack of Staff (or trained staff) | • |

Key Controls	Type	Date	Shire Rating
<i>Documented Procedures / Checklists</i>	<i>Preventative</i>	<i>Oct-16</i>	Adequate
<i>Complaints Register / Process</i>	<i>Detective</i>	<i>Oct-16</i>	Effective
<i>Segregation of Duties (Financial Control)</i>	<i>Preventative</i>	<i>Oct-16</i>	Effective
<i>Competitive wage and package levels</i>	<i>Preventative</i>	<i>ongoing</i>	Effective
<i>Monitoring and checking of outgoing Comms</i>	<i>Preventative</i>	<i>Ongoing</i>	Adequate

Overall Control Ratings:	Effective
---------------------------------	------------------

Risk Ratings	Shire Rating
<i>Consequence:</i>	<i>Moderate</i>
<i>Likelihood:</i>	<i>Unlikely</i>
Overall Risk Ratings:	Moderate

Key Indicators	Tolerance	Date	Overall Shire Result
<i>PD developed</i>	<i>Amber</i>	Oct-16	Adequate
<i>Staff training matrix</i>	<i>Amber</i>		Adequate
<i>Performance reviews</i>	<i>Amber</i>		Adequate
<i>Incidents</i>	<i>Red</i>		Adequate
<i>Financial checks</i>	<i>Red</i>		Adequate
Comments			
<i>As rated by Ali Mills (CEO) on the 17th October 2016</i>			

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Continued checking and monitoring by Senior Staff</i>	<i>ongoing</i>	<i>CEO, MCDS, MIS</i>
<i>Participate in Bi-Annual WALGA remuneration survey</i>	<i>Bi-Annual</i>	<i>MCDS</i>
<i>Procedures written up for all back end tasks</i>	<i>Mar-17</i>	<i>CEO, SFO, MCDS</i>
<i>Multi-Skilling</i>	<i>Ongoing</i>	<i>CEO, SFO, MCD, CSO</i>
<i>Project Management checklist and template</i>	<i>Mar-17</i>	<i>CEO, SFO, MCDS</i>
<i>Project working Group established</i>	<i>Dec-16</i>	<i>CEO, MCD, President</i>

Inadequate document management processes

Dec-16

This Risk Theme is defined as:

Failure to adequately capture, store, archive, retrieve, provision and / or disposal of documentation. This includes:

- Contact lists.
- Procedural documents.
- 'Application' proposals/documents.
- Contracts.
- Forms, requests or other documents.

Potential causes include;

- Spreadsheet/Database/Document corruption or loss
- Inadequate access and / or security levels
- Inadequate Storage facilities (including climate control)
- High Staff turnover
- Outdated record keeping practices / incompatible systems
- Lack of system/application knowledge
- High workloads and time pressures
- Incomplete authorisation trails

Key Controls	Type	Date	Shire Rating
<i>Policy & Procedural Review Process</i>	<i>Detective</i>	<i>Oct-16</i>	Effective
<i>Records Management Process (filing & archiving)</i>	<i>Preventative</i>	<i>Oct-16</i>	Effective
<i>Records Management Policy Review</i>	<i>Preventative</i>	<i>Oct-16</i>	Effective
<i>Document / Correspondence receipt & action process (Synergy)</i>	<i>Preventative</i>	<i>Oct-16</i>	Effective
<i>Adequate staff training of Records system</i>	<i>Preventative</i>	<i>ongoing</i>	Adequate

Overall Control Ratings:

Effective

Risk Ratings	Shire Rating
Consequence:	<i>Moderate</i>

Likelihood:	<i>Unlikely</i>
--------------------	-----------------

Overall Risk Ratings:	Moderate
------------------------------	-----------------

Key Indicators	Tolerance	Date	Overall Shire Result
<i>Records adequately stored</i>	<i>Amber</i>	Oct-16	Adequate
<i>Staff trained in Records</i>	<i>Amber</i>		Adequate
<i>Efficient file retrieval capability</i>	<i>Amber</i>		Adequate
Comments			
<i>As rated by Ali Mills (CEO) on the 28th August 2014.</i>			

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Review Records Management Policy and associated procedures</i>	<i>Annual June 2017</i>	<i>CEO</i>
<i>Ongoing Training for new staff</i>	<i>ongoing</i>	<i>CEO</i>
<i>Monitoring of Outstanding Records</i>	<i>Monthly</i>	<i>CEO</i>

Inadequate supplier / contract management

Dec-16

This Risk Theme is defined as:

Inadequate management of External Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes. This also includes:

- Concentration issues
- Vendor sustainability

It does not include failures in the tender process; refer "Inadequate Procurement, Disposal or Tender Practices".

Potential causes include:

- Funding
- Complexity and quantity of work
- Inadequate tendering process
- Geographical remoteness
- Inadequate contract management practices
- Ineffective monitoring of deliverables
- Lack of planning and clarity of requirements
- Historical contracts remaining

Key Controls	Type	Date	Shire Rating
<i>Contract Management System / Register</i>	<i>Preventative</i>	<i>Oct-16</i>	Adequate
<i>Review Meetings (Large Capital Projects)</i>	<i>Detective</i>	<i>Oct-16</i>	Effective
<i>Review Meetings (Medical Services)</i>	<i>Detective</i>	<i>Oct-16</i>	Adequate
<i>Review Meetings (Waste)</i>	<i>Detective</i>	<i>Oct-16</i>	Adequate
<i>WALGA membership and contracting of procurement services for large projects</i>	<i>Preventative</i>	<i>Annual and as required</i>	Effective

Overall Control Ratings:	Adequate
---------------------------------	-----------------

Risk Ratings	Shire Rating
Consequence:	<i>Moderate</i>

Likelihood:	<i>Possible</i>
--------------------	-----------------

Overall Risk Ratings:	Moderate
------------------------------	-----------------

Key Indicators	Tolerance	Date	Overall Shire Result
<i>Contracts current and renewed</i>	<i>Red</i>	Oct-16	Adequate
<i>Meeting notes</i>	<i>Green</i>		Adequate
Comments			
<i>As rated by Ali Mills (CEO) on the 17th October 2016</i>			

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Develop process of review for the Agreements Register (delegated task)</i>	<i>Annual check</i>	<i>CEO</i>
<i>Develop monitoring process / feedback for provision of Medical services (in conjunction with Morawa)</i>	<i>Annual</i>	<i>CEO</i>
	<i>Annual</i>	<i>CEO</i>

Providing inaccurate advice / information

Dec-16

This Risk Theme is defined as:

Incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff. This could be caused by using unqualified, or inexperienced staff, however it does not include instances relating to Misconduct.

Examples include;

- incorrect planning, development or building advice,
- incorrect health or environmental advice
- inconsistent messages or responses from Customer Service Staff
- any advice that is not consistent with legislative requirements or local laws.

Potential causes include:

- Lack of qualified staff
- Long lead times for responses
- Increasing workloads
- Lack of appropriate technical knowlegde relevant to the context
- Poor working relationships between internal staff/departments

Key Controls	Type	Date	Shire Rating
<i>Contracting of external expertise</i>	<i>Detective</i>	<i>ongoing</i>	Effective
<i>Regular training with Customer service staff</i>	<i>Preventative</i>	<i>Twice a year</i>	Adequate
<i>Complaints Register</i>	<i>Preventative</i>	<i>Ongoing</i>	Effective
<i>Monitoring Customer service</i>	<i>Detective</i>	<i>Ongoing</i>	Adequate
<i>Customer Service Charter</i>	<i>Preventative</i>	<i>Oct-16</i>	Inadequate

Overall Control Ratings:	Adequate
---------------------------------	-----------------

Risk Ratings	Shire Rating
---------------------	---------------------

Consequence:	<i>Moderate</i>
Likelihood:	<i>Possible</i>

Overall Risk Ratings:	Moderate
------------------------------	-----------------

Key Indicators	Tolerance	Date	Overall Shire Result
<i>information</i>	<i>Amber</i>	Oct-16	Adequate
<i>Response times to queries/Complaints</i>	<i>Amber</i>	Oct-16	Adequate
Comments <i>As rated by Ali Mills (CEO) on the 17 October 2016</i>			

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Identify formal Customer Service training for all staff</i>	<i>Jun-16</i>	<i>MCDS</i>
<i>Development and Implementation of Customer Service Charter</i>	<i>Dec-16</i>	<i>MCDS</i>
<i>procedure manual documenting information and tasks</i>	<i>Mar-17</i>	<i>MCDS, CSO</i>

Ineffective employment practices

Aug-14

This Risk Theme is defined as:

Failure to effectively manage and lead human resources (full/part time, casuals, temporary and volunteers). This includes not having an effective Human Resources Framework in addition to not having appropriately qualified or experienced people in the right roles or not having sufficient staff numbers to achieve objectives. Other areas in this risk theme to consider are;

- Breaching employee regulations (excluding OH&S).
- Discrimination, Harassment & Bullying in the workplace.
- Poor employee wellbeing (causing stress)
- Key person dependencies without effective succession planning in place.
- Induction issues.
- Terminations (including any tribunal issues).
- Industrial activity.

Care should be taken when considering insufficient staff numbers as the underlying issue could be a process inefficiency.

Potential causes include:

- Leadership failures
- Available staff / volunteers are generally highly transient.
- Single Person Dependencies
- Poor internal communications / relationships
- Ineffective performance management programs or procedures.
- Ineffective training programs or procedures.
- Limited staff availability - mining / private sectors (pay & conditions).
- Inadequate Induction practices.

Key Controls	Type	Date	Shire Rating
<i>Policy & Procedures</i>	<i>Preventative</i>	<i>Oct-16</i>	Effective
<i>Training Needs Analysis & Training Register</i>	<i>Preventative</i>	<i>Oct-16</i>	Effective
<i>Cross Skilling / Shared Services (Morawa)</i>	<i>Preventative</i>	<i>Oct-16</i>	Adequate
<i>Staff Inductions (Code of Conduct Component)</i>	<i>Preventative</i>	<i>Oct-16</i>	Effective
<i>Performance Review Process</i>	<i>Detective</i>	<i>Oct-16</i>	Adequate
Overall Control Ratings:			Adequate

Risk Ratings	Shire Rating
<i>Consequence:</i>	<i>Moderate</i>
<i>Likelihood:</i>	<i>Possible</i>
Overall Risk Ratings:	Moderate

Key Indicators	Tolerance	Date	Overall Shire Result
<i>% Staff turnover rate</i>	<i>Amber</i>	Oct-16	Adequate
<i>Absenteeism</i>	<i>Amber</i>		Adequate
<i>Workers Compensation Claims (Stress Claims)</i>	<i>Red</i>		Adequate

Comments
 As rated by Ali Mills (CEO) on the 17 October 2016
 The following related areas were highlighted in the Corporate Business Plan: HR Processes (High Risk); Workforce Planning & Cost Modelling (High Risk); Skills Development (Medium Risk); Workforce (High Risk).

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Continue workforce development plan strategies</i>	<i>Ongoing</i>	<i>MCDS</i>
<i>Create an organisational training register (amalgamate individual plans) based on gaps identified</i>	<i>Ongoing</i>	<i>Admin Officer</i>
<i>Improve Performance review process - bi-annually</i>	<i>Bi-annual</i>	<i>All supervisors</i>

Failure to fulfil statutory, regulatory or compliance requirements

Dec-16

This Risk Theme is defined as:

Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This could result in fines, penalties, litigation or increase scrutiny from regulators or agencies. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated legal documentation (internal & public domain) to reflect changes.

This does not include Occupational Safety & Health Act (refer "Inadequate employee and visitor safety and security") or any Employment Practices based legislation (refer "Ineffective Employment practices")

It does include the Local Government Act, Health Act, Building Act, Privacy Act and all other legislative based obligations for Local Government.

Potential causes include:

- Lack of training, awareness and knowledge
- Staff Turnover
- Inadequate record keeping
- Ineffective processes
- Lack of Legal Expertise
- Councillor Turnover
- Breakdowns in Tender process
- Ineffective monitoring of changes to legislation

Key Controls	Type	Date	Shire Rating
<i>Compliance Return (DLG)</i>	<i>Detective</i>	<i>Oct-16</i>	Adequate
<i>Compliance Calendars</i>	<i>Preventative</i>	<i>Oct-16</i>	Adequate
<i>Tender Process (eQuotes)</i>	<i>Preventative</i>	<i>Oct-16</i>	Effective
<i>Subscriptions (WALGA)</i>	<i>Preventative</i>	<i>ongoing</i>	Effective
<i>Induction Process - Councillors / Staff</i>	<i>Preventative</i>	<i>Oct-16</i>	Effective

Overall Control Ratings:

Effective

Risk Ratings	Shire Rating
<i>Consequence:</i>	<i>Minor</i>
<i>Likelihood:</i>	<i>Unlikely</i>
Overall Risk Ratings:	Low

Key Indicators	Tolerance	Date	Overall Shire Result
<i>Compliance Audit Return completed and adequate</i>	<i>Red</i>	<i>Oct-16</i>	Adequate
<i>Annual Budget completed</i>	<i>Red</i>		Adequate
<i>Annual Budget Review Completed</i>	<i>Red</i>		Adequate
<i>Annual Report completed</i>	<i>Red</i>		Adequate
Comments			
<i>As rated by Ali Mills (CEO) on the Feb 2016</i>			

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Implement Induction process developed by LGIS</i>	<i>Ongoing</i>	<i>CEO, MCDS, MIS</i>
<i>Provide compliance list to Councillors</i>	<i>Nov-16</i>	<i>MCDS</i>
<i>Ensure compliance requirements are met</i>	<i>Ongoing</i>	<i>MCDS, CEO</i>

Inadequate asset sustainability practices

Dec-16

This Risk Theme is defined as:

Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet, buildings, roads, playgrounds, boat ramps and all other assets and their associated lifecycle from procurement to maintenance and ultimate disposal. Areas included in the scope are;

- Inadequate design (not fit for purpose)
- Ineffective usage (down time)
- Outputs not meeting expectations
- Inadequate maintenance activities.
- Inadequate financial management and planning.

It does not include issues with the inappropriate use of the Plant, Equipment or Machinery. Refer Misconduct.

Potential causes include:

- Skill level & behaviour of operators
- Lack of trained staff
- Outdated equipment
- Unavailability of parts
- Lack of formal or appropriate scheduling (maintenance / inspections)
- Unexpected breakdowns

Key Controls	Type	Date	Shire Rating
<i>Fixed Asset Register</i>	<i>Preventative</i>	<i>Feb-14</i>	Adequate
<i>Asset Management Plan</i>	<i>Preventative</i>		Adequate
<i>Planned Building Maintenance</i>	<i>Detective</i>		Effective
<i>Planned Plant Replacement Program</i>	<i>Preventative</i>		Effective
<i>Road Asset Management System (ROMANS)</i>	<i>Preventative</i>		Adequate
Overall Control Ratings:			Adequate

Risk Ratings	Shire Rating
<i>Consequence:</i>	<i>Moderate</i>
<i>Likelihood:</i>	<i>Possible</i>
Overall Risk Ratings:	Moderate

Key Indicators	Tolerance	Date	Overall Shire Result
<i>Asset Sustainability Ratio</i>	<i>Amber</i>	<i>Oct-16</i>	<i>Adequate</i>
<i>Asset Consumption Ratio</i>	<i>Amber</i>	<i>Oct-16</i>	<i>Adequate</i>
<i>Asset Renewal Funding Ratio</i>	<i>Amber</i>	<i>Oct-16</i>	<i>Adequate</i>
<i>% Satisfaction with with Shire Assets</i>	<i>Amber</i>	<i>Oct-16</i>	<i>Adequate</i>
Comments			
<p><i>As rated by Ali Mills (CEO) on the 17th October 2016</i></p> <p><i>Refer Section 5.2 Risk Management Plan, within the Asset Management Plan provides an overview of related risks. Section 8 Plan Improvement and Monitoring lists a number of priority tasks that are required in respect to Asset Management.</i></p>			

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Adoption of Asset management Policy</i>	<i>Nov-16</i>	<i>CEO</i>
<i>Review of Asset management Plan</i>	<i>Nov-16</i>	<i>CEO</i>

Inadequate engagement practices

Dec-16

This Risk Theme is defined as;

Failure to maintain effective working relationships with the Community (including Local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This invariably includes activities where communication, feedback and / or consultation is required and where it is in the best interests to do so. For example;

- Following up on any access & inclusion issues.
- Infrastructure Projects.
- Regional or District Committee attendance.
- Local Planning initiatives.
- Strategic Planning initiatives

This does not include instances whereby Community expectations have not been met for standard service provisions such as Community Events, Library Services and / or Bus/Transport services.

Potential causes include;

- Budget / funding issues
- Media attention
- Inadequate documentation or procedures
- Short lead times
- Miscommunication / Poor communication
- Relationship breakdowns with community groups

Key Controls	Type	Date	Shire Rating
<i>Newsletters / Noticeboards / E-mails / Website</i>	<i>Preventative</i>	<i>Oct-16</i>	Effective
<i>Communication to Councillors (mid month)</i>	<i>Preventative</i>	<i>Oct-16</i>	Effective
<i>Councillor Briefing sessions and workshops</i>	<i>Preventative</i>	<i>ongoing</i>	Effective
<i>Community Meetings and workshops</i>	<i>Preventative</i>	<i>as required</i>	Adequate

Overall Control Ratings:

Effective

Risk Ratings	Shire Rating
<i>Consequence:</i>	<i>Moderate</i>
<i>Likelihood:</i>	<i>Unlikely</i>
Overall Risk Ratings:	Moderate

Key Indicators	Tolerance	Date	Overall Shire Result
<i>% community feeling they have opportunities to participate in planning</i>	<i>Amber</i>	<i>Oct-16</i>	Adequate
<i>% community satisfaction with the Shire's advocacy and community representation</i>	<i>Red</i>	<i>Oct-16</i>	Adequate
Comments			
<p><i>As rated by Ali Mills (CEO) on the 28th August 2014.</i></p> <p><i>It was noted that the Corporate Business Plan rated Stakeholder Management System risk as medium "The current system works as the organisation is small, however increasing the project load will cause the current system to be put under pressure. Loss of any individual will cause loss of key relationship".</i></p>			

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Review of Corporate Business Plan to involve community</i>	<i>Annual</i>	<i>CEO</i>
<i>Regular newsletters</i>	<i>ongoing, monthly</i>	<i>CDO</i>
<i>Feedback mechanisms developed</i>	<i>Feb-17</i>	<i>CDO and CEO</i>
<i>Weekly story update on website</i>	<i>Ongoing, weekly</i>	<i>CDO and CEO</i>

Ineffective management of facilities / venues / events

Dec-16

This Risk Theme is defined as:

Failure to effectively manage the day to day operations of facilities, venues and / or events. This includes;

- Inadequate procedures in place to manage the quality or availability.
- Ineffective signage
- Booking issues
- Financial interactions with hirers / users
- Oversight / provision of peripheral services (eg. cleaning / maintenance)

Potential causes include:

- Double bookings
- Illegal alcohol consumption
- Managing bond payments
- Animal contamination.
- Failed chemical / health requirements.
- Access to facilities / venues.

Key Controls	Type	Date	Shire Rating
<i>Events Policy / Procedures</i>	<i>Preventative</i>	<i>Oct-16</i>	Effective
<i>Booking System</i>	<i>Preventative</i>	<i>Oct-16</i>	Effective
<i>Maintenance Schedules</i>	<i>Detective</i>	<i>Oct-16</i>	Effective
<i>Community Feedback process</i>	<i>Detective</i>	<i>Oct-16</i>	Adequate

Overall Control Ratings:	Effective
---------------------------------	------------------

Risk Ratings	Shire Rating
Consequence:	<i>Moderate</i>
Likelihood:	<i>Likely</i>

Overall Risk Ratings:	High
------------------------------	-------------

Key Indicators	Tolerance	Date	Overall Shire Result
<i>Attendance at Arts & cultural activities</i>	<i>Amber</i>	<i>Oct-16</i>	Adequate
<i>% community satisfaction with with services and facilities</i>	<i>Amber</i>		Adequate
<i>Facilities well used and maintained</i>	<i>Amber</i>		Adequate
Comments			
<i>As rated by Ali Mills (CEO) on the 17th October 2016</i>			

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Implement a booking system including key issuance / return</i>	<i>Monitor</i>	<i>MCDS</i>
<i>Establish Bus booking and checking procedure</i>	<i>Dec-16</i>	<i>MCDS, Customer Service</i>
<i>Implement the Event Guide for all events</i>	<i>Ongoing</i>	<i>CDO</i>

Inadequate environmental management

Dec-16

This Risk Theme is defined as:

Inadequate prevention, identification, enforcement and management of environmental issues. The scope includes;

- Lack of adequate planning and management of coastal erosion issues.
- Failure to identify and effectively manage contaminated sites (including groundwater usage).
- Waste facilities (landfill / transfer stations).
- Weed control.
- Ineffective management of water sources (reclaimed, potable)
- Illegal dumping.
- Illegal clearing / land use.

Potential causes include;

- Inadequate management of landfill sites
- Inadequate reporting / oversight frameworks
- lack of understanding / knowledge
- Community apathy.
- Inadequate local laws / planning schemes

Key Controls	Type	Date	Shire Rating
<i>Landfill / Waste Management Operational Plans</i>	<i>Detective</i>	<i>Oct-16</i>	Adequate
<i>Sewerage Pond management controls</i>	<i>Preventative</i>	<i>Oct-16</i>	Adequate
<i>Support Environmental Groups (NACC, Yarra Yarra CMG & Wild Dog Programme)</i>	<i>Preventative</i>	<i>Oct-16</i>	Adequate
<i>Caron Dam protected</i>	<i>Preventative</i>	<i>Oct-16</i>	Inadequate
<i>Community awareness - illegal dumping</i>	<i>Preventative</i>	<i>Oct-16</i>	Adequate

Overall Control Ratings:

Adequate

Risk Ratings	Shire Rating
<i>Consequence:</i>	<i>Major</i>
<i>Likelihood:</i>	<i>Possible</i>
Overall Risk Ratings:	High

Key Indicators	Tolerance	Date	Overall Shire Result
<i>Operational plans</i>	<i>Amber</i>	<i>Oct-16</i>	Inadequate
<i>Environmental group support</i>	<i>Amber</i>		Adequate
<i>Caron dam Evap issue resolved</i>	<i>Amber</i>		Inadequate
<i>Plan for transition of Waste site to Transfer station and regional</i>			Inadequate
Comments			
<i>As rated by Ali Mills (CEO) on the 17th October 2016</i>			

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>Build Transfer Station</i>	<i>Jun-17</i>	<i>MIS</i>
<i>Identify land for joint waste Facility with Morawa</i>	<i>Mar-17</i>	<i>CEO</i>
<i>Establish interim plan for current waste site</i>	<i>Mar-17</i>	<i>CEO & MIS</i>



Perenjori
Embrace Opportunity

Attachment
16126

Project Status Report
November

Ordinary Council Meeting
14th December 2016

ISSUE	STATUS	OFFICER	ACTION REQUIRED
Revitalisation Project	Continued works at Trott Park and plans being developed for RSL Memorial park.	CEO	Waiting on funding decision from MWDC. Work continuing on Trott Park.
Pavillion Upgrade	Council resolution to not accept tender and to seek architectural design quotes.	CEO	Tender to be re-advertised. MCDS will liaise with WALGA to get them to run the process.
Caravan Park Disabled Ablutions	Quotes unreasonable, project to be managed in house. Materials have been purchased and ready for commencement. The site has been scanned for electrical sewerage and water services.	MCDS	11.07.2016 - the majority of material is ready for work to commence as soon as other commitment are cleared. Work to commence in January.
Independent Units	Contract arranged with Builder, Septics approved.	CEO	Builder contracted, work progressing well.



Perenjori
Embrace Opportunity

Attachment
16127

Status Report November

Ordinary Council Meeting
14th December 2016

REFERENCE	ISSUE	ACTION PLAN	OFFICER	STATUS
14064.4	Restricted Access Vehicle Route Re Assessments	<p>That the comments regarding the Restricted Access Vehicle re-assessments be noted and the upgrade works for the following roads be approved to allow the roads to be either accepted for their RAV changes or remain as they are:</p> <ol style="list-style-type: none"> 1. Keogh road – Upgrade works the pavement width and intersection swept path with Solomon road be approved, to allow for the network upgrade to network 6. 2. Morawa South road – Upgrade works to intersection with Hill road be approved, to allow for the network upgrade to network 7. When funding becomes available. 3. Boundary road – Upgrade works to the pavement width be approved, to allow for the network upgrade to network 7. When funding becomes available. 4. Hill road – Upgrade works to the pavement width and intersection swept paths with Morawa South road be approved, to allow for the network upgrade of a network 7. When funding becomes available. 5. Parkwood road – Upgrade works to the pavement width and intersection swept paths with Hill/ Young roads be approved, to allow for the network upgrade to network 5. Once clearing permits have been obtained and funding becomes available. 6. Sutherland road – Upgrade works to the intersection swept paths with Boundary road be approved to allow for the network upgrade to a network 5. 	MIS	<p>Feedback still arriving from Main Roads on decisions. Roads that require upgrade to be scheduled for works over next couple of years.</p> <p>Update -</p> <p>Morawa South Road - Widening of pavement this financial year 2016/17</p> <p>Boundary Road - Section of Road Requiring Widenig has now been completed.</p> <p>Hill Road - Application for RRG funding was applied for 2016/17, may get up 2017/18.</p> <p>Parkwood Road - Consideration in 2017/18 Budget.</p> <p>Sutherland Road - Design Layout to be looked at to see extend of work required.</p>
16038.4.2	Confidential Item - Nomination for Freeman	<p>That the Council:</p> <ol style="list-style-type: none"> 1. Recognise outstanding and meritorious service of Cr C King to the community of the Shire of Perenjori with presentation of the Award and Title of Council Freeman. 2. Endorse the arranging of a civic function at cost of the Council with invited guests of Chris King at a future date to be determined between the CEO and Chris King. 	CEO	<p>CEO has spoken with Chris King who has indicated it would need to be held in February/March of next year now.</p>

16045.1	North Midlands Fixed Wireless Backhaul	That Council: 1. Supports the North Midlands Fixed Wireless backhaul project by committing in principle to allocating \$33,334 in the 2016/17 budget, as Perenjori's contribution as a part of a Regional Grant Scheme application in the event that the NSRF application is unsuccessful. 2. Charges the CEO to investigate the possibility of extending the service to cover the southern parts of the Shire to include Latham and Maya.	CEO	A presentation was provided at the North Midlands Strategic Group which support the Backhaul wireless approach.
16082.4	Disposal of Shire Property - Downer Street	That Council approves; Advertising for disposal by public tender the property at 9 (Lot 360) Downer Street Perenjori. Continued advertising for two-monthly periods until such time as a reasonable price is offered. Reporting to the Council when any reasonable offer is made.	MCDS	Advertising in progress 11.10.2016 - advertising has commenced on the Shire website and in the newspaper. The advertising closes on 18th November 2016. November - if no offers are received the property will be readvertised for a further 2 months. December 2016 - 2 quotes received, reported to Council for December Meeting
16085.2	Regional Development Application - Industrial & Residential Land Proposal	That Council supports the progress of industrial land lots as presented by LandCorp and the concept for alternative effluent sewerage system for residential lots at 56 (40) Livingstone Street Perenjori.	CEO	Landcorp still progressing
16085.3	Aquatic Centre - Solar Project	That Council supports the Solar Project for the Aquatic centre and apply for funds through the Community Pool Revitalisation Program	CEO	\$30,000 of funds approved item to be presented to Council in February

16112.3	Proposed Mobile Phone Tower - 313 (Lot 9965) Mcdonald Road Bunjil	<p>That Council grant formal planning approval for Telecommunications Infrastructure upon 313 (Lot 9965) McDonald Road, Bunjil subject to compliance with the following:</p> <p>Conditions:</p> <p>c Development shall generally be in accordance with plans included within Attachment 1 to the Council Agenda report and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.</p> <p>2 Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and planning approval for that use/addition.</p> <p>3 The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product or otherwise.</p> <p>4 The applicant must obtain any/all necessary consent of the landowner relevant to the site and the access to the site.</p> <p>Notes:</p> <p>(c) All operations must be carried out in accordance with the separate requirements of the Australian Communications and Media Authority, and Australian Radiation Protection and Nuclear Safety Agency pertaining (but not limited) to electromagnetic energy.</p> <p>(b) The facility must be in compliance with any separate requirements of the Civil Aviation Safety Authority.</p> <p>© Should the applicant be aggrieved by this determination there is a right (pursuant to the Planning and Development Act 2005) to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.</p>	MCDS	Applicant advised. COMPLETED
---------	---	---	------	---------------------------------

16112.4	Disposal of PJ Riders Club Building	<ol style="list-style-type: none"> 1. Formally invokes the clause in the Agreement with the PJ Riders Club to take possession of the Riders Club building and contents, 2. Approves the disposal of the PJ Riders Club building and any saleable contents by advertising the disposal through local and District media, 3. Apply any funds received from the disposal of the building to the outstanding loan balance, and 4. Funds received from the disposal in excess of the outstanding loan balance be held in trust for the required period until such time as the Club re-forms or the funds are able to be transferred to the Shire's Municipal Account. 	MCDS	Local advertising of the decision. Advertising for sale of the building and contents (saleable contents) will occur in January 2017.
16112.5	Approval for Unbudgetted Vehicle Expenditure	<p>That Council;</p> <ol style="list-style-type: none"> 1. Authorises the unbudgeted expenditure of \$9,000 for the retention of the trade vehicle 2PJ Holden Captiva; 2. Authorises the disposal of 03PJ Toyota Corolla by local advertising; and 3. Approves the inclusion of the unbudgeted expenditure in the budget review due on the 31st March 2017. 	MCDS	Advertising to commence in January 2017 in cooperation with MIS
16114.2	Concrete Batch Plant	That the concrete batch plant be offered for sale by tender and removed along with the concrete truck.	MIS	In Progress
16114.3	North Yard Fencing	That Council approves the Budget increase of account #12285 to \$28707.10 for the fence replacement at the North Yard Depot with the extra cost where savings may be identified in the Budget review in February.	MIS	Fencing has been ordered
16114.4	Tractor & Reach Mower	That Council approves the increase in expenditure for the purchase of the Kubota tractor and reach mower of \$6,500.	MIS	Ordered
16115.1	Employee Recognition - Long Service Leave	That council decline to endorse the proposed policy "Long Service Recognition" and prefers to recognise long service at the time it occurs.	CEO	No action required
16155.2	Annual Leave CEO	That Council approve the following leave dates for the CEO: Commencing on the 15th December 2016 to the 23rd December 2016 inclusive, and endorse the appointment of the Manager of Corporate and Development Services for this period of time as the Acting CEO.	CEO	Noted and payroll advised



Perenjori
Embrace Opportunity

Previous Minutes

*Ordinary Council Meeting
17th November 2016*

Shire of Perenjori

MINUTES

Ordinary Council Meeting

Held in the Shire of Perenjori Council Chambers, Fowler Street, Perenjori on the 17th November 2016, at 7.00 pm.

Table of Contents

16111	PRELIMINARIES.....	2
16111.1	DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS	2
16111.2	OPENING PRAYER.....	2
16111.3	DISCLAIMER READING.....	2
16111.4	RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE	2
16111.5	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	2
16111.6	PUBLIC QUESTION TIME.....	2
16111.7	NOTATIONS OF INTEREST	2
16111.8	APPLICATIONS FOR LEAVE OF ABSENCE	3
16111.9	CONFIRMATION OF MINUTES.....	3
16111.10	ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION	3
16111.11	PETITIONS / DEPUTATIONS / PRESENTATIONS.....	3
16112	CORPORATE AND DEVELOPMENT SERVICES.....	3
16112.1	FINANCIAL STATEMENTS – OCTOBER 2016.....	3
16112.2	ACCOUNTS FOR PAYMENT – OCTOBER 2016.....	5
16112.3	PROPOSED MOBILE PHONE TOWER – 313 (LOT 9965) MCDONALD ROAD, BUNJIL.....	9
16112.4	DISPOSAL OF PJ RIDERS CLUB BUILDING	22
16112.5	APPROVAL FOR UNBUDGETED VEHICLE EXPENDITURE	25
16114	INFRASTRUCTURE SERVICES	27
16114.1	ROAD MAINTENANCE – OCTOBER 2016.....	27
16114.2	CONCRETE BATCH PLANT	30
16114.3	NORTH YARD FENCING.....	32
16114.4	TRACTOR & REACH MOWER.....	34
16115	GOVERNANCE	36
16115.1	EMPLOYEE RECOGNITION – LONG SERVICE POLICY.....	36
16155.2	ANNUAL LEAVE - CEO	38
16116	PROJECT STATUS REPORT.....	39
16117	STATUS REPORT	41
16118	OTHER BUSINESS.....	42
16118.1	MOTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN	42
16118.2	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN ..	42

MINUTES

17th November 2016

16118.3	URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION.....	42
16118.4	MATTERS BEHIND CLOSED DOORS	42
16118.5	DATE OF NEXT MEETING	42
16118.6	CLOSURE.....	42

16111 PRELIMINARIES

16111.1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

Cr L Butler declared the meeting open at 7.06 pm.

16111.2 OPENING PRAYER

Cr L Butler led the opening prayer.

16111.3 DISCLAIMER READING

16111.4 RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

Cr L Butler - Presiding Member

Cr L Smith

Cr J Cunningham

Cr K Pohl

Cr R Spencer

Cr R Desmond

Cr J Hirsch

Cr P Waterhouse

Cr G Reid

Peter Money - MCDS

Bianca Plug - Minute Taker

16111.5 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

16111.6 PUBLIC QUESTION TIME

Nil.

16111.7 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.

Cr R Spencer declared an interest affecting impartiality on item 16114.2.

16111.8 APPLICATIONS FOR LEAVE OF ABSENCE

16111.9 CONFIRMATION OF MINUTES

Minutes from the Ordinary Council Meeting held on the 20th October 2016 are attached.

Council Resolution – Item 16111.9

That Council accepts the Minutes from the Ordinary Meeting of the 20th October 2016 as a true and correct record of that Meeting.

Council Resolution – Item 16112.1

Moved: Cr J Hirsch

Seconded: Cr P Waterhouse

That Council accepts the Minutes from the Ordinary Meeting of the 20th October 2016 as a true and correct record of that Meeting

Carried: 9/0

16111.10 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

16111.11 PETITIONS / DEPUTATIONS / PRESENTATIONS

16112 CORPORATE AND DEVELOPMENT SERVICES

16112.1 FINANCIAL STATEMENTS – OCTOBER 2016

APPLICANT:	SHIRE OF PERENJORI
FILE:	ADM 0081
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	DEBBY BARNDON-SFO
RESPONSIBLE OFFICER	PETER MONEY - MCDS
REPORT DATE:	17TH NOVEMBER 2016
ATTACHMENTS	MONTHLY FINANCIAL REPORT

Executive Summary

This item recommends that Council accepts the Financial Activity Statement for the period ending 31st October 2016.

Background

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

Details

Presented is the Financial Activity Statement Report for the period ending 30th September 2016.

The following statements are presented to Council:

- Monthly Summary Information - Charts
- Statement of Financial Activity (Program and Nature& Type) - This provides the budget and actual income and expenditure for operating and non- recurrent as well and the closing surplus to date. (FM Reg 34(1))
- Statement of Capital Acquisitions and Capital Funding
- Net Current (Assets) Funding Position (Note 3). This provides the amount of assets over liabilities within the Balance Sheet. (FM Reg 34 (1)(e))
- Notes to the Financial Statements include:
 - 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

Nil

Strategic Implications

Area 5: Investing in Councils Leadership

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

Consultation

Liaison with MCDS, FO, & MIS.

Voting Requirements - Simple Majority

Officer Recommendation – Item 16112.1

That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, accepts the Financial Activity Statement Report for the period ending 31st October 2016.

Council Resolution – Item 16112.1

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 31st October 2016.

Carried: 9/0

16112.2 ACCOUNTS FOR PAYMENT – OCTOBER 2016

APPLICANT:	SHIRE OF PERENJORI
FILE:	1306P
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	DOMENICA CURTIN - FO
RESPONSIBLE OFFICER:	PETER MONEY – MCDS
REPORT DATE:	17TH NOVEMBER 2016
ATTACHMENTS:	ACCOUNTS FOR PAYMENT

Executive Summary

This item recommends that the schedule of accounts for payment for the month ending 31st October 2016 be confirmed.

Background

The Schedule of Accounts is presented pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996.

The report identifies payments made from the Municipal and Trust Fund.

Council has delegated to the Chief Executive Officer the authority to make payments from the Municipal and Trust funds in accordance with the Local Government (Financial Management) Regulations 1996.

Under Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, where a local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the Municipal fund or the Trust fund, each payment from the Municipal fund or the Trust fund is to be noted on a list compiled for each month showing:

- a) The payee's name;
- b) The amount of the payment
- c) The date of the payment; and
- d) Sufficient information to identify the transaction

That list should then be presented at the next Ordinary Meeting of the Council following the preparation of the list, and recorded in the minutes of the meeting at which it is presented.

Legal Compliance

Section 6.10 (d) of the Local Government Act 1995 refers, i.e.-

6.10. financial management regulations

Regulations may provide for —

(d) the general management of, and the authorisation of payments out of —

(i) the municipal fund; and

(ii) the trust fund,

of a local government.

Regulation 13(1), (3) & (4) of the Local Government (Financial Management) Regulations 1996 refers, i.e. -

13. Lists of Accounts

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be

MINUTES**17th November 2016**

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**Officer Recommendation – Item 16112.2**

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

Municipal Account	
EFT	\$ 654,330.11
Direct Debits	\$ 115,504.33
Cheques	\$33838.13
Corporate MasterCard	\$5,306.88
Bank Fees	\$ 2,017.22

Total	\$ 810,996.67
Trust Account - Shire	
EFT	\$1,650.00
Cheques	\$0.00
Bank Fees	\$0.00
Total	\$ 1,650.00
Trust Account – Mt Gibson Public Benefit Funds	
EFT	\$ 0.00
Cheques	\$ 0.00
Bank Fees	\$ 0.00
Total	\$ 0.00
<i>Totalling \$812,646.67 from Municipal and Trust Accounts for the month ending 31st October 2016.</i>	

Council Resolution – Item 16112.2**Moved: Cr L Smith****Seconded: Cr R Spencer**

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

Carried: 9/0

Municipal Account	
EFT	\$ 654,330.11
Direct Debits	\$ 115,504.33
Cheques	\$33838.13
Corporate MasterCard	\$5,306.88
Bank Fees	\$ 2,017.22

Total	\$ 810,996.67
Trust Account - Shire	
EFT	\$1,650.00
Cheques	\$0.00
Bank Fees	\$0.00
Total	\$ 1,650.00
Trust Account – Mt Gibson Public Benefit Funds	
EFT	\$ 0.00
Cheques	\$ 0.00
Bank Fees	\$ 0.00
Total	\$ 0.00
<i>Totaling \$812,646.67 from Municipal and Trust Accounts for the month ending 31st October 2016.</i>	

16112.3 PROPOSED MOBILE PHONE TOWER – 313 (LOT 9965) MCDONALD ROAD, BUNJIL

APPLICANT:	SHIRE OF PERENJORI
FILE:	ADM 0239
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	SIMON LANCASTER – DCEO SHIRE OF CHAPMAN VALLEY
RESPONSIBLE OFFICER:	PETER MONEY – MCDS
REPORT DATE:	17TH NOVEMBER 2016
ATTACHMENTS	LETTER

Executive Summary

This report recommends approval for the installation of a mobile phone tower at 313 (Lot 9965) McDonald Road, Bunjil.

Background

Lot 9965 is a 438.92ha property located approximately 16km south-east of the Bunjil townsite. The property is largely cleared and used for cropping purposes, with pockets of remnant vegetation in proximity to the residence and outbuildings upon the property.

Figure 1 – Location Map for 313 (Lot 9965) McDonald Road, Bunjil



The proposed telecommunications facility would consist of the following:

- 60m high triangular galvanised mast tethered by guy wires;
- 3 guy wire anchor points each 40m from the base of the mast, and each contained within a stock fence;
- 6 panel antennas mounted on the mast (taking the total height of the facility to 61.7265m above ground level);
- parabolic antennas mounted along the mast;
- 2.5m x 3m (7.5m²) colorbond ('paperbark') equipment shelter at the base of the mast, enclosed with a security fence.

The submitted development application, that elaborates upon this proposal and includes site and elevation plans, has been provided as **Attachment 1**.

Figure 2 – Aerial Photograph of subject area upon Lot 9965



The application for the mobile phone tower at Bunjil is a component of the \$340 million Mobile Black Spot Programme that has been jointly funded by Federal, State and Local Government and includes Telstra building 429 new 3G/4G base stations over the next 3 years.

Statutory Environment

313 (Lot 9965) McDonald Road, Bunjil is zoned 'Rural' under the Shire of Perenjori Local Planning Scheme No.2 ('the Scheme').

The application would meet the definition of 'Telecommunications Infrastructure' which is defined under Schedule 1 Part 6 Clause 38 of the *Planning and Development (Local Planning Schemes) Regulations 2015* as follows:

"means premises used to accommodate the infrastructure used by or in connection with a telecommunications network including any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure related to the network."

'Telecommunications Infrastructure' is listed as a 'D' use within the 'Rural' zone by the Scheme Zoning Table, which means that the use is not permitted unless the Local Government has exercised its discretion by granting planning approval.

The Commonwealth *Telecommunications Act 1997* exempts telecommunications equipment from environmental and planning legislation except where the facility does not meet the definition of a 'low impact' facility, in this case requiring the lodgement of a planning application and assessment by Council of this matter.

Policy Implications

The Western Australian Planning Commission have prepared Statement of Planning Policy 5.2 'Telecommunications Infrastructure' (2015) for applications for above and below ground telecommunications infrastructure other than those facilities exempted under the *Telecommunications Act 1997*. The policy has the following objectives:

- facilitate the provision of telecommunications infrastructure in an efficient and environmentally responsible manner to meet community needs;
- manage the environmental, cultural heritage, visual and social impacts of telecommunications infrastructure;
- ensure that telecommunications infrastructure is included in relevant planning processes as essential infrastructure for business, personal and emergency reasons; and,
- promote a consistent approach in the preparation, assessment and determination of planning decisions for telecommunications infrastructure.

Section 5.1 of the policy recognises that in many instances the primary impact of a mobile phone tower is a visual one and provides the following guidance:

"For telecommunications infrastructure to be effective, structures are generally located prominently, at high points in the landscape or on top of buildings, where they are more likely to be visible to the public."

The planning authority may exercise discretion in addressing the visual impacts of telecommunications infrastructure. Visual impacts of an infrastructure development proposal should be assessed by applying the following set of policy measures to guide the location, siting and design of the structure.

5.1.1 The benefit of improved telecommunications services should be balanced with the visual impact on the surrounding area.

- i) Assessment of the visual impact of development proposals for telecommunications infrastructure should be made on a case by case basis;*
- ii) Telecommunications infrastructure should be sited and designed to minimise visual impact and whenever possible:
 - a) be located where it will not be prominently visible from significant viewing locations such as scenic routes, lookouts and recreation sites;*
 - b) be located to avoid detracting from a significant view of a heritage item or place, a landmark, a streetscape, vista or a panorama, whether viewed from public or private land;*
 - c) not be located on sites where environmental, cultural heritage, social and visual landscape values maybe compromised and*
 - d) display design features, including scale, materials, external colours and finishes that are sympathetic to the surrounding landscape;**
- iii) In addition to the existing exemptions under the Telecommunication Act, local governments should consider exempting telecommunications infrastructure from the requirement for development approval where:
 - a) The infrastructure has a maximum height of 30 metres from finished ground level;*
 - b) The proposal complies with the policy measures outlined in this policy; and*
 - c) The proponent has undertaken notification of the proposal in a similar manner to 'low impact facilities' as defined and set out in the Mobile Phone Base Station Deployment Industry Code (C564:2011);**
- iv) Telecommunications infrastructure should be located where it will facilitate continuous network coverage and/or improved telecommunications services to the community; and*
- v) Telecommunications infrastructure should be collocated and whenever possible:
 - a) Cables and lines should be located within an existing underground conduit or duct; and*
 - b) Overhead lines and towers should be co-located with existing infrastructure and/or within existing infrastructure corridors and/or mounted on existing or proposed buildings."**

Financial Implications

The applicant has made payment of the relevant \$416 planning application fee.
The application would not have a budgetary impact to Council.

Strategic Implications

The Shire of Perenjori Strategic Community Plan 2013-2023 identifies the mobile phone towers project as Council's Priority 1 project (page 52) and the approval of this application would assist in meeting the following:

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.

Objectives	Measurement	Timing	Projects	Partners	Priority
Improved mobile phone coverage	% shire covered by Mobile	2013/14	Telecommunications Project	RfR Black Spot Program, CLGF regional (14/15)	High

Risk Management

In addition to the requirements of the *Telecommunications Act 1997* and the *Planning and Development Act 2005* the applicant is also bound by the *Telecommunications Code of Practice 1997*, and the Australian Communications and Media Authority's *Radiocommunications Licence Conditions (Apparatus Licence) Determination 2003*.

Consultation

Council is not required to undertake community consultation for this application. However Council also has the right to advertise the application for public comment under Schedule 2 Part 8 Clause 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015* should it wish to seek comment on the proposal and return the matter to a future meeting of Council for consideration of any received submissions, prior to making its determination.

Comment

Council may consider that the application should be supported based on the following:

- the mast would be incidental to, and not interfere, with the agricultural productivity of the land;
- the development will assist economic productivity, by enabling improved access to mobile phone networks and the internet to conduct business;
- the development will provide greater ability to reach assistance in an emergency situation;
- the proposed facility would not require clearing of remnant vegetation and is removed from environmental features such as watercourses.
- whilst the mobile phone tower will have some visual impact on the surrounding area being a 61.7265m structure sited at a 340m contour elevation, the party most impacted by its visual appearance is the landowner who is in agreeance to the development proceeding, and there are other examples of radio, phone and television masts sited in prominent locations in broader rural areas that serve a community need.

Voting Requirements – Simple Majority**Officers Recommendation – Item 16112.3**

That Council grant formal planning approval for Telecommunications Infrastructure upon 313 (Lot 9965) McDonald Road, Bunjil subject to compliance with the following:

Conditions:

- 1 Development shall generally be in accordance with plans included within Attachment 1 to the Council Agenda report and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.
- 2 Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and planning approval for that use/addition.
- 3 The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product or otherwise.
- 4 The applicant must obtain any/all necessary consent of the landowner relevant to the site and the access to the site.

Notes:

- (a) All operations must be carried out in accordance with the separate requirements of the Australian Communications and Media Authority, and Australian Radiation Protection and Nuclear Safety Agency pertaining (but not limited) to electromagnetic energy.
- (b) The facility must be in compliance with any separate requirements of the Civil Aviation Safety Authority.
- (c) Should the applicant be aggrieved by this determination there is a right (pursuant to the *Planning and Development Act 2005*) to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.

Council Resolution – Item 16112.3**Moved: Cr P Waterhouse****Seconded: Cr R Spencer**

That Council grant formal planning approval for Telecommunications Infrastructure upon 313 (Lot 9965) McDonald Road, Bunjil subject to compliance with the following:

Conditions:

- c **Development shall generally be in accordance with plans included within Attachment 1 to the Council Agenda report and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed plans shall not be modified or altered without the prior written approval of the local government.**
- 2 **Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and planning approval for that use/addition.**
- 3 **The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise,**

vibration, waste product or otherwise.

- 4 The applicant must obtain any/all necessary consent of the landowner relevant to the site and the access to the site.

Notes:

- (c) All operations must be carried out in accordance with the separate requirements of the Australian Communications and Media Authority, and Australian Radiation Protection and Nuclear Safety Agency pertaining (but not limited) to electromagnetic energy.
- (b) The facility must be in compliance with any separate requirements of the Civil Aviation Safety Authority.
- © Should the applicant be aggrieved by this determination there is a right (pursuant to the *Planning and Development Act 2005*) to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination.

Carried: 9/0

31 OCT 2016

Deighton Pty. Ltd.

ABN39 220 486 601 ACN 009 001 076

P.O. Box 81
NORTH DANDALUP WA 6207
Telephone: (08) 9530 1550
Email: srb@southwest.com.au27th October 2016.

Our Ref: Blackspot GF 18

The Chief Executive Officer,
Shire of Perenjori,
P.O. Box 22
PERENJORI WA 6620

Dear Sirs/Madam,

Development/Planning Application for the Black Spot Government Funded Project
Proposed Emergency Services and Mobile Phone Base Station
313 McDonald Road, Bunjil, WA 6623
(GPS -29.7075, 116.195)

Telstra is working on a Commonwealth Government and State Government funded project to put emergency services and mobile telephone communications in areas where current coverage is deficient and is proposing a site at the above location. This program is known as the Black Spot Program and Telstra has been contracted to undertake the construction of the sites

Deighton Pty Ltd, act on behalf of Aurecon in regard to the above matter. Aurecon have been instructed by their client Telstra Corporation Limited to prepare and lodge a proposal for the installation.

Following intensive investigations between Government Emergency Services Agencies and Telstra utilizing radio frequency engineers, property and planning consultants and general engineering expertise Telstra has identified a location for the construction of a site under the above project.

The proposal is to install at the above site a 60m guyed mast to accommodate a headframe and six (6) Argus RVVPX310 panel antennas together with nine (9) RRU's located behind the antennas. An equipment room is to be placed at the base of the structure. All as shown on the attached drawings W108135 Sheet S3, S1-1 and S1 Issue 1

Additionally the lower area of the structure is to be reserved for the Emergency Services Organisations for potential future requirements.

This Application has been prepared having regard for the Planning Laws and Regulations encompassed within Town Planning Scheme administered by Council that apply to the proposed site.

...2/-

27.10.16

As a Licensed Carrier under the Commonwealth Telecommunications Act 1997, Telstra is also obliged to comply with the Industry Code on the Deployment of Radiocommunications Infrastructure (the Code) in relation to this proposal. Sections 5.1 and 5.2 of the Code are relevant to the preparation of this Development/Planning Application.

Selection of the site has been made utilising the policy provisions encompassed within the WAPC Statement of Planning Policy No 5.2.

With regard to Section 5.3 of the above policy we advise the following:

- **Proposed Materials and Colour** – It is proposed that the antennas be installed utilising the colour as supplied by the manufacturer.
- **Fencing** – Existing

Telstra and EME

- Telstra places high importance on effective and responsible management of EME issues.
- Telstra acknowledges some people are genuinely concerned about possible health effects from the EME generated by radio frequency technology and is committed to addressing these concerns responsibly.
- Telstra's responsible approach to EME is demonstrated through compliance with relevant radio frequency standards and comprehensive policies and procedures to protect the health and safety of the community and employees.
- Telstra operates responsibly in the design, operation and management of mobile base stations in order to minimise community impact and comply with the industry code of practice (ACIF Code) for base station deployment and operation.
- Telstra also maintains a comprehensive EME research program, monitors international research developments and provides assistance to other research institutions on Australian research into EME. This enables Telstra to have accurate and substantiated scientific information to guide its actions.

EME Safety Standard

In Australia, the EME safety standard is set by ARPANSA and regulated by the Australian Communications Authority (ACA) – the independent regulator of the nation's telecommunications industry.

It is based on careful analysis of the scientific literature (both thermal and non-thermal effects) and is designed to offer protection against identified health effects of EME with a large in-built safety margin. The standard covers EME emissions from all antennas on a single tower, or group of towers.

...3/-

27.10.16

Compliance with all applicable EME standards is part of Telstra's responsible approach to EME and mobile phone technology.

Further information on EME can be obtained through the ARPANSA Website www.arpansa.gov.au

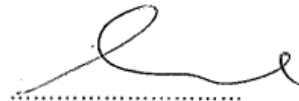
A copy of the ACMA EME fact sheet is available at www.acma.gov.au/consumer_info/fact_sheets/consumer_fact_sheets/fsc91.htm and a copy of the ACMA EME and Health Video is available at www.acma.gov.au/csds_compliance/electromagnetic_radiation/emr_videos/index.htm

Telstra confirms that it has applied the Precautionary Approach in selecting the proposed site at the above location in accordance with Section 5.1 of the Code. Further, that the Precautionary Approach has also been applied to the design of this proposed monopole installation in accordance with Section 5.2 of the Code.

Please find enclosed our Development Application Form together with a cheque for \$416.00.

Should you wish to discuss this proposal please do not hesitate to contact the undersigned.

Yours faithfully,



Steve Bruce,
DIRECTOR

DEIGHTON PTY LTD

Enclosures

PRODUCT SPECIFICATIONS PRELIMINARY

RVVPX310B2

698-960 / 2 x 1710-2690 MHz 3 Band Remote Tilt Panel Antenna, Internal Bias T

RF SPECIFICATIONS

Frequency Range	Band 1 698-960 MHz			Band 2 & 3 1710-2690 MHz		
	698-790	790-890	890-960	1710-1920	1920-2170	2300-2690
Gain	16 dBi	16.5 dBi	16.8 dBi	16.5 dBi	17 dBi	18 dBi
Return Loss	> 15dB			> 14dB		
Polarization	Dual Slant ± 45°					
Horizontal Beamwidth	63°	60°	60°	65°	62°	60°
Vertical Beamwidth	9.8°	8.8°	8°	8.2°	7.2°	5.8°
Electical Downtilt	0° - 10° continuous, bands independently adjustable					
Upper Sidelobe Level	< -18 dB			< -18 dB typical up to 20° above horizon		
Front to Back Ratio	> 25 dB					
Port Isolation	- same band > 25 dB - between bands > 30 dB					
Power Rating	300W			250W		
Intermodulation	< -150dBc (2 x 43 dBm)					
Impedance	50 ohm					
Lightning Protection	DC grounded					
Connector Type	6 x 7 - 16 DIN female					
RET Type	Internal motor and manual override, Internal Bias-T from Port 3 (Band 2)					
AISG Connector	8 pin male and female IN/OUT pair. Bands cascaded SRET					



MECHANICAL DATA

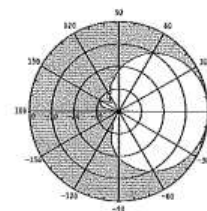
Antenna Dimensions	2533 x 353 x 209 mm
Packed Dimensions	2720 x 436 x 320 mm
Weight	32 kg
Radome Material	UV Stabilised ASA

MAXIMUM ENVIRONMENTAL RATINGS

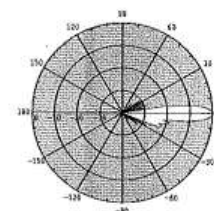
Humidity	95% RH @ +30°C
Lateral Loading (Front)	1.32 kN @ 160 km/h
Lateral Loading (Rear)	1.12 kN @ 160 km/h
Rain	140 mm per hour
Rated Wind Velocity	200 km/h
Temperature	-40°C to +70°C

MOUNTING OPTIONS

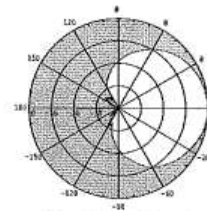
F-042-GL-E	Fixed Clamps
T-029-GL-E	Adjustable Clamps



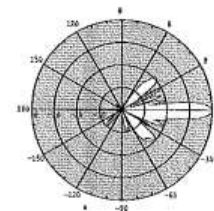
Azimuth (Low Band)



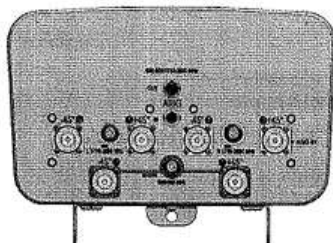
Elevation (Low Band)



Azimuth (High Band)



Elevation (High Band)

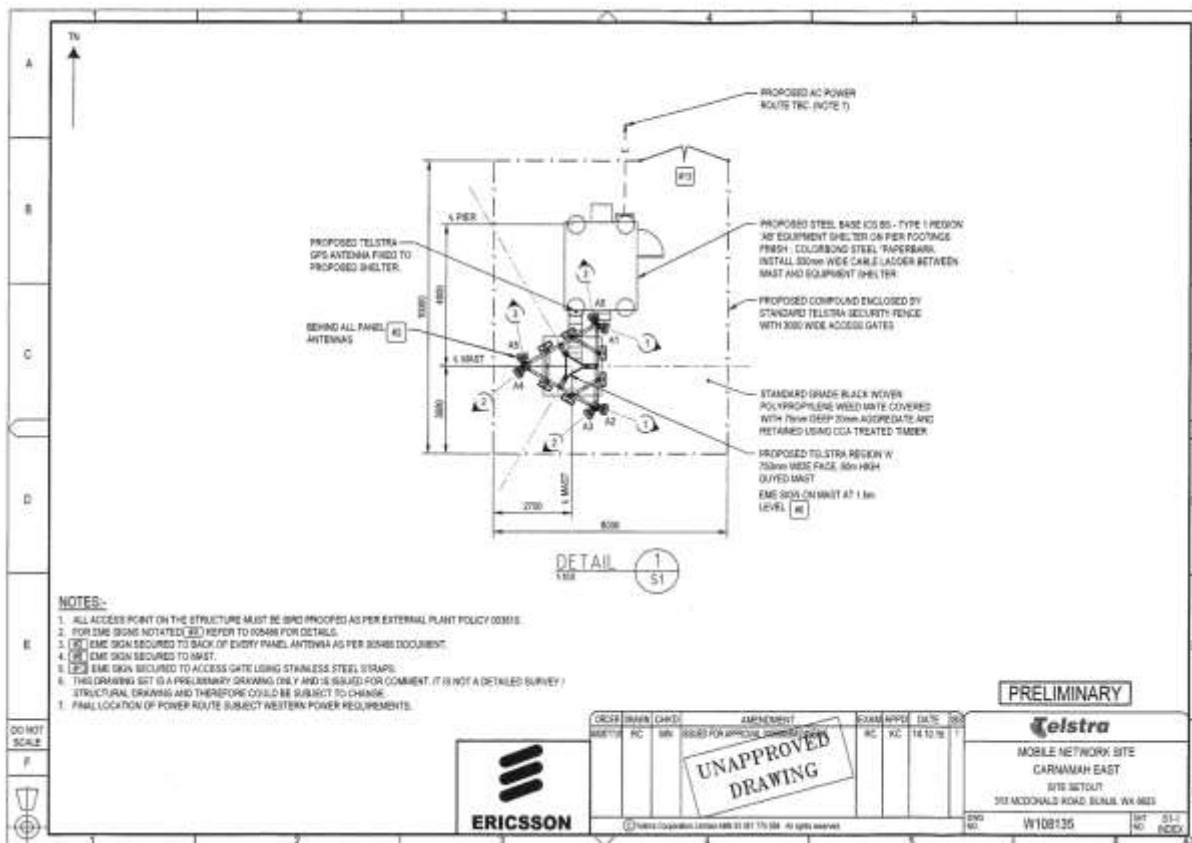
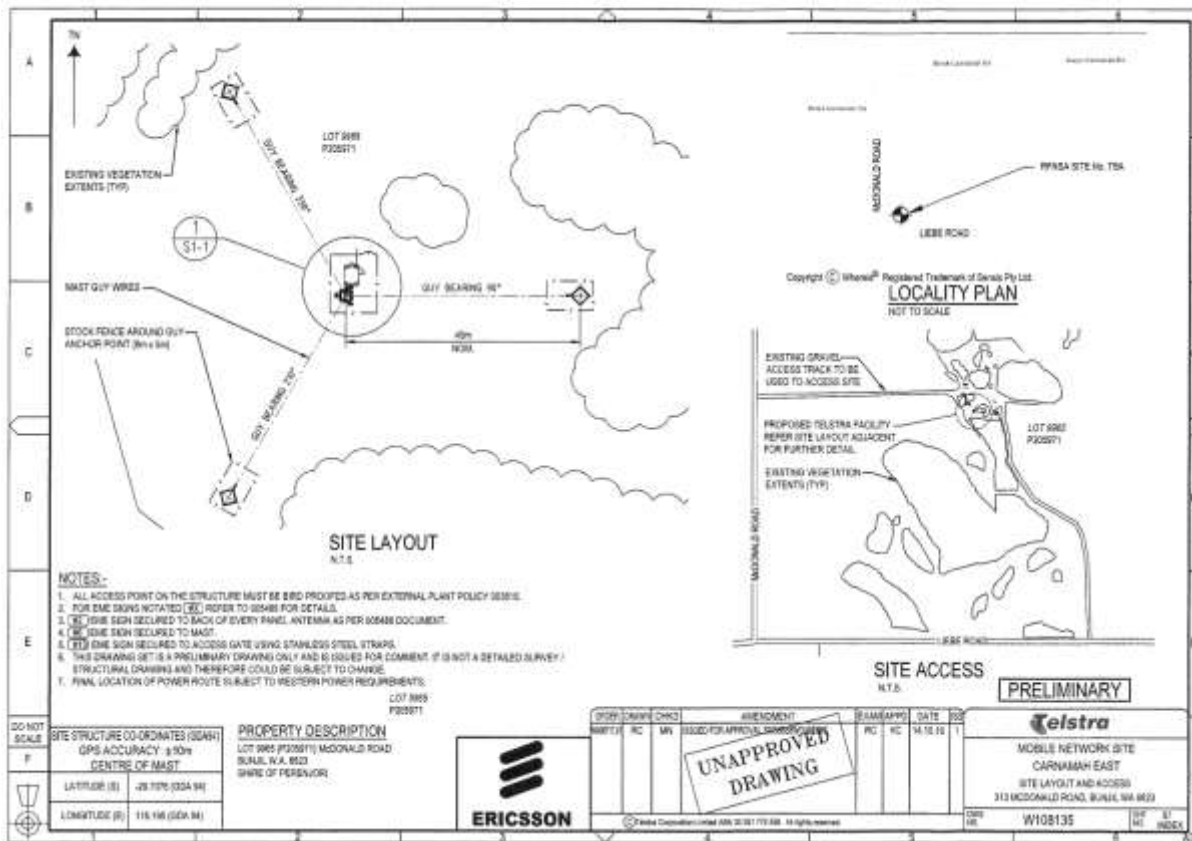


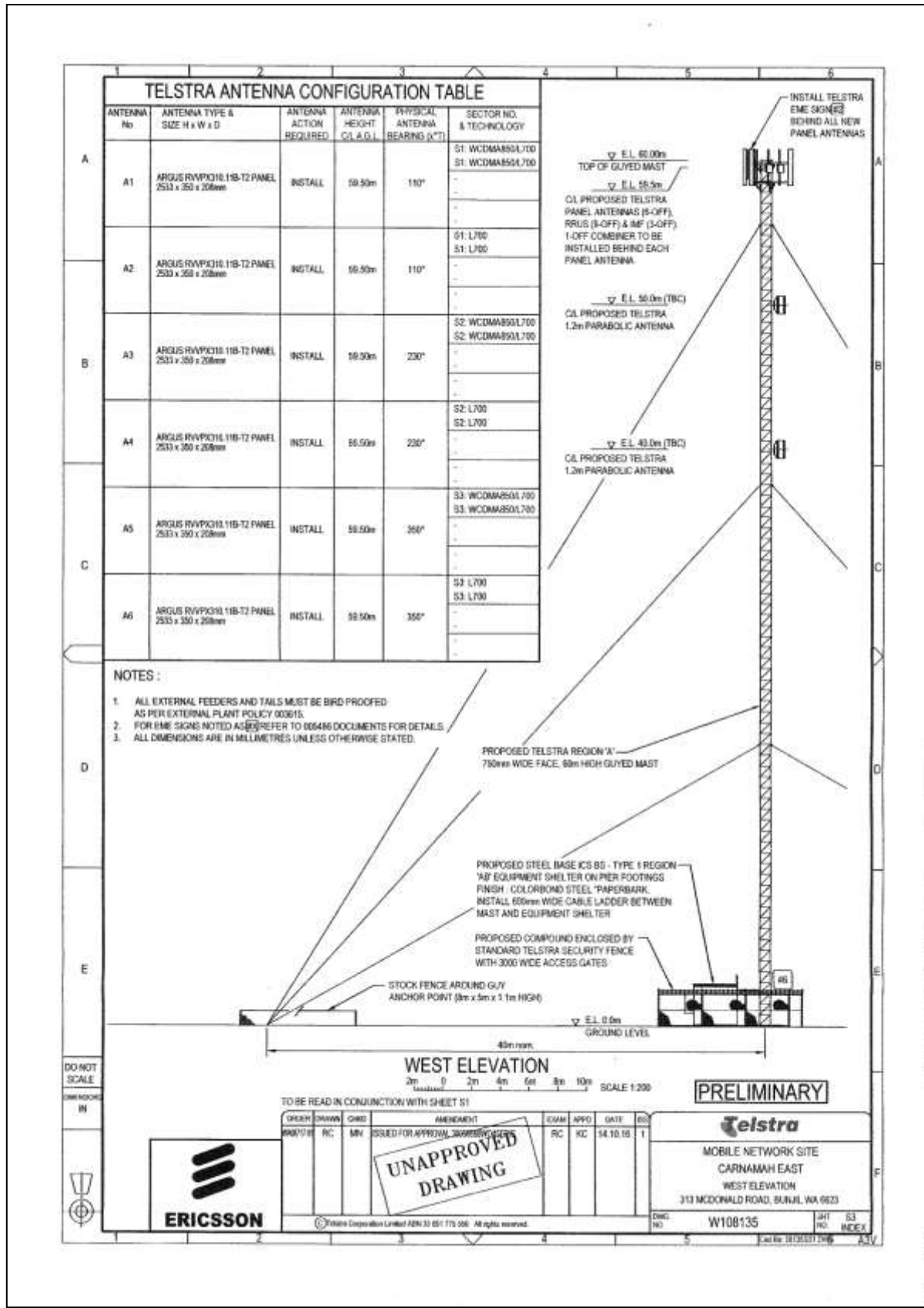
Last Modified: 30/10/2012

W: www.argusantennas.com E: info@argusantennas.com

Argus Technologies is continually improving products. Specifications may change at any time without notice.







16112.4 DISPOSAL OF PJ RIDERS CLUB BUILDING

APPLICANT:	SHIRE OF PERENJORI
FILE:	ADM 0268
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	PETER MONEY – MCDS
RESPONSIBLE OFFICER:	PETER MONEY – MCDS
REPORT DATE:	17TH NOVEMBER 2016
ATTACHMENTS	NIL

Executive Summary

This item recommends the Council takes possession of the PJ Riders Club building and contents and approves the disposal of the building and saleable contents and uses the funds to repay the Club's loan to the Shire with any excess funds being held in Trust.

Background

In April 2005 the Council granted an interest free loan to the PJ Riders Club for the sum of \$6,600 to enable the Club to purchase a transportable building for use as its clubroom. This is a donga type building and is located at the Shire of Perenjori Recreation Reserve (Reserve Number 17056).

The following conditions applied to the loan should the club fold, disband or become insolvent:

The building shall be sold and the proceeds of the sale applied against the outstanding balance of the loan before funds are applied to other creditors;

In the event the sale of the building does not cover the outstanding debt that the Shire shall have first call on any other unencumbered assets of the club;

The Shire shall have first option to purchase the building at fair market value.

Loan payments reduced the balance to \$3,630 but no payments have been made since April 2010.

Efforts to make arrangements with any previous members of the Riders Club have been unsuccessful as it appears the Club has been disbanded for too long for there to be any effective membership.

In accordance with the conditions of the loan it is proposed to advertise the disposal of the building and apply the funds from the sale to help write off the balance of the loan.

There are some items inside the building but it is likely these have no or very little monetary value.

Currently the building is used by the veterinarian who makes monthly visits from Dalwallinu to run clinics. The building is inadequate even for this purpose and it is possible the clinic could be moved to another more appropriate building and possibly the town hall.

MINUTES**17th November 2016**

If the sale of the building and any saleable assets raises funds in excess of the outstanding loan balance, those funds will be held in trust until such time as the Club may be re-formed or until such time as Regulations permit the funds to be placed in the Shire's Municipal account.

If insufficient funds are received from the sale of the building the Council approves the writing-off of the remaining sum of the loan.

Statutory Environment

LG Act 6.12(10(c) Absolute majority required to write off any debt

Policy Implications

Nil

Financial Implications

The sale of the building will help repay the outstanding loan balance currently \$3,630

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

Risk Statement	Level of Risk	Risk Mitigation Strategy
The PJ Riders could re-form and seek use of the building.	Low	The Council enacting the conditions of the loan and it is more than 6 years since any repayment was made.
The value of the building could be far less than the outstanding loan.	Medium	Any funds the Shire receives from the sale of the building will contribute to repayment of the loan.
There could be no offers for the building and no funds returned to repay the loan.	Medium	If this occurs the Shire is no worse off than it is now.

Consultation

CEO

Community Members

Council – through the August 2016 Information Bulletin

Comment**Voting Requirements – Simple Majority****Officers Recommendation – Item 16112.4**

That Council;

1. Formally invokes the clause in the Agreement with the PJ Riders Club to take possession of the Riders Club building and contents,
2. Approves the disposal of the PJ Riders Club building and any saleable contents by

advertising the disposal through local and District media,

3. Apply any funds received from the disposal of the building to the outstanding loan balance, and

4. Funds received from the disposal in excess of the outstanding loan balance be held in trust for the required period until such time as the Club re-forms or the funds are able to be transferred to the Shire's Municipal Account.

Council Resolution – Item 16112.4

Moved: Cr G Reid

Seconded: Cr K Pohl

That Council;

1. Formally invokes the clause in the Agreement with the PJ Riders Club to take possession of the Riders Club building and contents,

2. Approves the disposal of the PJ Riders Club building and any saleable contents by advertising the disposal through local and District media,

3. Apply any funds received from the disposal of the building to the outstanding loan balance, and

4. Funds received from the disposal in excess of the outstanding loan balance be held in trust for the required period until such time as the Club re-forms or the funds are able to be transferred to the Shire's Municipal Account.

Carried: 9/0

Voting Requirements – Absolute Majority

Officers Recommendation – Item 16112.4

That Council approves the write off the outstanding balance of the loan to the PJ Riders Club that may remain after the sale of the assets.

Council Resolution – Item 16112.4

Moved: Cr L Smith

Seconded: Cr P Waterhouse

That Council approves the write off the outstanding balance of the loan to the PJ Riders Club that may remain after the sale of the assets.

Carried: 9/0 by absolute majority

16112.5 APPROVAL FOR UNBUDGETED VEHICLE EXPENDITURE

APPLICANT:	SHIRE OF PERENJORI
FILE:	ADM 0339
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	PETER MONEY – MCDS
RESPONSIBLE OFFICER:	PETER MONEY – MCDS
REPORT DATE:	17TH NOVEMBER 2016
ATTACHMENTS	NIL

Executive Summary

This item recommends Council approves the unbudgeted expenditure of \$9,000 to retain the Holden Captiva 02PJ for use by the Shire cleaners and other staff when required.

Background

The Shire cleaners have been using the 2004 model Toyota Corolla sedan to transport cleaning staff and equipment to the various cleaning locations about the Perenjori townsite. On occasions the vehicle has been used to clean in Latham when the regular cleaner is unavailable.

The Corolla is now 12 years old and requires some mechanical work and has a recall for passenger air bag work. It is also very small and with cleaning staff and cleaning equipment inside it may not be fully safe driving from location to location.

If the Captiva is retained it can also be utilised for other travel purposes outside of Perenjori as it is in far better working order than the Corolla, is somewhat larger and has more modern safety features for drivers and passengers.

The Captiva was due to be traded on a new vehicle and the new vehicle supplier Afgri Carnamah are prepared to forego the trade vehicle if the Shire pays the quoted trade price of \$9,000. If the Toyota Corolla is sold by public tender at an estimated \$1,000 to \$1,500 this would reduce the over unbudgeted expenditure to \$7,500 - \$8,000.

However as the income from the sale of the Toyota Corolla is classified as unbudgeted income and though the bottom line cost is \$7,500 - \$8,000, any approval for the unbudgeted expenditure is for the full \$9,000.

Statutory Environment

Local Government Act s6.8(1) – expenditure not included in the budget.

Policy Implications

Nil

Financial Implications

The unbudgeted expenditure is \$9,000 less the estimated sale price of the vehicle disposed resulting in total additional expenditure between \$7,500 - \$8,000.

Strategic Implications

Area 2: Industry and Business Development – Our Economy

MINUTES**17th November 2016**

Goal: Fostering and maximising growth across the economy, embracing opportunities for diversifying and strengthening our economic base

Risk Management

Risk Statement	Level of Risk	Risk Mitigation Strategy
The current cleaner's vehicle 2Pj is 12 years old and more expenditure could be required due to the vehicles age and condition.	Medium	Disposing of the vehicle now and acquiring a vehicle in far better condition reduces the risk of future expenditure on an aged vehicle.
Safety features in the vehicle are comparable with the safety features in newer vehicles.	Medium	If the vehicle is involved in a crash or other incident the Captiva does have much more safety features to protect occupants.

Consultation

CEO

MIS

Councillors

Afgri Carnamah

Comment

Nil

Voting Requirements – Absolute Majority**Officers Recommendation – Item 16112.5**

That Council;

1. Authorises the unbudgeted expenditure of \$9,000 for the retention of the trade vehicle 2PJ Holden Captiva;
2. Authorises the disposal of 03PJ Toyota Corolla by local advertising; and
3. Approves the inclusion of the unbudgeted expenditure in the budget review due on the 31st March 2017.

Council Resolution – Item 16112.5**Moved: Cr J Hirsch****Seconded: Cr L Smith****That Council;**

- 1. Authorises the unbudgeted expenditure of \$9,000 for the retention of the trade vehicle 2PJ Holden Captiva;**
- 2. Authorises the disposal of 03PJ Toyota Corolla by local advertising; and**
- 3. Approves the inclusion of the unbudgeted expenditure in the budget review due on the**

31st March 2017.

Carried: 9/0 by absolute majority

Cr P Waterhouse left 8.28 pm

Cr P Waterhouse Return 8.30 pm

16114 INFRASTRUCTURE SERVICES

16114.1 ROAD MAINTENANCE – OCTOBER 2016

APPLICANT: SHIRE OF PERENJORI
FILE: R999
DISCLOSURE OF INTEREST: NIL
AUTHOR: KEN MARKHAM-MANAGER INFRASTRUCTURE SERVICES
RESPONSIBLE OFFICER: KEN MARKHAM-MANAGER INFRASTRUCTURE SERVICES
REPORT DATE: 17TH NOVEMBER 2016
ATTACHMENTS MAP

Executive Summary

This item seeks Council's acceptance of the road maintenance report for October 2016.

Background

Listed are the roads graded for the month of October.

Billeroo Road	Oliver Road
Liebe Road	Hibble Road
Avery Road	Rabbit Proof Fence Road
Caron East Road	Simpson Road
Cannon East Road	Taylor's Road
Bob Kings Road	Warriedar Coppermine Road
Oversby North Road	

Statutory Environment

Local Government Act 1995 S3.1 – the general function of Local Government is to provide for the good government of people in its district.

Policy Implications

Financial Implications

As per road maintenance budget

Strategic Implications

Area 1: Infrastructure and Natural Assets – Our Natural and Built Environment

Goal: A Community that develops and lives sustainably in a thriving natural and quality built

environment, which meets current and future community needs.

Risk Management

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 Leader- Ken Barndon

Comment

The maintenance graders have not covered as much of the road network this month due to assisting with the seal program.

Voting Requirements – Simple Majority

Committee Recommendation – Item 16114.1

That the road maintenance report for October 2016 be accepted as presented.

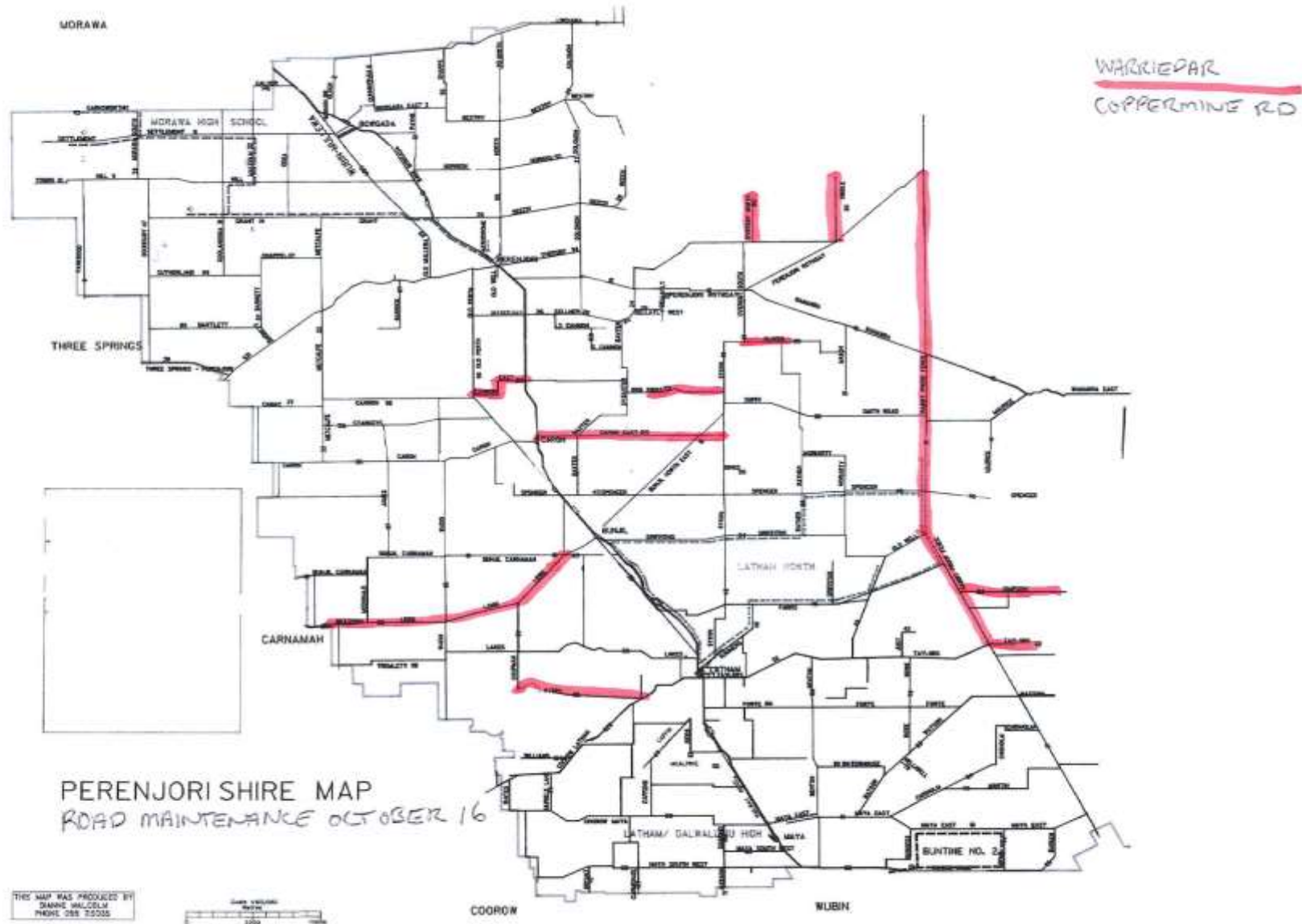
Council Resolution – Item 16114.1

Moved: Cr R Desmond

Seconded: Cr G Reid

That the road maintenance report for October 2016 be accepted as presented.

Carried: 9/0



Cr R Spencer declared an impartiality interest in item 16114.2 Concrete Batch Plant due to being local contractor related. Cr Spencer remained in the room and voted on the item.

16114.2 CONCRETE BATCH PLANT

APPLICANT:	SHIRE OF PERENJORI
FILE:	NIL
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	KEN MARKHAM – MANAGER INFRASTRUCTURE SERVICES
RESPONSIBLE OFFICER:	KEN MARKHAM – MANAGER INFRASTRUCTURE SERVICES
REPORT DATE:	9TH NOVEMBER 2016
ATTACHMENTS:	NIL

Executive Summary

This item seeks Council's consideration of works to address safety issues with the Concrete Batch Plant.

Background

The Batch Plant is a hopper and conveyor system located at the North Yard Depot used to load aggregates, sand and cement into the concrete agitator truck to produce concrete. The plant has been in place for over 22 years and has had various maintenance and repair works carried out over the years including, hopper refurbishment, new generator, digital scales installed and new conveyor belt. It is currently in reasonable operating condition apart from issues that have been highlighted from internal safety inspections.

To bring the plant up to compliance there is work required to safeguard personnel from the conveyor belt (guarding), access ladder replacement and guard railing to meet regulations.

A quote was received from Maicon for the works and the cost is approximately \$31,536 ex GST.

The other option to consider is to dispose of the batch plant. There is a local contractor in Perenjori who does concrete supply. There could be issues of reliability of contractors and the risk of the business closing and not having concrete supplies close by. There are no current issues with the contractor or supplies.

In the past the Shire of Perenjori has done some of its own concrete works including laying and finishing. We currently only have a couple of people with the skills to grano works. We mainly use the batch plant for culvert works and small projects like fencing and the occasional supply and delivery to others.

If the works are carried out on the batch plant there is also the ongoing maintenance to consider. The money to carry out the required works on the batch plant has been identified to come from the Parts budget with a review of the account to be carried out in the February Budget review to ensure that there are enough funds through to the end of the financial year.

OPTION	PRO	CONS
REPAIR	Have a compliant batch plant for our own use at times convenient to the Shire.	Ongoing maintenance cost, lack of use due to local supply contractors and unskilled workers. Continued requirement to meet OHS standards.
DISPOSE OF	Not have to worry about	Potential to lose access to

	ongoing maintenance issues or OHS requirements. Training of staff. No cost to repair, savings of \$31,536	concrete if local contractor closes business. Availability of concrete from contractor.
--	---	---

Statutory Environment

Local Government Act 1995 S3.1 – the general function of Local Government is to provide for the good government of people in its district.

Section 3.57 Local Government Act 1995 (“the Act”)

Part 4 Local Government (Functions and General) Regulations 1996 (“the Regulations”)

Local Government (Functions and General) Amendment Regulations 2007 (“the Regulations”)

Policy Implications

Nil

Financial Implications

\$31,536 ex GST from Parts Budget for meeting compliance requirements.

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
The current situation with the batch plant means that it is uncompliant with regulations regarding guarding of machinery and access at height. The risk of disposing of the Batch plant is that we will be relying on local contractor. The service may end in future leaving us without local access to concrete.	High medium	By carrying out the highlighted issues, the plant will be compliant and the risk of injury to persons will be greatly reduced. By carrying out the works to the batch plant we are able to keep it operational giving us long term access to concrete.

Consultation

CEO

LGIS

MIACON

Comment**Voting Requirements – Simple Majority**

Committee Recommendation – Item 16114.2

That the concrete batch plant be offered for sale by tender and removed along with the concrete truck.

Council Resolution – Item 16114.2

Moved: Cr P Waterhouse

Seconded: Cr K Pohl

That the concrete batch plant be offered for sale by tender and removed along with the concrete truck.

Carried: 9/0

16114.3 NORTH YARD FENCING

APPLICANT:	SHIRE OF PERENJORI
FILE:	NIL
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	KEN MARKHAM – MANAGER INFRASTRUCTURE SERVICES
RESPONSIBLE OFFICER:	KEN MARKHAM – MANAGER INFRASTRUCTURE SERVICES
REPORT DATE:	17TH NOVEMBER 2016
ATTACHMENT:	NIL

Executive Summary

This item seeks Council's approval for an amendment to the budget for Account 12285 to allow for proposed replacement of the North Yard fencing.

Background

Workplace inspections highlighted security and access issues to the North Yard Depot. Account #12285 had an amount of \$14,316 put into the budget to allow for the replacement of the existing fence. Recent discussions with our LGIS risk Co-Ordinator have led to the requirement for the proposed fencing to be upgraded further. This involves having 1.8 metre chainmesh fencing installed to all sides with 3 barb on top. A quote was received with the new specifications and this has led to an increase of \$14,391.10 to the initial estimate to carry out the works.

It is suggested that the works be carried out and the extra costs be found from savings identified in the Budget review in February.

Statutory Environment

Local Government Act 1995 S3.1 – the general function of Local Government is to provide for the good government of people in its district.

Section 3.57 Local Government Act 1995 (“the Act”)

Part 4 Local Government (Functions and General) Regulations 1996 (“the Regulations”)

Local Government (Functions and General) Amendment Regulations 2007 (“the Regulations”)

Policy Implications

Financial Implications

The cost of \$28,709.10 to upgrade the fencing is \$14,391.10 more than the existing 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
The risk of not upgrading the fencing as highlighted in previous audits is that the security and access issues will not be addressed leaving the Council at risk of litigation and/or security issues.	High	By upgrading the fencing as recommended the risk of unlawful access and litigation issues is greatly reduced,

Consultation

- LGIS
- CEO
- OHS Reps

Comment

Voting Requirements – Simple Majority

Committee Recommendation – Item 16114.3

That Council approves the Budget increase of account #12285 to \$28707.10 for the fence replacement at the North Yard Depot with the extra cost to be found from savings identified in the Budget review in February.

Council Resolution – Item 16114.3

Moved: Cr L Smith

Seconded: Cr J Hirsch

That Council approves the Budget increase of account #12285 to \$28707.10 for the fence replacement at the North Yard Depot with the extra cost where savings may be identified in the Budget review in February.

Carried: 9/0

16114.4 TRACTOR & REACH MOWER

APPLICANT:	SHIRE OF PERENJORI
FILE:	NIL
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	KEN MARKHAM – MANAGER INFRASTRUCTURE SERVICES
RESPONSIBLE OFFICER:	KEN MARKHAM – MANAGER INFRASTRUCTURE SERVICES
REPORT DATE:	17TH NOVEMBER 2016
ATTACHMENT:	NIL

Executive Summary

This item seeks Council's approval for an increase in expenditure for the purchase of the Reach Mower and Tractor.

Background

The 2016/17 plant replacement program has a budget for the purchase of a reach mower and tractor of \$159,050. The quote for the reach mower and cutter head has remained the same as per estimates in the original budget leaving \$80,000 for the purchase of the tractor. Three quotes have been received from McIntosh & Son, Cunninghams and Rosher. The best quote is from Rosher for the Kubota M126GX. An option for a front end loader bucket was requested and this increased the cost of the tractor to \$86,500, which is \$6,500 over original budget. There is currently \$47,000 in plant reserve with a further \$190,000 from plant reserve in a term deposit.

By having a front end loader bucket on the tractor, the operator would be able to remove any vegetation from the road cut down whilst carrying out vegetation pruning, meaning that we do not need to send other machines behind the reach mower to clean up.

COMPANY	PRODUCT	PRICE
Rosher	125hp Kubota M126GX tractor	\$86,500
Cunninghams	125hp Case Maxxum Ultimate	\$95,000
McIntosh & Son	114hp New Holland Electo Command T5.115 FWA tractor	\$95,500

Statutory Environment

Local Government Act 1995 S3.1 – the general function of Local Government is to provide for the good government of people in its district.

Section 3.57 Local Government Act 1995 ("the Act")

Part 4 Local Government (Functions and General) Regulations 1996 ("the Regulations")

Local Government (Functions and General) Amendment Regulations 2007 ("the Regulations")

Policy Implications

Councils Purchasing Policy has been followed.

Financial Implications

An extra \$6,500 from Plant Reserve 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 having a front end loader attachment would mean having other machinery follow to clean up.	medium	Purchasing the attachment with the new machine would allow for clean up as it works keeping the road safe.
Purchasing the front end loader attachment after could cost more.	Low	Purchasing the attachment with the tractor now is a known cost.

Consultation

CEO

Comment

By having the front end loader attachment on the tractor it would make the operator more self-sufficient in that they could clean up as they work and not require another machine to follow behind.

Voting Requirements – Simple Majority

Committee Recommendation – Item 16114.4

That Council approves the increase in expenditure for the purchase of the Kubota tractor and reach mower of \$6,500.

Council Resolution – Item 16114.4

Moved: Cr P Waterhouse

Seconded: Cr R Spencer

That Council approves the increase in expenditure for the purchase of the Kubota tractor and reach mower of \$6,500.

Carried: 9/0

16115 GOVERNANCE

Cr G Reid left 9.00 pm

Cr G Reid Return 9.03 pm

16115.1 EMPLOYEE RECOGNITION – LONG SERVICE POLICY

APPLICANT:	SHIRE OF PERENJORI
FILE:	ADM 0311
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	CEO – ALI MILLS
RESPONSIBLE OFFICER:	CEO – ALI MILLS
REPORT DATE:	17TH NOVEMBER 2016
ATTACHMENTS	NIL

Executive Summary

The purpose of this report is to seek Council support for the adoption of a new Employee Recognition Policy – Long Service.

Background

Currently there is no formal recognition or policy to acknowledge length of service by employees. Council currently has a policy: *No 8003 Gratuity paid to employees on retirement or resignation*, which acknowledges people leaving the organisation.

Attraction and retention of staff is an important part of Council's Workforce Development Plan, with a number of strategies implemented to stabilise the workforce. This formal recognition will assist in ensuring employees are formally acknowledged appropriately for significant years of service. It is proposed to commence the policy from the 1st of January 2017, with any employees reaching the 5 year milestones from that date on to be acknowledged, with part-time employees calculated on a pro-rata basis.

Council has an existing employee, who will have a 25th anniversary with the Shire in early February 2017, which has alerted the CEO to the need for the development of a policy. This is a significant milestone which needs appropriate recognition and reward.

Policy Objective:

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

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

Policy Statement:

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

MINUTES**17th November 2016**

- 5 years' service \$250
- 10 years' service \$750
- 15 years' service \$1000
- 20 years' service \$1500
- 25 years' service \$2000
- 30 years' and more service \$2,500

Pro rata for part-time employees.

Presentations up to 10 years will be made at an in-house function.

Presentations for 15 years and more will be made at a formal gathering of employees and Council determined at the time.

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

Statutory Environment:

5091 LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS 1996 - REG 34B

5092 34B . Codes of conduct about gifts, content of (Act s. 5.103(3))

(1) In this regulation —

notifiable gift ,in relation to a person who is an employee, means —

(a) a gift worth between \$50 and \$300; must be recorded on a Senior Officer's Annual Return and recorded on the Gift Register.

Policy Implications

This is a new policy.

Financial Implications

It is envisaged the 5 years milestone will apply to 5 current people in this financial year with an additional \$2000 payment to apply to the Manager of Infrastructure Services in February 2017.

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

Risk Statement	Level of Risk	Risk Mitigation Strategy
Risk of community being unhappy with payments.	A minor consequence which is possible resulting in minor level of risk.	Positive promotion of the policy amongst staff and the community.

Consultation

MINUTES**17th November 2016**

MCDS, Shire President

Comment

Continuing the employee recognition approach and building on our efforts to attract and retain good staff this policy would be well received.

Voting Requirements – Simple Majority**Officers Recommendation – Item 16115.1**

That Council endorse the new policy, “Long Service Recognition”, to be implemented from the 1st January 2017.

Council Resolution – Item 16115.1**Moved: Cr R Desmond****Seconded: Cr J Hirsch**

That council decline to endorse the proposed policy “Long Service Recognition “and prefers to recognise long service at the time it occurs.

Carried: 9/0**16155.2 ANNUAL LEAVE - CEO**

APPLICANT:	SHIRE OF PERENJORI
FILE:	PER 259
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	CEO- ALI MILLS
RESPONSIBLE OFFICER:	CEO- ALI MILLS
REPORT DATE:	17TH NOVEMBER 2016
ATTACHMENTS	NIL

Executive Summary

This item seeks Council’s endorsement of 9 days Annual leave for the CEO and the appointment of the Manager of Corporate and Development Services to Act as the CEO throughout the leave.

Background

The CEO is proposing to take 9 days Annual leave commencing on the 15th December 2016 to the 23rd December 2016.

As the leave period is for 9 days it is proposed to have an Acting CEO, being Council’s Manager Corporate and Development Services (MCDS). The MCDS will be paid at the base rate for a Band 4 CEO as per the Local Government Award.

The CEO is entitled to 5 weeks annual leave as per the contract and has approx. 18 days owing.

Policy Implications:

Nil

Financial Implications:

A higher duties amount will be paid to the MCDS for assuming the Acting CEO role and the associated responsibilities that attach to the position.

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

It is important to have an Acting CEO for this time providing the key responsible person for staff to refer to. Not having an Acting CEO could leave staff to their own devices with a lack of clear direction and key person to refer to on important matters.

Consultation

Payroll

Comment

Nil

Voting Requirements – Simple Majority

Officers Recommendation – Item 16115.2

That Council approve the following leave dates for the CEO:

Commencing on the 15th December 2016 to the 23rd December 2016 inclusive, and endorse the appointment of the Manager of Corporate and Development Services for this period of time as the Acting CEO.

Council Resolution – Item 16115.2

Moved: Cr P Waterhouse

Seconded: Cr R Desmond

That Council approve the following leave dates for the CEO:

Commencing on the 15th December 2016 to the 23rd December 2016 inclusive, and endorse the appointment of the Manager of Corporate and Development Services for this period of time as the Acting CEO.

Carried: 9/0

16116 PROJECT STATUS REPORT

APPLICANT:	SHIRE OF PERENJORI
FILE:	NIL
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	ALI MILLS – CEO
RESPONSIBLE OFFICER	ALI MILLS – CEO
REPORT DATE:	17TH NOVEMBER 2016
ATTACHMENTS	PROJECT STATUS REPORT

Executive Summary

The project status report is provided to Council in order that actionable items are recorded and results reported to council. Although this is information only, the status report is to be accepted by Council and recorded in the minutes to ensure councils are kept informed on the progress of the work undertaken by the Shire of Perenjori.

Background

Nil

Statutory Environment

Local Government Act 1995 S3.1 – the general function of Local Government is to provide for the good government of people in its district.

Policy Implications

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 16116

Council accepts the Project Status Report as presented for the month of October 2016.

Council Resolution – Item 16116

Moved: Cr L Smith

Seconded: Cr K Pohl

Council accepts the Project Status Report as presented for the month of October 2016.

Carried: 9/0

16117 STATUS REPORT

APPLICANT:	SHIRE OF PERENJORI
FILE:	NIL
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	ALI MILLS – CEO
RESPONSIBLE OFFICER	ALI MILLS – CEO
REPORT DATE:	17TH NOVEMBER 2016
ATTACHMENTS	STATUS REPORT

Executive Summary

The status report is provided to Council in order that actionable items are recorded and results reported to council. Although this is information only, the status report is to be accepted by Council and recorded in the minutes to ensure councils are kept informed on the progress of the work undertaken by the Shire of Perenjori.

Background

Nil

Statutory Environment

Local Government Act 1995 S3.1 – the general function of Local Government is to provide for the good government of people in its district.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Area 5: Investing in Councils Capacity – Our Leadership

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

Consultation

Staff

Comment

Nil

Officer Recommendation – Item 16117

Council accepts the Status Report as presented for the month of October 2016.

Council Resolution – Item 16117

Moved: Cr L Smith

Seconded: Cr R Spencer

Council accepts the Status Report as presented for the month of October 2016.

Carried: 9/0

16118 OTHER BUSINESS

16118.1 MOTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN

16118.2 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

16118.3 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

16118.4 MATTERS BEHIND CLOSED DOORS

16118.5 DATE OF NEXT MEETING

The date of the next Council meeting will be held on Wednesday 14th December commencing at 3.00 pm.

16118.6 CLOSURE

Cr L Butler declared the meeting closed at 9.37 pm.