



Shire of
Perenjori
Embrace Opportunity

AGENDA
for the
**ORDINARY COUNCIL
MEETING**

15 JULY 2021



NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member

The next Ordinary Meeting of the Shire of Perenjori will be held on Thursday 15 July 2021 in the Shire of Perenjori Council Chambers, 56 Fowler Street, PERENJORI WA 6620 - commencing at 3:00 pm.

A handwritten signature in black ink, appearing to read 'M Romeo', is positioned below the meeting details.

Mr Mario Romeo
CHIEF EXECUTIVE OFFICER

Date: 12 July 2021

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COUNCIL ROLE

Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government /body /agency.
Executive/Strategic	The substantial direction setting and oversight role of the Council e.g. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative	Includes adopting local laws, town planning schemes and policies.
Review	When Council reviews decisions made by Officers.
Quasi-Judicial	<p>When Council determines an application/matter that directly affects a person's rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice.</p> <p>Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (e.g.: under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</p>

DISCLAIMER

“Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity that has an application before the Shire must obtain, and should only rely on, written notice of the Shire's decision and any conditions attaching to the decision and cannot treat as an approval anything said or done at a Council or Committee meeting.

Any advice provided by an employee of the Shire on the operation of a written law, or the performance of a function by the Shire, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire should be sought in writing and should make clear the purpose of the request.”

SHIRE OF PERENJORI

Agenda for the Shire of Perenjori Ordinary Meeting of Council to be held on Thursday 15 July 2021, at the Shire of Perenjori Council Chambers, 56 Fowler Street, Perenjori WA 6620, commencing at 3:00 pm.

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS:

The Shire President to declare the meeting open and welcome those in attendance.

Welcome to Country: -

As per the Shire of Perenjori Policy (N^o 1021) we wish to acknowledge the traditional owners of the land upon which the Shire of Perenjori is situated and to demonstrate respect for the original custodians.

Therefore, I respectfully acknowledge the past and present custodians of the land on which we are meeting, the Badymia people.

I also acknowledge the pioneers who settled this country, developed the land and turned it into the productive country that we know today, allowing us to enjoy the lifestyle to which we have become accustomed.

2. OPENING PRAYER:

The Shire President to read.

3. DISCLAIMER READING:

As printed.

4. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:

4.1 ATTENDANCE:

MEMBERS:

STAFF:

DISTINGUISHED VISITORS:

MEMBERS OF THE PUBLIC:

LEAVE OF ABSENCE:

APOLOGIES:

5. PUBLIC QUESTION TIME:

5.1 RESPONSE TO QUESTIONS TAKEN ON NOTICE:

5.2 QUESTIONS WITHOUT NOTICE:

6. APPLICATIONS FOR LEAVE OF ABSENCE:

6.1 APPLICATION/S FOR LEAVE OF ABSENCE:

OFFICER RECOMMENDATION

THAT: - _____ be granted leave of absence for the meeting of _____

Moved: _____ **Motion put and carried/lost**

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS:

7.1 ORDINARY MEETING HELD ON 17 JUNE 2021

OFFICER RECOMMENDATION

THAT the Minutes of the Ordinary Meeting of Council held on 17 June 2021, presented in attachment 7.1 (a), be confirmed as true and correct subject to no / the following corrections.

8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION:

9. PETITIONS/DEPUTATIONS/PRESENTATIONS:

10. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED:

Matters Behind Closed Doors

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

A matter that if disclosed, would reveal –

Information that has a commercial value to a person; or

Information about the business, professional, commercial or financial affairs of a person.

17.2 Confidential Item – Overdue Rates and Charges

11. DECLARATION OF INTEREST:

“Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.”

12. FINANCE REPORTS

12.1 AUDIT FOR THE YEAR ENDING 30 JUNE 2020 – OFFICE OF THE AUDITOR GENERAL

Applicant:	Shire of Perenjori
File:	ADM0357
Report Date:	15 July 2021
Disclosure of Interest:	
Author:	Wayne Scheggia – Executive Advisor
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	12.1 (a) – Financial Report 30 June 2020 12.1 (b) – Financial Management Letter 30 June 2020 12.1 (c) – OAG Opinion 30 June 2020

Executive Summary

This report presents the Auditors reports for the 2019/20 financial year.

Background

Audits are conducted annually and are presented to the Audit Committee prior to consideration by Council. The Audit Committee plays an important role in advising Council on the conduct of the audit to ensure the proper financial management of the organisation.

The administration has the opportunity to highlight any corrective action proposed to be taken to address any identified shortcomings, with the requirement to report to the Audit Committee with a recommendation to Council to acknowledge the report and the action taken to correct the matters raised and report to the Auditor General the actions implemented.

Statutory Environment

Local Government Act 1995

7.12A. Duties of local government with respect to audits

- (4) A local government must —
 - (a) prepare a report addressing any matters identified as **significant** by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and
 - (b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.

Legal Compliance

Nil.

Consultation

Senior Management and financial staff, Department of Local Government, AMD (Council's Auditors), Auditor General's Office.

Financial Implications

Nil.

Precedents

Previous audits have discovered deficiencies in controls, these are corrected as matters are raised and reported as required.

Strategic Community Plan

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

Officer Comment

The Ratings in the Auditor's Management Letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. They give consideration to these potential adverse outcomes in the context of both quantitative impact (*for example financial loss*) and qualitative impact (*for example inefficiency, non-compliance, poor service to the public or loss of public confidence*).

- Significant - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly.
- Moderate - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor - Those findings that are not of primary concern but still warrant action being taken.

The Audit has been completed and includes mention of 3 issues of non-compliance, only one of which was considered by the Auditor to be significant. In addition, a significantly adverse trend was reported in Council's Operating Surplus Ratio. These matters are listed below together with management comment and timeline for compliance.

Understatement of Depreciation Expense Finding

We identified that the depreciation expense had not been calculated correctly for a number of furniture and equipment and plant and equipment assets. Additionally, the Shire did not record road additions until 30 June and therefore the associated depreciation expense is not calculated from the date that the respective assets were available for use, as required by accounting standard AASB 116: Property, Plant and Equipment.

Rating: **Significant**

Implication: Incorrect calculation of depreciation means that the Shire is not complying with the requirements of AASB 116. This resulted in the understatement of depreciation expense and overstatement of property, plant and equipment of \$108,110. This was an unadjusted audit difference.

Recommendation: We recommend that the Shire reviews the Fixed Asset Register regularly to ensure that all assets have been depreciated in accordance with the Shire's depreciation policies. Depreciation should be recorded from the date that each asset is available for use in accordance with the requirements of AASB 116.

Management Comment: This situation has now been addressed and we have a process in place moving forward to ensure all asset depreciation schedules are created at the time of asset creation in our Asset Register.

Responsible Officer: Accountant

Completion Date: Completed

Unrecorded Wages and Salaries Finding

Our audit identified unpaid wages and salaries expenses relating to the year ended 30 June 2020 totalling \$23,430 which had not been brought to account as accrued wages and salaries at 30 June 2020. This has resulted an unadjusted audit difference.

Rating: Moderate

Implication The liability for accrued wages and salaries and the related wages and salaries expense balance are understated for 30 June 2020.

Recommendation Expenses should be recorded in the accounting period in which they relate. Management should establish procedures to ensure that any expenses that have been incurred but not yet paid by the end of the period have been recorded as a liability.

Management Comment: The Shire performed the manual operation for the actual time worked by each employee up-to and including the last day the end of the Financial year via an accrual by journal outside of the payroll system to report accurate costs in its P&L. In doing so an oversight occurred in not reporting the accrual value as a liability in the end of year accounts (as the payroll wasn't due to be run until the 7 of July). This recommendation has been noted for future end of financial year reporting whilst operating in the parameters of our current management information system.

Responsible Officer: Accountant

Completion Date: Completed

Excessive Annual Leave Balances and Other Leave Matters

Finding During our audit work on annual leave we identified two employees who had accrued balances in excess of 304 hours (approximately eight weeks) each as at 30 June 2020. In addition, we identified six instances where leave taken was not supported by an approved leave form. Furthermore, we identified due to incorrect inputs that long service leave had been under-accrued for two employees by one year resulting in their respective long service leave balances being understated by 49.4 hours.

Rating: Moderate

Implication: Excessive accrued annual leave balances increases the risk of an adverse impact through excessive liabilities and may also indicate over-reliance on key individuals. This over-reliance can result in business interruption when the employee takes extended leave or is ceases their employment with the Shire. Failure to take leave can also be an opportunity to perpetrate fraud. Incorrect inputs to leave calculations result in the misstatement of liability and the correlating employee expenses.

Recommendation: The Shire should continue to manage and monitor the excessive annual leave accruals to reduce the liability as well as the risk of business interruption and fraud. All leave taken should be supported by an approved application for leave. The Shire should regularly review the long service leave entitlements calculations to ensure that the entitlements are correct.

Management Comment: Management agrees with the recommendation and will ensure individual leave accrual balances are reported to Senior Management for review on a quarterly basis.

Responsible Officer: Manager Corporate and Community Services

Completion Date: Completed

Operating Surplus Ratio

(Operating Revenue MINUS Operating Expense) divided by Own Source Operating Revenue

Guidelines state that this ratio is a measure of a local government's ability to cover its operational costs and have revenues available for capital funding or other purposes, and suggest a Basic Standard between 1% and 15% and an Advanced Standard > 15%

<i>Definitions</i>	<i>Description</i>
<i>Operating Revenue</i>	<i>Means the revenue that is operating revenue for the purposes of the AAS, excluding grants and contributions for the development or acquisition of assets.</i>
<i>Operating Expense'</i>	<i>Means the expense that is operating expense for the purposes of the AAS.</i>
<i>Own Source Operating Revenue</i>	<i>Means revenue from rates and service charges, fees and user charges, reimbursements and recoveries *, interest income and profit on disposal of assets.</i>

Over the last three years the Operating Surplus Ratio was (0.17), (0.12) and (0.01). Whilst the ratio is outside of the desired levels it is trending in the right direction and is on track to achieve the basic standard within the next 12 months.

It is recommended that the Audit Committee recommend to Council that the Chief Executive Officer provide a copy of the Audit Committee meeting minutes to the Minister for Local Government and the Auditor General once the actions as noted have been endorsed and the Committee meeting minutes are received at a future Council meeting.

Voting Requirements: Absolute Majority

Change to Officer Recommendation

No Change. OR:

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

**150721.1 AUDIT FOR THE YEAR ENDING 30 JUNE 2020 – OFFICE OF THE AUDITOR GENERAL
COMMITTEE RECOMMENDATION**

THAT the Audit Committee recommends that Council:		
1.	Accepts the Auditor’s Financial Report for the financial year ending 30 June 2020.	
2.	Notes the findings identified in the Auditor’s Management Letter and the Officers responses to the issues raised.	
3.	Notes the opinions expressed in the Independent Auditor’s Report and the Officers responses to the issues raised.	
4.	Notes the surplus ratio is not meeting the standard.	
5.	Notes that the ratio is trending towards, and is close to achieving, the Basic Standard	
6.	Will continue to monitor the ratio and consider options to close the gap as part of its continuing financial management effort.	
7.	That a copy of the finalised Audit Committee Minutes be presented to the Minister and Auditor General.	
Moved:	Seconded:	Motion put and carried / lost

12.2 DRAFT FEES & CHARGES 2021/22 FOR ADOPTION

Applicant:	Shire of Perenjori
File:	ADM0700
Report Date:	15 July 2021
Disclosure of Interest:	
Author:	Bianca Plug – Executive Assistant
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	12.2 (a) - Draft Fees & Charges 2021/22

Executive Summary:

Council is asked to consider the draft fees and charges for the 2021/22 financial year.

Background:

The fees and charges have been developed by the administration to reflect decisions taken by Council, our strategic priorities and ensuring the efficient and effective management of our assets. These also include those fees which are set by statutory and regulatory requirements.

During the review of Council's Fees and Charges only two areas were identified as needing adjustments.

Building & Planning:

The Shire of Perenjori has raised several building fees to reflect the regulations imposed by the Department of Mines, Industry Regulation and Safety. Fees were previously \$105.00 and have now been raised to \$110.00 as per the *Building Regulations 2021*.

The inspection of pool enclosures *Regulation 53* was raised from \$57.45 to \$58.45.

Fees for the collection of Demolition / Builders Waste and Asbestos has been added to the 2021/22 fees and charges. Demolition / Builders Waste will be set as \$45.00 per/m³ and wrapped asbestos will be set at \$5.00 per sheet or \$110.00 per/m³.

COVID19:

At the Ordinary Council Meeting on 21 May 2020 Council adopted the COVID 19 Financial Hardship Policy to assist and support the community to meet the financial challenges arising from the COVID 19 pandemic. As a reflection of this policy Council acknowledged that the community has faced unprecedented challenges arising from COVID 19 and recognises that these challenges may result in financial hardship for some community members.

As such, it is proposed that all other fees and charges remain the same as the 2020/21 financial year.

Statutory Environment:

Local Government Act 1995 S6.16 sets out the requirement for fees and charges as follows:

6.16. Imposition of fees and charges

- (1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

* *Absolute majority required.*

- (2) A fee or charge may be imposed for the following —
 - (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
 - (b) supplying a service or carrying out work at the request of a person;
 - (c) subject to section 5.94, providing information from local government records;

- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
- (e) supplying goods;
- (f) such other service as may be prescribed.

6.17. Setting level of fees and charges

- (1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —
 - (a) the cost to the local government of providing the service or goods; and
 - (b) the importance of the service or goods to the community; and
 - (c) the price at which the service or goods could be provided by an alternative provider.
- (2) A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.
- (3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —
 - (a) under section 5.96; or
 - (b) under section 6.16(2)(d); or
 - (c) prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.
- (4) Regulations may —
 - (a) prohibit the imposition of a fee or charge in prescribed circumstances; or
 - (b) limit the amount of a fee or charge in prescribed circumstances.

6.18. Effect of other written laws

- (1) If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not —
 - (a) determine an amount that is inconsistent with the amount determined under the other written law; or
 - (b) charge a fee or charge in addition to the amount determined by or under the other written law.
- (2) A local government is not to impose a fee or charge for a service or goods under this Act if the imposition of a fee or charge for the service or goods is prohibited under another written law.

Policy Implications:

Nil.

Budget Implications:

Nil.

Strategic Implications:

Nil.

Legal Compliance:

Nil.

Consultation:

MIS

Aquatic Centre Manager

PECC Coordinator

Caravan Park Manager
Head Cleaner
Accounts officer

Financial Implications:

Nil.

Precedents:

Nil.

Strategic Community Plan:

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 and maintains current and future community needs.

Area 2: Industry and Business Development – Our economy

Goal: Fostering and maximising growth across the economy, seeking and 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 to achieve or exceed their potential.

Area 5: Investing in Council's Capacity – Our Leadership

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

CEO Comment:

A review has been undertaken of the fees and charges with careful consideration to the current financial challenges faced by the community during the COVID 19 Pandemic and Tropical Cyclone Seroja. It is intended that by not increasing the fees and charges the Shire of Perenjori offers fair, consistent and dignified support to community members during these unprecedented times.

Voting Requirements: Absolute Majority

Change to Officer Recommendation

No Change. OR:

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

150721.2 DRAFT FEES & CHARGES 2021/22 FOR ADOPTION

OFFICER RECOMMENDATION

THAT pursuant to *section 6.16 of the Local Government Act 1995*, Council adopts the Fees and Charges included as attachment 12.2 of this Agenda.

Moved:

Seconded:

Motion put and carried / lost

12.3 ANNUAL BUDGET & DIFFERENTIAL RATING

Applicant:	Shire of Perenjori
File:	ADM0793
Report Date:	15 July 2021
Disclosure of Interest:	
Author:	Wayne Scheggia – Executive Advisor
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	Nil

Executive Summary:

The purpose of this report is to consider the case for differential rating as part of the annual budget process.

Background:

At the recent Budget Forum councillors expressed a desire to consider an increased rating effort by some elements of the rate base as part of the determination of the overall shift in rate income.

Council currently levies rural and urban general rates, provides for a minimum rate in these areas and has established a differential rate for mining activities.

The Rate Process

The value of rates paid by a ratepayer is the product of two elements – the Council budget and the property value.

The Council determines its budget based on its expenditure requirements and revenue estimation. The gap between these two items determines the amount of revenue that must be generated from rates. Hence Council determines the total rate revenue that must be raised from the rate base.

The Valuer General assess land according to its **unimproved value** for land used predominantly for rural purposes, or **gross rental value** for land used predominantly for non-rural purposes.

The valuation divided by the rate revenue determines the rate in the dollar, which is then applied to individual property values to determine the rate bill for each property. Hence the valuation distributes the proportionate burden of the rates to be raised from individual rate payers.

A local government may impose a single general rate which applies to all properties in the unimproved value or gross rental value category or it can distinguish between land in either category on the basis of its zoning, use or whether it is vacant land (or other characteristic set out in regulations), or a combination of these factors, and apply a **differential general rate** to each.

The purpose of the imposition of a differential general rate is generally to ensure that every landowner makes a reasonable contribution to the rate burden.

Statutory Environment:

Local Government Act (1995) and associated regulations.

6.33. Differential general rates

(1) A local government may impose differential general rates according to any, or a combination, of the following characteristics:

- (a) the purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the *Planning and Development Act 2005*; or

- (b) a purpose for which the land is held or used as determined by the local government; or
 - (c) whether or not the land is vacant land; or
 - (d) any other characteristic or combination of characteristics prescribed.
- (2) Regulations may:
 - (a) specify the characteristics under subsection (1) which a local government is to use; or
 - (b) limit the characteristics under subsection (1) which a local government is permitted to use.
- (3) In imposing a differential general rate, a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.**
- (4) If during a financial year, the characteristics of any land which form the basis for the imposition of a differential general rate have changed, the local government is not to, on account of that change, amend the assessment of rates payable on that land in respect of that financial year but this subsection does not apply in any case where section 6.40(1)(a) applies.
- (5) A differential general rate that a local government purported to impose under this Act before the *Local Government Amendment Act 2009* section 39(1)(a) came into operation is to be taken to have been as valid as if the amendment made by that paragraph had been made before the purported imposition of that rate.

6.36. Local government to give notice of certain rates

- (1) Before imposing any differential general rates or a minimum payment applying to a differential rate category under section 6.35(6)(c) a local government is to **give local public notice** of its intention to do so.
- (2) A local government is required to ensure that **a notice referred to in subsection (1) is published in sufficient time to allow compliance with the requirements specified in this section and section 6.2(1).** (*Budget preparation by 31st August*)
- (3) A notice referred to in subsection (1) —
 - (a) **may** be published **within the period of 2 months preceding the commencement of the financial year** to which the proposed rates are to apply on the basis of the local government's estimate of the budget deficiency; and
 - (b) is to contain —
 - (i) details of each rate or minimum payment the local government intends to impose; and
 - (ii) **an invitation for submissions to be made** by an elector or a ratepayer in respect of the proposed rate or minimum payment and any related matters **within 21 days** (or such longer period as is specified in the notice) of the notice; and
 - (iii) any further information in relation to the matters specified in subparagraphs (i) and (ii) which may be prescribed;and
- (c) is to advise electors and ratepayers that the document referred to in subsection (3A) —
 - (i) may be inspected at a time and place specified in the notice; and
 - (ii) is published on the local government's official website.

- (3A) The local government is **required to prepare a document describing the objects of, and reasons for, each proposed rate** and minimum payment **and to publish the document on the local government's official website.**
- (4) The local government is required to **consider any submissions received before imposing the proposed** rate or minimum payment with or without modification.
- (5) Where a local government —
- (a) in an emergency, proposes to impose a supplementary general rate or specified area rate under section 6.32(3)(a); or
 - (b) proposes to modify the proposed rates or minimum payments after considering any submissions under subsection (4),
- it is not required to give local public notice of that proposed supplementary general rate, specified area rate, modified rate or minimum payment.
- [Section 6.36 amended: No. 16 of 2019 s. 62.]*

Policy Implications:

Nil.

Budget Implications:

No immediate implications exist, however the rate in the dollar applied to any differential rate will impact the revenue raised by that aspect of the budget.

Consultation:

CEO, Rates Officer, Councillors, Department of LG, WALGA,

Strategic Community Plan:

Area 5: Investing in Council's Capacity – Our Leadership

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

Comment:

Before imposing any differential general rates or a minimum payment applying to a differential rate category a local government is to give 21 days' local public notice of its intention to do so and must produce a document detailing the proposals and the rationale for them for the public to inspect and respond to.

Council must consider the public submissions and determine whether to proceed with the application to the Minister.

In considering Councils request for a differential rate in excess of the legislated parameters (*i.e. greater than twice the level of the lowest rate*), the Minister will have regard to;

- **Objectivity**
essentially, assessing whether the application is within the scope of the legislation.
- **Fairness and Equity**
 - That the Council of the local government has **reviewed its expenditure and considered efficiency measures** as part of its budget deliberations. This is to be reflected in the council minutes when it adopts the budget strategy and **endorses objects and reasons for each differential rating category** and each minimum payment.
 - The **objects of imposing differential rates and reasons for each proposed differential general rate are set out** by the local government in a publicly available document.
 - These objects and reasons **clearly explain why** each differential general rate is proposed to be imposed.
 - The objects and reasons clearly explain **why it is proposed** to set the differential general rate **at that particular rate.**

- **If a category of ratepayer is significantly contributing to the local government’s revenue through fees, charges and other payments**, the local government has not used these same costs as the justification for the difference in differential general rate.
- If there are **fewer than thirty ratepayers** who will be subject to the differential general rate, each affected ratepayer has been **informed in writing** by the local government of:
 - the terms of the government’s policy (*through the **provision of a copy of the policy document***)
 - **the local government’s objects of and reasons** for proposing to impose the differential general rates
 - **the differential general rate that will apply** to the ratepayer’s property; and
 - the differential general **rate that applied in the previous year for comparison** and was **given at least 21 days to make submissions** to the local government on the proposal.
 - The ratepayers’ **submissions**, if any, **and** the local government’s **response** to each ratepayer’s submission (*as recorded in the minutes of the Council meeting at which the response was adopted*) **have been provided to the Minister**.
- **Consistency**
 - The local government has rated **similar properties** that are used for the **same purpose in the same way**.
 - The proposed **differential rates align with the rating strategy in the corporate business plan and long term financial plan** or the council of the local government has detailed **its reasons for deviating** from that rating strategy.
 - The local government has **reviewed and considered rates** proposed **in neighbouring or similar local government districts** in the rating strategy.
- **Transparency & Administrative Efficiency**
 - The local government has:
 - prepared and **made publically available** a document clearly describing **the object of and reason** for each differential general rate;
 - given public notice
 - published the notices after 1 May in the relevant year.
 - The public notice published by the local government contained:
 - **details of each differential** general rate that the local government intends to impose
 - an **invitation for submissions** to be made by an elector or ratepayer
 - a **closing date** for submissions which is at least twenty one days after the day on which the notice is published
 - advice on the **time and place where** a document containing the objects of and reasons for the differential general rates **can be inspected**.
 - The council of the local government has:
 - **considered** each ratepayer submission (if any)
 - **resolved to make the application** provided the Minister with the minutes and agenda papers relevant to these matters.

Procedural Pathway

Strategy

The council adopts the budget strategy and endorses objects and reasons for each differential rating category and each minimum payment.

Notice Period

In accordance with section 6.36(2)(a) of the *Local Government Act 1995*, the local government publishes a notice of its intention to impose differential general rates on or after this date.

21 days after publication

Council considers submissions and determines appropriate level of differential rates.
 Council decision to seek Ministerial approval for the imposition of differential general rates that fall within section 6.33(3).

Processing Time

A local government needs to allow three weeks for the processing of an application from the date all of the required information is received by the Department of Local Government and Communities.

Budget Deadline

The local government’s budget is to be adopted by 31 August under section 6.2(1) of the *Local Government Act 1995*. The budget cannot be adopted until after the Minister makes a decision.

If the local government has submitted the final documents for Ministerial approval later than the end of July, consideration may need to be given by the local government to applying for Ministerial approval for an extension to the budget adoption.

To ensure the legal adoption of the budget it would be prudent to apply for an extension to the deadline until the end of September.

Alternate Budget Timeline

July							August							September						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4							1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

- 08 July **Council Forum** receives Budget preparation update and timeline explanation
- 09 July Ordinary Council **Meeting Notice and Agenda**
- 15 July **Council Meeting** to formally request budget extension to end of September
 Council resolve for Special Council Meeting on 22 July to set draft Budget
- 16 July Special Council **Meeting Notice and Agenda**
- 22 July **Council** determines draft budget and differential and minimum rates
- 26 July **Advertise** for public submissions on draft budget, rates, minimums, etc
- 29 July to 19 Aug **21-day Public Submission period**

Agenda for the Ordinary Meeting of Council – 15 July 2021

20 Aug	Prepare and distribute meeting notice and report on submissions
26 Aug	Special Council Meeting to determine submissions and finalise rates
27 Aug	Submission to Minister requesting authorisation of differential rates
30 Aug to 23 Sep	3+ weeks for Minister to consider and determine Council request
24 Sep	Meeting Notice and Agenda based on Minister's decision
30 Sep	Last day for Council to adopt the 2021/22 Budget

Voting Requirements: Simple Majority

Change to Officer Recommendation

No Change. OR:

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

150721.3 ANNUAL BUDGET & DIFFERENTIAL RATING

OFFICER RECOMMENDATION

THAT Council;

- 1. Note the report;**
- 2. Request an extension of time until the end of September to complete the 2021/22 budget and enable the consultation process required for the continuance of differential rating;**
- 3. Convene a Special Council Meeting at 12.00 noon on Thursday 22 July to set the 2021/22 Budget for the purposes of public consultation.**

Moved: Seconded: Motion put and carried / lost

13. COMMUNITY DEVELOPMENT

13.1 MT GIBSON PUBLIC BENEFIT TRUST

Applicant:	Shire of Perenjori
File:	ADM0725
Report Date:	15 July 2021
Disclosure of Interest:	
Author:	Nola Comerford-Smith - MCCS
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	13.1 (a) - Minutes – Mt Gibson PBT Panel Meeting

Executive Summary:

This report provides information and minutes of the Mt Gibson Public Benefit Trust panel meeting held on Wednesday 16 June 2021 in Council Chambers.

Background:

Round 17 of the Mt Gibson Public Benefit Trust opened on December 28 2020 with an extended closing date of March 31 2021.

Five applications were received from the following community groups:

1. Perenjori Pistol Club
2. Perenjori Playgroup
3. Perenjori P&C
4. Perenjori Agricultural Society
5. Perenjori CRC

The following table shows a rating prepared by the previous CDO for each application, based on the Mt Gibson PBT guidelines, and decision by the panel.

Applicant	Project	Amount Requested	Amount as per Rating	Amount Allocated	Total Rating	Comments
Perenjori Pistol Club	Club renovations and compliance	\$20,117	\$20,117	\$0.00	32	Recommended to provide more information and reapply for Round 18.
Perenjori Playgroup	Update of resources	\$751.85	\$751.85	\$751.85	29	Total project funded
Perenjori P&C	Containers for Change Trailer	\$4,179.50	\$4,179.50	\$4,179.50	32	Total project funded
Perenjori Ag Society	Resources and entertainment	\$31,557	\$20,000	\$31,557	30	Total project funded
Perenjori CRC	Technology Services Update	\$8,691	\$8,691	\$8,691	31	Total project funded

Statutory Environment:

Nil

Policy Implications:

Nil

Legal Compliance:

Applications were considered by the panel and determined in accordance with the Mt Gibson Public Benefit Trust guidelines.

A total amount of \$45,180.30 excl. GST (forty-five thousand, one hundred and eighty dollars and thirty cents) was approved.

Consultation:

Brendan Mason – Perenjori Pistol Club

Bianca Plug – Perenjori Playgroup

Emily Sutherland – Perenjori P&C

Phil Logue - Perenjori Agricultural Society

Julie Bain - Perenjori CRC

Andrew Plunkett – Mt Gibson representative

Cr Les Hepworth – Shire of Perenjori

Dene Solomon – Community representative

Mario Romeo – CEO, Shire of Perenjori

Financial Implications:

Mt Gibson Public Benefit Trust is held in trust for the purposes of community benefit.

Strategic Community Plan:

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.

Officer Comment:

Further information has been requested from the Perenjori Pistol Club which has been provided and the application will be submitted to the next Mt Gibson PBT Round.

Voting Requirements: Simple / Absolute Majority

No Change. OR:

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

150721.4 MT GIBSON PUBLIC BENEFIT TRUST – ROUND 17

OFFICER RECOMMENDATION

THAT Council note and approve the Mt Gibson Public Benefit Trust Panel’s recommendations for funding totaling \$45,180.30 (forty-five thousand, one hundred and eighty dollars and thirty cents), excluding GST, as follows:

- Perenjori Playgroup \$751.85**
- Perenjori P&C \$4,179.50**
- Perenjori Agricultural Society \$31,557.00**
- Perenjori CRC \$8,691.95**

Moved: Seconded: Motion put and carried / lost

15. PLANT AND WORKS

16. GOVERNANCE

16.1 WA LOCAL GOVERNMENT CONVENTION

Applicant:	Shire of Perenjori
File:	ADM0631
Report Date:	15 July 2021
Disclosure of Interest:	
Author:	Nola Comerford-Smith - MCCS
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	16.1 (a) - Local Government Convention Information Brochure

Executive Summary:

For Council to nominate attendees for the 2021 WALGA Convention to be held 19-21 September 2021 at Crown Perth.

Background:

Council have elected in previous years to make an annual budget allowance for Convention registration and associated costs for Councillors and the Chief Executive Officer (as per Employment Agreement). Informal discussion at recent Council Forums has determined a desire for Councillors to attend the Convention for the purposes of gaining further knowledge and experience in Local Government matters. This Agenda Item is to for Councillors to determine attendees to allow Staff to commence registrations and accommodation bookings.

Statutory Environment:

Nil.

Policy Implications:

Shire of Perenjori Policy Manual - 2021

9001 – elected members conferences and seminars

Policy Statement:

At the Shire's expense each Councillor may attend seminars or conferences of their choice provided the seminar or conference is relative to local government and the Council agrees by majority to fund the Councillor's attendance.

This is generally restricted to one conference or seminar per year but may be increased with the majority of Council support.

The Shire will pay the cost of seminar registration and will accept costs associated with the seminar on the receipt of a copy of documentation.

These costs may include meals to a specified value, accommodation and/or travel to and from the conference.

Councillors should seek to acquire modest accommodation if they cannot be accommodated in a conference package with the conference accommodation provider.

On one occasion per year the Shire will pay for the Councillors partners' accommodation and meal costs at an approved conference or seminar.

If the chosen conference is the annual Local Government Convention the Shire will also pay reasonable activity costs for the Councillors partner.

Policy Administration

Date Adopted: Item N^o 14112.3 20th November 2014

Reviews/Amendments: Item N^o 17032.5 16th March 2017

Legal Compliance:

N/A

Consultation:

Shire of Perenjori Councillors

Mario Romeo – CEO

Financial Implications:

Allocation for Convention fees and accommodation will be made in the 2021/2022 Annual Budget.

Convention Fees and accommodation (convention package) are as follows:

Registration \$1,200.00

Accommodation (per night) \$ 230.00

Breakfast \$ 25.00

OPTIONAL

Gala Dinner \$ 165.00

ALGWA Breakfast (Monday) \$ 70.00

Breakfast – guest speaker \$ 95.00

Partner Activities Ranging from \$85 to \$175

Precedents:

Council have previously made allowance in the Annual Budget and attended the Local Government Convention.

Strategic Community Plan:

Area 5: Investing in Council's 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.

Officer Comment:

The annual Local Government Convention is a valuable training and networking opportunity for Councillors and Staff with Elected Members from throughout Western Australia attending the event. Staff will commence with Convention registrations and accommodation reservations following Council decision.

Voting Requirements: Simple Majority

No Change. OR:

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

150721.5 WA LOCAL GOVERNMENT CONVENTION

OFFICER RECOMMENDATION

THAT Council select the following Elected Members to attend the 2021 WA Local Government Convention:

- Cr _____
- Cr _____
- Cr _____
- Cr _____
- Cr _____
- Cr _____
- Cr _____

Moved:

Seconded:

Motion put and carried / lost

16.2 FREEDOM OF INFORMATION STATEMENT

Applicant:	Shire of Perenjori
File:	ADM0228
Report Date:	15 July 2021
Disclosure of Interest:	
Author:	Bianca Plug – Executive Assistant
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	16.2 (a) – Freedom of Information Statement

Executive Summary:

This item recommends that Council endorses the proposed Freedom of Information (FOI) statement for the 2021/22 financial year.

Background:

At the Ordinary Council Meeting held 19 April 2018 the Shire of Perenjori adopted a FOI Policy and Information Statement. This policy, along with the *Freedom of Information Act 1992* requires the annual updating and publishing of the Information Statement.

The Information Statement must contain:

- The Agency’s Mission Statement.
- Details of legislation administered.
- Details of the agency structure.
- Details of decision-making functions.
- Opportunities for public participation in the formulation of policy and performance of agency functions.
- Documents held by the agency.
- The operation of FOI in the agency.

A copy of the Information Statement is to be published on the Shire of Perenjori website and hard copies made available at the Shire of Perenjori Administration building. Under the FOI Act, the Shire is also required to forward a copy to the Commissioner as soon as practicable. This Information Statement will be required when completing the FOI Statistic Return for 2021/22.

Statutory Environment:

Under terms of *Section 96* of the *Freedom of Information Act 1992*, each government agency is to publish an up-to-date Information Statement annually. *Section 97(2)* stipulates that a copy of that Information Statement must be provided to the Commissioner as soon as practicable after the statement is published under *Section 96*.

Policy Implications:

Policy 1018 – Freedom of Information.

Legal Compliance:

Nil.

Consultation:

Regulations.

Financial Implications:

Nil.

Precedents:

Nil.

Strategic Community Plan:

Area 5: Investing in Councils Capacity – Our Leadership

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

CEO Comment:

The attached FOI Information Statement has only had minor changes made. These include the preamble, contact information and the organisational structure. This Information Statement has been developed in line with the *FOI Act 1992*.

Voting Requirements: Simple Majority

Change to Officer Recommendation

No Change. OR:

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

150721.6 FREEDOM OF INFORMATION STATEMENT

OFFICER RECOMMENDATION

THAT the Shire of Perenjori Freedom of Information Statement 2021/22 be adopted.

Moved:

Seconded:

Motion put and carried / lost

16.3 SHIRE OF PERENJORI EMPLOYEE HOUSING POLICY

Applicant:	Shire of Perenjori
File:	ADM0311
Report Date:	15 July 2021
Disclosure of Interest:	
Author:	Nola Comerford-Smith - MCCA
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	16.3 (a) – Draft Employee Housing Policy No. 5005

Executive Summary:

For Council to consider a draft Employee Housing Policy.

Background:

Council provides subsidised housing to staff as an incentive to attract and retain staff as it is often difficult to find suitable rental accommodation on the private rental market. Currently, nine staff are tenants in Council-owned houses.

Council's current Housing Policy does not reference the Shire of Perenjori Enterprise Agreement 2019 (the Agreement), resulting in some inconsistency between the two documents. A policy that clearly articulates the intent and priorities of Council reduces the risk of inequitable or unjustifiable decisions and improved transparency.

As per the Agreement, Outside Works employees only are eligible for a Housing Allowance of \$4.43 per hour for staff who reside in their own, or privately rented, accommodation. In addition, employees in their own, or privately rented, house are eligible for further incentives including waiving of rubbish collection charges and subsidised water consumption.

Section 16 of the Shire of Perenjori Enterprise Agreement 2019:

16. – HOUSING

- 16.1 *Housing is provided in Perenjori by the Employer in accordance with Council Policy, as varied from time to time, and subject to availability. Any changes to this Council Policy will be negotiated with staff and will be made in accordance with the Consultation Procedure at Clause 27 of this Agreement.*
- 16.2 *Included in the hourly pay rate for Outside Works Employees covered by this Agreement is a Housing Allowance of \$4.43 per hour. Outside Works Employees will not receive the \$4.43 per hour Housing Allowance if they are provided free or discounted rent in a Shire owned property or receive an alternative housing subsidy.*
- 16.3 *Employees renting Employer houses will retain the option of salary sacrificing the full cost of rental payments.*
- 16.4 *The Employer will continue to contribute an amount of \$44 per account towards water consumption on Employer properties upon presentation of the water account. This is subject to the Employee maintaining the gardens to a reasonable standard as assessed by the Employer.*
- 16.5 *The Employer retains the right to refuse the payment if gardens/yards are not kept at the expected standard.*
- 16.6 *The Employer will waive rubbish collection charges for Employees for their principle residence and apply a pro rata waiving for permanent part time Employees.*

16.7 This clause does not apply to casual Employees.

Statutory Environment:

This policy is presented to Council under Section 2.7 of the *Local Government Act 1995* which stipulates that the role of Council is to determine policies.

Policy Implications:

Shire of Perenjori Policy Manual – 2021

Policy number 5002 and 5004 in relation to housing:

5002 – EMPLOYEES RENTAL SUBSIDY FOR PRIVATE RENTALS

POLICY STATEMENT:

To provide equity between Shire employees who rent Shire housing and employees who are unable to, the Council will consider for an employee's principle place of residence:

- Waiving rubbish collection charges for a single 240 litre bin;
- Subsidising water consumption to the same rate as applies employees renting Shire houses.
To maintain consistency with tenants, this subsidy will be dependent on employees maintaining lawns and gardens to an appropriate standard: and
- Negotiate housing benefits from time to time through the Enterprise Bargaining process.

POLICY ADMINISTRATION

Date Adopted:	Item N° 14042.5 17TH April 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017

5004 – HOUSING TENANCY AGREEMENTS

POLICY STATEMENT:

Council adopts the Department of Commerce, Consumer Protection *RESIDENTIAL TENANCY AGREEMENT*, with the following additional conditions:

1. An employee 's tenancy agreement will be conditional on the continued employment with the Shire of Perenjori by the tenant;
2. On termination of employment with the Shire of Perenjori, the tenant shall vacate the premises in accordance with the requirements of the Agreement;
3. Non-employee tenants shall enter into a Residential Tenancy Agreement and comply with all aspects of the Agreement;
4. Termination of a Residential Tenancy Agreement will be in accordance with the terms and conditions of the written Agreement;
5. It is the responsibility of the tenant to ensure the gardens, yard and house surrounds are kept in a neat and tidy condition and lawns and gardens not be allowed to die or deteriorate.

POLICY ADMINISTRATION

Date Adopted:	Item N° 14042.5 17TH April 2014
Reviews/Amendments:	Item N° 17032.5 16th March 2017

Legal Compliance:

N/A

Consultation:

Shire Staff.

Financial Implications:

These updated fees will be included in the draft 2021/22 Schedule of Fees & Charges which will be brought before Council for consideration as part of the 2021/22 budget process.

Strategic Community Plan:

Nil.

Officer Comment:

A lack of policy direction has resulted in some inconsistencies and inequity in the Agreement in the way housing incentives are allocated. This policy aims to address these shortcomings by providing clear guidelines to ensure transparency and equity. An additional policy is required to address Council's intentions for future housing requirements including sale of surplus and construction of new housing to continue the ability to offer quality housing to staff, community members, and businesses. A draft Council Housing Policy will be presented to Council for consideration at a future Council meeting.

To provide equity for all employees, it is proposed that in accordance with the Agreement, Council will pay a housing allowance of \$4.43 per standard hour for permanent and part-time staff who reside in their own, or privately rented, accommodation with the exception of staff with an individual contract or who reside in a residence along with other Shire employee/s. In this case, only one allowance will be paid.

Permanent and part-time employees who reside in a Council house shall be offered a 50% discount on market value rent.

Voting Requirements: Simple Majority

Change to Officer Recommendation

No Change. OR:

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

150721.7 SHIRE OF PERENJORI EMPLOYEE HOUSING POLICY

OFFICER RECOMMENDATION

THAT the Employee Housing Policy as presented be adopted by Council and included into the Shire of Perenjori Policy Manual.

Moved:

Seconded:

Motion put and carried / lost

16.4 PROPOSED HOLIDAY HOUSE – 40 (LOT 2) FOWLER STREET, PERENJORI

Applicant:	J Gellatly
File:	A176
Report Date:	15 July 2021
Disclosure of Interest:	
Author:	Simon Lancaster – DCEO Shire of Chapman Valley
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	16.1 (a) – Copy of received application

Executive Summary:

Council is in receipt of an application to operate short stay accommodation from within the existing building at the rear of the shop upon 40 (Lot 2) Fowler Street, Perenjori. The application has been advertised for comment and no objections were received. This report recommends that Council approve the application subject to conditions.

Figure 16.1(a) – Location Plan for 40 (Lot 2) Fowler Street, Perenjori



Background:

Lot 2 is a rectangular 1,467m² property located on the eastern side of Fowler Street within the Perenjori townsite. The property contains the 'J's Hardware & Gifts' store at the front and a 3 bedroom/1 bathroom living quarters at the rear of the store that the applicant is seeking to operate for short stay accommodation purposes.

The applicant is seeking approval to operate a holiday home upon the property in order to accommodate up to 8 guests on a short term basis.

It is proposed that guests arriving when the store is not open will access the short stay accommodation via a coded key safe (the code for which they will receive at time of their booking).

The owner will undertake daily cleaning of the premises as required and parking will be conducted on-site and vehicle access will be via the rear laneway.

The applicant's submitted management statement and site plan for the proposal have been included as **Attachment 16.1**.

Figure 16.1(b) – Aerial Photo of 40 (Lot 2) Fowler Street, Perenjori



Statutory Environment:

40 (Lot 2) Fowler Street, Perenjori is zoned 'Commercial' under the Shire of Perenjori Local Planning Scheme No.3 ('the Scheme'). Given the advanced (post-advertising) state of Scheme No.3 this document is now to be considered as 'seriously entertained' and therefore planning decisions should be made under these new provisions.

The Scheme lists the objectives for the 'Commercial' zone as being:

- *To provide for a range of shops, offices, restaurants and other commercial outlets in defined townsites.*
- *To ensure that development is not detrimental to the streetscape and amenity of adjoining owners and residential properties in the locality."*

The proposed development would meet with the definition of 'Holiday House' as listed in the *Planning and Development (Local Planning Schemes) Regulations 2015*:

"holiday house means a single dwelling on one lot used to provide short-term accommodation but does not include a bed and breakfast;

'Holiday House' is listed as an 'A' use within the 'Commercial' zone under the Scheme, that is a use that must be advertised for comment prior to determination.

The *Health Act 1911* states that any building used for the accommodation of more than 6 persons is considered a lodging house:

"lodging-house means any building or structure, permanent or otherwise, and any part thereof, in which provision is made for lodging or boarding more than 6 persons, exclusive of the family of the keeper thereof, for hire or reward..."

As per this definition the holiday home would be required to comply with the requirements of the *Health Act 1911* in regards to maximum occupancy based on available floor area and facilities should more than 6 persons reside at the premises at any one time, and a lodging house incurs additional and

more onerous statutory and compliance requirements of operators. Therefore it is recommended that maximum occupancy for the development be conditioned to be no more than 6 persons. Should the applicant wish to accommodate a greater number of occupants this would be subject to the landowner lodging a separate application that must demonstrate compliance with the Health Act's lodging-house requirements.

Figure 16.1(c) – View of Fowler Street frontage to Lot 2



Figure 16.1(d) – View of Lot 2 Fowler Street property from rear laneway



Policy Implications:

Nil.

Legal Compliance:

Nil.

Consultation:

The Shire wrote to the landowners of the 7 surrounding landowners on 10 June 2021 providing details of the application and inviting comment by 2 July 2021. At the conclusion of the advertising period no objections had been received.

Financial Implications:

Were this application to be approved by Council it would incur an annual renewal fee of \$73, this is intended to cover Shire administrative costs and periodic inspections as may be required.

Precedents:

The most recent precedent for this type of development was Council's approval of a Holiday House to operate from 5 (Lot 135) Livingstone Street, Perenjori at its 24 January 2019 meeting. This approval was made subject to ongoing 12 month renewal to provide the local government with the ability to monitor and further condition or even rescind the development's approval in the event of substantiated complaint being received. It is considered that approval of a Holiday House application at 40 (Lot 2) Fowler Street, Perenjori, and other locations, should be subject to a consistent approach to the previous approval.

Strategic Community Plan:

Area 2: Industry and Business Development – Our Economy

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

Officer Comment:

Council may consider that the application should be supported based on the following:

- the use is low-key in nature (i.e. occurs within an existing building that has been previously used for habitation);
- the development would not cause an inconsistency in the existing streetscape as the use of the dwelling as a holiday home will not require any changes to the external appearance of the building;
- such developments can be considered within the 'Commercial' zone where they do not conflict with the zone's primary objective;
- there is the ability for issues that may arise with such developments (e.g. noise, nuisance and parking) to be addressed by conditions of approval and making the approval subject to a 12 month annual renewal period whereby Council retains the right to review its approval in the event of complaint being received, or concern being raised, over the operation of the development.

The Western Australian Planning Commission's 'Planning Bulletin 83 - Planning for Tourism' (2013) sets out the policy position to guide decision making by the WAPC and local government for rezoning, subdivision and development proposals for tourism purposes. The Bulletin emphasises the importance of strategic planning for tourism and that this should be addressed through the local government's Local Planning Strategy identifying tourism sites and determine their strategic value and importance to tourism development.

The Bulletin notes that identification of tourism sites does not imply that the site is suitable for immediate development or re-development (in many cases sites may be identified to facilitate the long term protection of land for tourism purposes where economic conditions appropriate for development may not be reached for a number of years) but does set out general location criteria to determine the tourism value of a site as follows:

“Accessibility

The site has adequate existing or proposed transport links (such as major road or airport access).

Uniqueness

The site contains, or is in the vicinity of, an attraction or prominent and/or unique landmark of local, regional or State significance.

Setting

The setting of the site has an aspect and outlook that supports recreational tourism activities and/or the creation of a tourism character and ambience (e.g. immediately adjacent to a beach).

Tourism activities and amenities

The site provides, has easy access to, or is capable of development of supporting activities and amenities such as tours, fishing, historic sites, walk trails, environmental interpretation, cafes, restaurants, shops and the like.

Supply of land

The site has an element of scarcity in that it may be the only opportunity, or one of a limited number of opportunities, to achieve a significant tourism development in an area.

Site specific criteria to determine the tourism value of the site includes:

Suitability in a land use context

The site is located in a land use context that will not limit the extent of activities available to guests due to amenity impacts on adjoining residents or where the adjoining uses potentially detract from the tourism character of the site (e.g. located within a residential area).

Capability

The site has the capacity to be developed for tourism purposes and accommodate the associated services in a manner that does not detract from the natural attributes of the site or result in environmental degradation. Examples include: clearing for bushfire protection, sewerage capacity, water supply and rubbish disposal.

Size

The size of the site should be adequate to accommodate a sustainable tourism facility with respect to its design, operation and function, and its site specific and wider impacts and consideration of future growth/expansion. This will require a site to be able to be developed without compromising the sustainable use of natural and cultural resources or existing social structures. Development of the site should also contribute to the delivery of diversified and balanced tourism opportunities.

Function

The use of the site meets a particular accommodation, market need and/or ensures a range of tourism accommodation within the locality. Examples are: beachfront caravan parks, school holiday camps and Crown tourism leases.

These criteria are to guide local government in the assessment of the strategic value of tourism sites and determination of the value will be based on the outcome of the assessment of the site against all criteria.”

Voting Requirements: Simple Majority

No Change. OR:

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

150721.7 PROPOSED HOLIDAY HOUSE – 40 (LOT 2) FOWLER STREET, PERENJORI

OFFICER RECOMMENDATION

THAT Council grant formal planning approval for a Holiday House upon 40 (Lot 2) Fowler Street, Perenjori subject to compliance with the following:

Conditions:

- 1 The development shall be in accordance with the attached approved management statement and plans and subject to any modifications required as a consequence of any conditions of this approval. The endorsed management statement and plan shall not be modified or altered without the prior written approval of the local government.**
- 2 The approval is valid for a period of 1 year after which time the application shall be considered by the Shire CEO (under the delegated authority of Council) as to any impacts arising from the operation of the development in its determination on whether to grant any extension to the approval period.**
- 3 The approval is issued only to the landowner making initial application and is not transferable to any other person or to any other land parcel. Should there be a change of land ownership in respect of which this planning approval is issued this approval shall no longer be valid (and separate application would be required to be made).**
- 4 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.**
- 5 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, vehicle parking and manoeuvring or otherwise.**
- 6 The proponent is to implement and maintain reporting mechanisms for complaints concerning the operation of the development. In the event of a substantiated complaint being received the applicant is required to demonstrate mitigation response(s) to the approval of the local government. Such response(s) will be treated as conditions of approval/required modifications to the management statement.**
- 7 All parking of vehicles (and trailers) associated with the guests shall be provided for within the property boundary, and the street verge area shall be kept free of such vehicles.**
- 8 Guests are to be accommodated within the existing dwelling only with a maximum occupancy of 6 persons. No other accommodation is permitted upon the land or within any other outbuildings located upon the site.**
- 9 The short stay accommodation is not to be occupied by single or multiple tenants for a period of greater than 3 months at any one time.**
- 10 The installation and subsequent maintenance of any signage shall be to the approval of the local government.**

Notes

- (a) The applicant is advised that this approval is only issued for a period of 12 months and the operation of this development will be monitored by the local government and should complaints arise and not be adequately managed to the satisfaction of the local government, then it should not be construed that further approval would be granted.**
- (b) The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation including but not limited to the following where required, Building Code of Australia, *Building Regulations 2012* and *Health Act 1911*. It is the applicant's/landowner's responsibility to obtain any additional approvals required before the development/use lawfully commences.**

- (c) Should the applicant be aggrieved by the decision of the Council (in part or whole) 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 the decision.

Delegate authority to the Shire Chief Executive Officer for the annual renewal of the approval should no written, author-identified complaints be received during the preceding 12 month period, and there being no change in the circumstances under which the previous approval was granted.

Moved:

Seconded:

Motion put and carried / lost

ATTACHMENT 16.5 (a)

SHORT STAY ACCOMMODATION MANAGEMENT STATEMENT

Name of Business: J'S HARDWARE & GIFTS

Property Address: 10 FOWLER ST PERENJORI

Property Owner: JANICE GELLATLY

Property Manager: JANICE GELLATLY.

Maximum occupancy: 8

Bedding configuration: 3 x Queen Beds / or 2 Queen
3 Single

Facilities & Carparking: Parking for approximately
6-8 Vehicles is available if required.

Day To Day Management (outlining how premises will be managed on a day-to-day basis, including how keys are accessed for entry, provision of on-site assistance, cleaning & waste management):

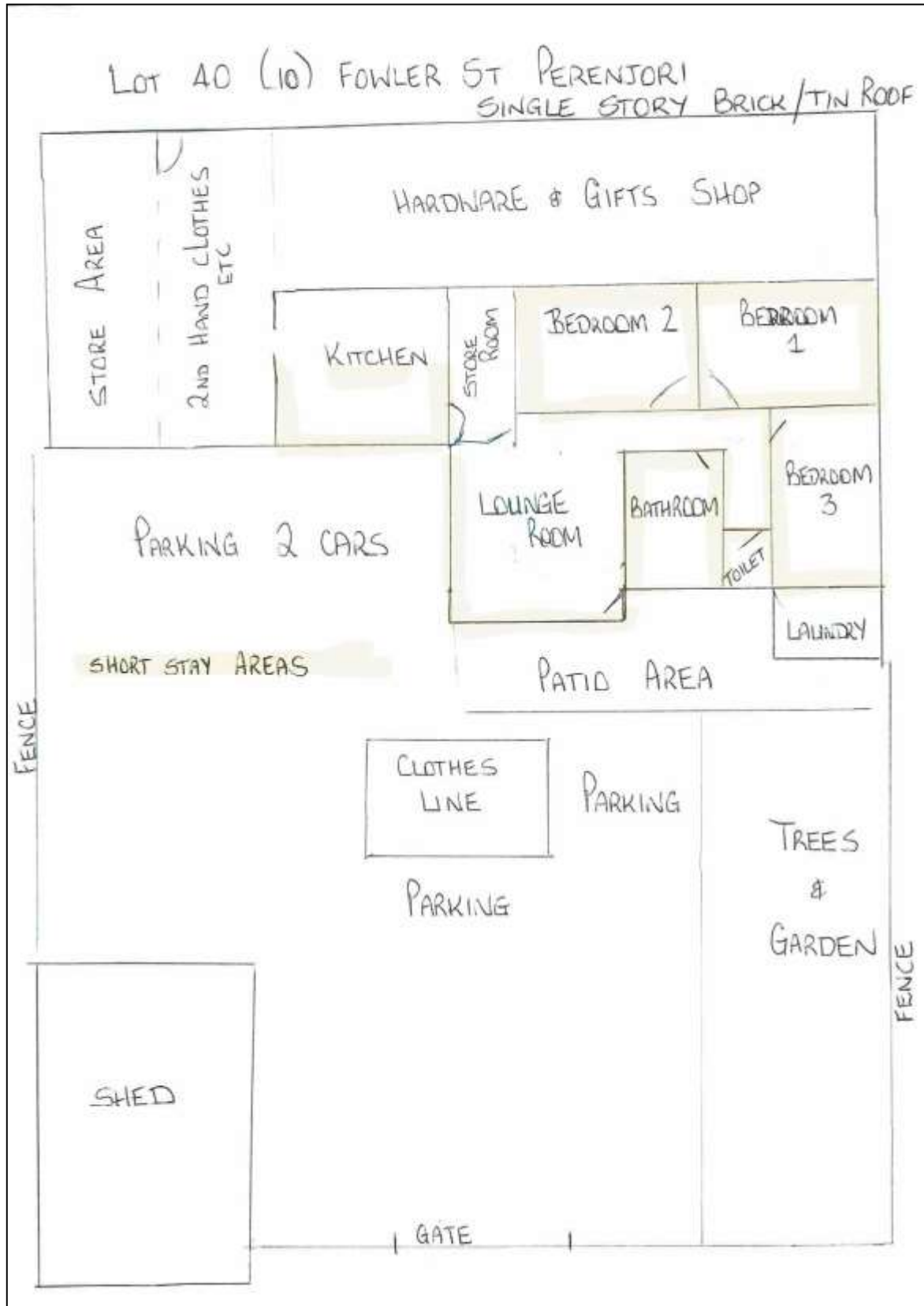
I will be here on a daily basis to
clean and maintain the area being
used.

Keys will be left in a push button
wall mounted key safe for after hours
arrivals

Fire & Emergency Management:

A hard wired smoke detector will
be installed also a fire extinguisher
and signs for exits & assembly
areas in case of an emergency.

Nuisance, Noise & Complaint Management: I will handle any
complaints, as there is no close neighbours
no noise complaints are expected.



16.5 SALE OF COUNCIL-OWNED RESIDENTIAL VACANT LOTS

Applicant:	Shire of Perenjori
File:	Nil
Report Date:	15 July 2021
Disclosure of Interest:	
Author:	Nola Comerford-Smith - MCCS
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	Nil

Executive Summary

For Council to consider advertising for sale up to 5 (five) vacant residential lots in the Perenjori townsite.

Background

Informal discussion during recent Council Forums indicates a desire by Council to make available for sale up to 5 (five) vacant residential lots in the Perenjori townsite.

Serviced vacant townsite lots are as follows:

- Lot 341 John Street – 1038m²
- Lot 343 John Street – 1050m²
- Lot 346 John Street - 1037m²
- Lot 348 John Street - 1032m²
- Lot 349 John Street - 1038m²
- Lot 352 Timmings Street - 1029m²
- Lot 357 Hirshauer Street - 1027m²
- Lot 358 Hirshauer Street - 1027m²
- Lot 359 Hirshauer Street - 1036m²

Statutory Environment

Local Government Act 1995

Policy Implications

Policy No. 1016 – Asset Management Policy

Policy Objective:

This Policy provides clear direction in the provision and management of all Shire assets. It seeks to ensure that assets support the Council's strategic vision and objectives, deliver sustainable service outcomes provided at appropriate levels of service for present and future stakeholders.

Policy Scope:

The Shire considers assets (such as infrastructure, land, plant and equipment) to be any that support the deliver one or more services requiring the following assets;

- *Property*
- *Recreation*
- *Transport*
- *Plant, Vehicles & Equipment*
- *Information Technology*
- *Waste Management*

This Policy applies to all assets which are required to be managed by the Shire where their components have a useful life of more than two years and a replacement cost greater than \$5,000.

The Shire's Asset Management Vision shall be achieved through the implementation of an integrated planning and reporting framework.

As a minimum;

The Asset Management Strategy shall define the Shire's asset management vision, objectives, outcomes, enablers (e.g. Roles, responsibilities, training etc.), and performance monitoring and implementation plan.

The Asset Management Plan shall be driven by community-involved service levels, future demand, long term sustainability and risk management.

Policy Statement:

The Shire will provide and manage assets that support the delivery of services in line with the Strategic Community Plan. Through a commitment to continuous improvement in its organisational asset management, the Shire will develop, adopt and implement a Vision, a Strategy and Management Plans.

The Shire will manage its assets in a whole-of-life and economically, environmentally, culturally and socially sustainable manner. Asset management decisions will consider other key Shire policies and priority will be given to existing assets and services over new ones. Long term resource needs (Asset Management plans) will be balanced against capacity (Long Term Financial Plan).

Policy Administration

Reviews/Amendments: Item N^o 17032.5 16th March 2017

Reviews/Amendments:

Legal Compliance

Nil.

Consultation

Shire of Perenjori Councillors

Mario Romeo – CEO

Wayne Scheggia – Executive Advisor

Financial Implications

Potential income from sale of properties.

Precedents

Nil.

Strategic Community Plan

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.

Officer Comment

It is recommended that Council offer the five vacant lots on John Street for sale and retain the lots on Timmings Street and Hirshauer Street for additional Council housing.

Council have the options of:

Offering the lots for sale at a set price – ie. \$8,000 (eight thousand dollars),

or

Advertise as available for purchase in accordance with *Section 3.58* of the *Local Government Act 1995* requiring:

Applicants must make a written offer to Council which must include the lot they are interested in, the purchasers name and the value of the offer.

Staff will then arrange an independent valuation of the lot and present the offer and relevant details to Council for consideration.

If the offer is approved by Council, statutory advertising must be carried out, and public submissions will be open for two weeks.

Following the advertising and public submissions, the offer will go back to Council for final approval.

Any offer that is accepted by Council must be carried out under the following conditions:

Payment is made in full within 30 days of notification of sale.

Building commences within 12 months of sale.

The building must be a housing residence and conform to building licenses issued.

The building must be completed within two years of the sale.

Voting Requirements: Simple Majority

Change to Officer Recommendation

No Change. OR:

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

150721.8 SALE OF COUNCIL-OWNED RESIDENTIAL VACANT LOTS

OFFICER RECOMMENDATION

THAT Council advertise the following lots as available for purchase:

- Lot 341 John Street, Perenjori
- Lot 343 John Street, Perenjori
- Lot 346 John Street, Perenjori
- Lot 348 John Street, Perenjori
- Lot 349 John Street, Perenjori

THAT the following steps be taken in accordance with Section 3.58 of the Local Government Act 1995:

- Applicants must make a written offer to Council which must include the lot they are interested in, the purchasers name, and the value of the offer.
- Staff will then arrange an independent valuation of the lot and present the offer and relevant details to Council for consideration.
- If the offer is approved by Council, statutory advertising must be carried out, and public submissions will be open for two weeks.
- Following the advertising and public submissions, the offer will go back to Council for final approval.

Any offer that is accepted by Council must be carried out under the following conditions:

1. Payment is made in full within 30 days of notification of sale.
2. Building commences within 12 months of sale.
3. The building must be a housing residence and conform to building licenses issued.
4. The building must be completed within two years of the sale.

Moved: Seconded: Motion put and carried / lost

17. CONFIDENTIAL REPORTS

17.1 COUNCIL DECISION TO GO BEHIND CLOSED DOORS

PROCEDURAL MOTION

THAT Council go behind closed doors to consider a matter that if disclosed, would affect Information that has a commercial value to a person; or Information about the business, professional, commercial or financial affairs of a person.

Moved: Seconded: Motion put and carried / lost

17.2 CONFIDENTIAL ITEM – OVERDUE RATES AND CHARGES

Applicant:	Shire of Perenjori
File:	ADM0033
Report Date:	15 July 2021
Disclosure of Interest:	
Author:	Louise Sequerah – Rates Officer
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	17.2 (a) - Recalcitrant Rates Debtors as at 30 June 2021

Voting Requirements: Absolute Majority

Change to Officer Recommendation

No Change. OR:

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

150721.9 CONFIDENTIAL ITEM – OVERDUE RATES AND CHARGES

OFFICER RECOMMENDATION

THAT the overdue rates and charges report totaling \$24,507.69 be received.

Moved: Seconded: Motion put and carried / lost

17.3 COUNCIL DECISION TO RETURN FROM BEHIND CLOSED DOORS

PROCEDURAL MOTION

THAT Council return to standing orders and re-open the meeting to the public.

Moved: Seconded: Motion put and carried / lost

18. ORDERING THE COMMON SEAL

Document	Organisation	Purpose	Date
-	-	-	-

19. REPORTS OF COMMITTEES AND MEMBERS

20. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

21. NOTICE OF MOTIONS

(for consideration at the following meeting, if given during the meeting).

22. NEW BUSINESS OF AN URGENT NATURE ADMITTED BY COUNCIL

23. CLOSURE OF MEETING

24. NEXT MEETING:

The Shire President advises that the date of the next Ordinary Meeting of Council will be held on Thursday 19 August 2021, commencing at 3:00 pm at the Shire of Perenjori Council Chambers 56 Fowler Street, Perenjori WA 6620.



Shire of
Perenjori
Embrace Opportunity

ATTACHMENT
Item 7.1 (a)

Unconfirmed Ordinary Council Minutes
17 June 2021

ORDINARY COUNCIL MEETING 15 JULY 2021



Shire of
Perenjori
Embrace Opportunity

MINUTES
for the
ORDINARY COUNCIL
MEETING

17 JUNE 2021

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COUNCIL ROLE

Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government /body /agency.
Executive/Strategic	The substantial direction setting and oversight role of the Council e.g. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative	Includes adopting local laws, town planning schemes and policies.
Review	When Council reviews decisions made by Officers.
Quasi-Judicial	When Council determines an application/matter that directly affects a person's rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice.

Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (e.g.: under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

DISCLAIMER

“Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity that has an application before the Shire must obtain, and should only rely on, written notice of the Shire's decision and any conditions attaching to the decision and cannot treat as an approval anything said or done at a Council or Committee meeting.

Any advice provided by an employee of the Shire on the operation of a written law, or the performance of a function by the Shire, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire should be sought in writing and should make clear the purpose of the request.”

SHIRE OF PERENJORI

Minutes for the Shire of Perenjori Ordinary Meeting of Council held on Thursday 17 June 2021, at the Shire of Perenjori Council Chambers, 56 Fowler Street, Perenjori WA 6620.

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS:

The Shire President declared the meeting open at 3.02 pm and welcomed those in attendance.

Welcome to Country: -

As per the Shire of Perenjori Policy (N° 1021) we wish to acknowledge the traditional owners of the land upon which the Shire of Perenjori is situated and to demonstrate respect for the original custodians.

Therefore, I respectfully acknowledge the past and present custodians of the land on which we are meeting, the Badymia people.

I also acknowledge the pioneers who settled this country, developed the land and turned it into the productive country that we know today, allowing us to enjoy the lifestyle to which we have become accustomed.

2. OPENING PRAYER:

The Shire President read the opening prayer.

3. DISCLAIMER READING:

As printed.

4. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:

4.1 ATTENDANCE BY TELEPHONE (ACT S.5.25(1)(BA))

(1) A person who is not physically present at a meeting of a council or committee is to be taken to be present at the meeting if —

- (a) the person is simultaneously in audio contact, by telephone or other means of instantaneous communication, with each other person present at the meeting; and
- (b) the person is in a suitable place; and
- (c) the council has approved* of the arrangement.

A resolution to this affect is set out below and must be carried by an **absolute majority**.

4.1.1 OFFICER RECOMMENDATION

THAT Cr J Sutherland's request to attend the June Council meeting via teleconference while based in Perth be approved.

Moved: Cr D Bradford Seconded: Cr C Bryant Motion put and carried: 6/0

4.1 ATTENDANCE:

MEMBERS:

Cr Chris King – Shire President
Cr Jude Sutherland – Deputy Shire President (via teleconference)
Cr Brian Baxter
Cr Colin Bryant
Cr Daniel Bradford
Cr Les Hepworth
Cr Phil Logue

STAFF:

Mario Romeo – Chief Executive Officer
Nola Comerford-Smith – MCCS
Wayne Scheggia – Executive Advisor
Debby Barndon - Accountant
Ken Markham – Manager Infrastructure Services
Bianca Plug – Executive Assistant

DISTINGUISHED VISITORS: Nil.

MEMBERS OF THE PUBLIC: Paddy King

LEAVE OF ABSENCE: Nil.

APOLOGIES: Nil.

5. PUBLIC QUESTION TIME:

Nil.

5.1 RESPONSE TO QUESTIONS TAKEN ON NOTICE:

Nil.

5.2 QUESTIONS WITHOUT NOTICE:

Nil.

6. APPLICATIONS FOR LEAVE OF ABSENCE:

Nil.

6.1 APPLICATION/S FOR LEAVE OF ABSENCE:

OFFICER RECOMMENDATION

THAT: - _____ be granted leave of absence for the meeting of _____

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS:

7.1 ORDINARY MEETING HELD ON 20 MAY 2021

OFFICER RECOMMENDATION

THAT the Minutes of the Ordinary Meeting of Council held on 20 May 2021, presented in attachment 7.1 (a), be confirmed as true and correct subject to no / the following corrections.

7.2 ORDINARY MEETING HELD ON 20 MAY 2021

COUNCIL DECISION

THAT the Minutes of the Ordinary Meeting of Council held on 20 May 2021, presented in attachment 7.1 (a), be confirmed as true and correct subject to no corrections.

Moved: Cr P Logue Seconded: Cr D Bradford Motion put and carried: 7/0

8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION:

RATING & VALUATION SYSTEM

Cr Baxter has asked if a discussion could be faciwith the Valuer General regarding how property valuations are assessed and how the valuation impacts property rates.

The CEO has contacted the Valuer general's Office and requested that an appropriate person attend and address our next Council Forum. If Councillors would like to pursue any information prior to the meeting, please discuss your questions with the staff.

BUDGET WORKSHOP

There will be a Budget Discussion Meeting on Wednesday 23 June 2021 commencing at 10.30 am with lunch if required.

9. PETITIONS/DEPUTATIONS/PRESENTATIONS:

Nil.

10. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED:

Nil.

11. DECLARATION OF INTEREST:

“Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.”

Cr J Sutherland declared a Proximity, Financial and Impartiality Interest in item 16.1 Proposed Nature Based Park – Lot M1600 Barrett Road, Perenjori due to being the applicant and land owner of the Proposed Nature Based Park.

12. FINANCE REPORTS

12.1 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR PERIOD ENDED 31 MAY 2021

Applicant:	Shire of Perenjori
File:	ADM0081
Disclosure of Interest:	Nil
Author:	Deb Barndon – Accountant
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	12.1 (a) - Monthly Statement of Financial Activity for 31 May 2021

Executive Summary:

This item recommends that Council receive the Financial Activity Statements for the period ending 31 May 2021.

Background:

Regulation 34 of the Local Government (Financial Management) Regulations 1996 requires local governments to prepare a Monthly Statement of Financial Activity.

Details:

Nil.

Legal Compliance:

Nil.

Policy Implications:

Nil.

Financial Implications:

Shown in the attached data.

Strategic Community Plan:

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.

Precedents:

Nil.

Officer Comment:

Nil.

CEO Comment:

Nil.

Voting Requirements: Simple Majority

Change to Officer Recommendation

No Change.

12.1.1 THE FINANCIAL ACTIVITY STATEMENTS FOR THE PERIOD ENDING 31 MAY 2021

OFFICER RECOMMENDATION

THAT Council receive the Financial Activity Statement Reports for the period ending 31 May 2021.

12.1.2 THE FINANCIAL ACTIVITY STATEMENTS FOR THE PERIOD ENDING 31 MAY 2021

COUNCIL RESOLUTION

THAT Council receive the Financial Activity Statement Reports for the period ending 31 May 2021.

Moved: Cr L Hepworth Seconded: Cr C Bryant Motion put and carried: 7/0

12.2 SCHEDULE OF FINANCIAL ACTIVITY FOR PERIOD ENDED 31 MAY 2021

Applicant:	Shire of Perenjori
File:	ADM0082
Disclosure of Interest:	Nil
Author:	Deb Barndon – Accountant
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	12.2 (a) - Accounts for Payment 31 May 2021

Executive Summary:

Council is presented the list of payments made from the Municipal, Trust and Reserve Accounts under delegation since the last Ordinary Council Meeting.

Background:

Council delegates authority to the Chief Executive Officer annually:

- To make payments from Trust, Reserve and Municipal Fund;
- To purchase goods and services to a value of not more than \$200,000;

Legal Compliance:

Local Government Act 1995

S6.5. Accounts and records

Local Government (Financial Management) Regulations 1996

R11. Payments, procedures for making etc.

R12. Payments from municipal fund or trust fund, restrictions on making

(1) A payment may only be made from the municipal fund or the trust fund —

(a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or

(b) otherwise, if the payment is authorised in advance by a resolution of the council.

(2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.

S13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

(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; and

(b) the amount of the payment; and

(c) the date of the payment; and

(d) sufficient information to identify the transaction.

(2) A list of accounts for approval to be paid is to be prepared each month showing —

(a) for each account which requires council authorisation in that month —

(i) the payee's name; and

(ii) the amount of the payment; and

(iii) sufficient information to identify the transaction; and

- (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under sub-regulation (1) or (2) 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:

Nil.

Council Role:

Nil.

Council Policy Compliance:

Payments are checked to ensure compliance with Council's Purchasing Policy Number 4007 – Procurement Policy.

Financial Implications:

All payments are made in accordance with the adopted annual budget.

Strategic Community Plan:

Strategy 1.3.2 of the Strategic Community Plan – Monitor and produce statutory budgetary and financial reporting requirements applicable to local government operations.

Consultation:

Nil.

Risk Assessment:

Nil.

Precedents:

Council endorses the Schedule of Paid Accounts at each Ordinary Council Meeting.

Officer Comment:

This is a schedule of 'paid accounts' - the accounts have been paid in accordance with Council's delegation.

Accounts Paid for the Month Ending 31 May 2021

Municipal Account	
EFT	\$ 443,984.12
Direct Debits	\$ 111,453.18
Cheques	\$ 2895.05
Corporate MasterCard	\$ 1033.73
Bank Fees	\$ 175.20
Total	\$ 559,541.28

Trust Account – Mt Gibson Public Benefit Funds	
EFT	\$0.00
Cheques	\$0.00
Bank Fees	\$0.00
Total	\$0.00

Totalling **\$559,541.28** from *Municipal and Trust Accounts* for the month ending **31 May 2021**.

Voting Requirements: Simple Majority

Change to Officer Recommendation:

No Change.

12.2.1 SCHEDULE OF PAID ACCOUNTS AS AT 31 MAY 2021

OFFICER RECOMMENDATION

THAT Council receives the May Schedule of Paid Accounts Report.

12.2.2 SCHEDULE OF PAID ACCOUNTS AS AT 31 MAY 2021

COUNCIL RESOLUTION

THAT Council receives the May Schedule of Paid Accounts Report.

Moved: Cr P Logue Seconded: Cr D Bradford Motion put and carried: 7/0

3.15 pm Debby Barndon left the meeting.

13. COMMUNITY DEVELOPMENT

15. PLANT AND WORKS

16. GOVERNANCE

3.22 pm - Cr J Sutherland declared a Financial, Proximity and Impartiality Interest in item 16.1 Proposed Nature Based Park – Lot M1600 Barrett Road, Perenjori as outlined under sub-section 11 of these Minutes. Cr J Sutherland was placed on mute during her teleconference and did not participate in the discussion or voting of the item.

16.1 PROPOSED NATURE BASED PARK – LOT M1600 BARRETT ROAD, PERENJORI

Applicant:	Shire of Perenjori
File:	A1
Disclosure of Interest:	Cr Jude Sutherland – Applicant
Author:	Simon Lancaster – DCEO Shire of Chapman Valley
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	16.1 (a) – Copy of Received Application 16.1 (b) – Copy of Received Submissions

Executive Summary:

Council is in receipt of an application for a nature based park upon Lot M1600 Barrett Road, Perenjori. The application has been advertised for comment and no objections were received. This report recommends that Council approve the application for a 2 year trial period.

Figure 16.1(a) – Location Plan for Lot M1600 Barrett Road, Perenjori



Background:

Lot M1600 is a relatively flat 623.3765ha property that is largely cleared and used for agricultural purposes, with pockets of remnant vegetation upon outcrop areas.

The applicant is proposing to establish a nature based park upon Lot M1600, approximately 500m west of the existing residence (providing manager/caretaker role to the facility) and 350m south-west of the farm outbuildings.

The property has a 2.212km frontage to the unsealed Barrett Road along its western boundary, however, the applicant is proposing that visitors to the nature based park would access the facility via an entry point onto the sealed Carnamah-Perenjori Road and utilise a 2.5km long internal track across the adjoining 424.2073ha Lot M1652 (also owned by the applicant).

Figure 16.1(b) – Aerial Photo of Lot M1600 Barrett Road, Perenjori



Figure 16.1(c) – Proposed nature based park upon Lot M1600 Barrett Road



The nature based camping facility would consist of 7 campsites, set approximately 30m apart, catering for caravans, camper trailers, self-contained vans and tents.

The facility is proposed to operate from April through September each year to cater for visitors to the region attracted during wildflower season, and would be closed over summer due to fire risk and the seasonal decline in tourism.

At this stage, with demand levels for a nature based park uncertain, the applicant is proposing to cater for self-contained travellers only, and not provide an on-site toilet. In the event that the nature based park proved to be a successful venture the applicant would then consider installation of an environmental toilet on-site. The applicant has discussed with the Shire directing visitors to the dump point in the Perenjori townsite.

Although the nature based park would be closed over the summer months, fire management would be provided by on-site fire fighting vehicle upon Lot M1600 and nearby 2 x 20,000L water tanks and 120,000L water tank. Visitors will also be notified of the radio and phone emergency contact details for the campground operator at the neighbouring farmhouse upon arrival.

A full copy of the application has been included as **separate Attachment 16.1(a)** to this report.

Statutory Environment:

Lot M1600 is zoned 'Rural' under Shire of Perenjori Local Planning Scheme No.3 ('the Scheme'). Given the advanced (post-advertising) state of the Scheme No.3 this document is now to be considered as 'seriously entertained' and therefore planning decisions should be made under these new provisions.

The Local Planning Scheme No.3 lists the objectives for the 'Rural' zone as being:

- “• *To provide for the maintenance or enhancement of specific local rural character.*
- *To protect broad acre agricultural activities such as cropping and grazing and intensive uses such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use.*
- *To maintain and enhance the environmental qualities of the landscape, vegetation, soils and water bodies, to protect sensitive areas especially the natural valley and watercourse systems from damage.*
- *To provide for the operation and development of existing, future and potential rural land uses by limiting the introduction of sensitive land uses in the Rural zone.*
- *To provide for a range of non-rural land uses where they have demonstrated benefit and are compatible with surrounding rural uses.”*

The proposed development would meet with the definition of 'Nature Based Park' as listed in the Scheme:

“nature based park means premises used for a nature based park as defined in the Caravan Parks and Camping Grounds Regulations 1997”

'Nature Based Park' is listed as an 'A' use within the 'Rural' zone under the Scheme, that is a use that must be advertised for comment prior to determination.

The *Caravan Parks and Camping Grounds Act 1995* and *Caravan Parks and Camping Regulations 1997* provide statutory direction in relation to this application.

Section 5 of the *Caravan Parks and Camping Grounds Act 1995* defines camping grounds and caravan parks as follows:

“camping ground means an area of land on which camps, but not caravans, are situated for habitation but does not include any land prescribed for the purposes of this definition;

caravan park means an area of land on which caravans, or caravans and camps, are situated for habitation.”

Part 1 Section 3 of the *Caravan Parks and Camping Grounds Regulations 1997* defines a nature based park as follows:

“nature based park means a facility in an area that —

- (a) is not in close proximity to an area that is built up with structures used for business, industry or dwelling-houses at intervals of less than 100m for a distance of 500m or more; and*
- (b) has been predominantly formed by nature; and*
- (c) has limited or controlled artificial light and noise intrusion.”*

Regulation 19(1)(m) notes that it is duty of the licence holder to:

“(m) for a nature based park, all advertising material and other information sources about the facility, the content of which is controlled by the licence holder, specify each of the following amenities that is not provided for occupiers at the facility —

- (i) toilets;*
- (ii) showers;*
- (iii) hand basins;*
- (iv) washing-up facilities;*
- (v) laundry facilities;*
- (vi) hot water for showering or for washing-up or laundry facilities;*
- (vii) power points;*
- (viii) lighting.”*

Schedule 7 Clause 5A(1) of the Regulations notes that:

“A person cannot be an occupier at a nature based park for more than 28 nights in total in a 3 month period starting on the first day that the person occupies a site at the facility.”

Schedule 7 Clause 23 of the Regulations notes that:

“(1) A nature based park is to have at least 2 toilets for every 20 sites, unless otherwise approved.

Note for this subclause:

Clause 47 applies if a local government gives approval for a nature based park to have fewer than 2 toilets for every 20 sites.”

The Department of Local Government and Communities have prepared the 'Nature-based Parks: Licensing Guidelines for Developers and Local Governments' and this application has been assessed with regard for these guidelines.

The application to establish a nature based park upon Lot M1600 Barrett Road, Perenjori is generally considered to be in accordance with the requirements of the

Caravan Parks and Camping Regulations 1997 and 'Nature-based Parks: Licensing Guidelines for Developers and Local Governments'.

In regards to the proposed non-provision of a toilet on-site, given the low-key seasonal nature and limited 7 campsite scale of the facility, it is recommended that the nature based park be approved for a 2 year trial period at the conclusion of which the Shire review the level of servicing provided by the landowner/operator.

It is also noted that Schedule 7 Clause 42 of the Regulations states that:

"Potable water for sites

- (1) A supply of potable water of at least 300L per day, or such lesser amount as is approved under subclause (2), is to be available for use by each site at a facility.*
- (2) The local government may, with the written approval of the Executive Director, Public Health (within the meaning of the Health Act 1911), approve of a lesser quantity of water than that specified in subclause (1) being available at a facility."*

The applicant is proposing a facility of 7 sites that would, based on the regulation requirements of 300L per day for each site, equate to an amount of 2,100L of potable water required to be available per day. The applicant proposes to have available 2 x 20,000 water tanks located nearby but these would be for fire fighting purposes and would not be considered to meet the requirements of potable water (which entails ongoing treatment with chlorine or ultra violet light treatment and periodic testing). This would therefore not meet with the standard requirements of Schedule 7 Clause 42(1) of the Regulations and would therefore require consideration under the performance criteria of Schedule 7 Clause 42(1).

The 'Nature-based Parks: Licensing Guidelines for Developers and Local Governments' also notes in relation to this requirement that:

"Potable water for sites

Current: Schedule 7, Clause 42, if potable water can be readily made available then it should be provided. There is a health requirement that an adequate supply of drinking water be provided; if not, the operator needs to seek an exemption.

Application for exemption is to be made to the local government and will be dealt with on a case by case basis.

Every effort must be made to notify potential visitors if no potable water is available – this includes on all advertising materials, websites and on signs at the entrance to the facility."

Again given the scale of the facility, and it being open for only part of the year, it is recommended that the nature based park be approved for a 2 year trial period, at the conclusion of which the Shire review this aspect of servicing also.

Policy Implications:

Nil.

Legal Compliance:

Nil.

Risk Management:

Risk Statement	Level of Risk	Risk Mitigation Strategy
This is an application made under the <i>Planning and Development Act 2005</i> and <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> that Council has the responsibility to administer and make determination upon.	The proposed development is considered low-key in nature, being limited to 7 campsites and operating only during the winter/spring period and closed during summer when fire risk is highest. The nature based park would also be sited 500m from the owner's residence meaning they will fulfill a caretaker role.	It is considered appropriate to approve the development for a 2 year trial period at the conclusion of which the Shire can review any issues arising.

Consultation:

The application was advertised from 30 April 2021 until 21 May 2021 to all surrounding landowners within 2½km of the proposed nature based park, and relevant government agencies such as the Department of Biodiversity Conservation & Attractions, Department of Fire & Emergency Services, Department of Health, Department of Primary Industries & Regional Development, Department of Water & Environmental Regulation and Western Power inviting comment.

At the conclusion of the advertising period 5 submissions had been received, with all of them being from government agencies offering technical comment, no objections were received. A copy of the received submissions has been provided as **separate Attachment 16.1(b)**.

The applicant was provided with the opportunity to respond to the issues raised in the received submissions and has submitted the following additional information:

- “1. *Public Health & Safety*
There will be a camping (tent) area which will be physically separated from vehicles, caravans and campers. The tent camping area will be sign posted.
2. *Rubbish and sites will be monitored on a daily basis. If rubbish is left it will be collected and disposed of responsibly.*
3. *Visitors will be required to bring their own firewood as stated in the application to ensure that no clearing of dead vegetation takes place.*
4. *As outlined in question 5.1.3 the Shire of Perenjori have been contacted and will monitor the cost of operating the dump point.*
5. *Campers with pets will have to ensure that they are on a lead at all times. As a working farm we have stock and owners must ensure that their pets are restrained during the visit. This will be monitored and restricted if necessary.”*

Financial Implications:

The establishment of a nature based park 18km from the Perenjori townsite without a dump point may lead to some additional use of the Shire resourced facility point in the Perenjori townsite. However, it is considered that this would be a minor financial burden for Council that would be outweighed by the wider community economic benefits of travellers being given increased types of accommodation options and reason to stay longer (and encouraged to spend more) in the region.

Precedents:

Nature Based Parks are becoming increasingly popular and demanded by tourists as the ownership levels of self-contained vans continues to grow. Nature Based Parks are operated by a mixture of state government (largely through Department of Biodiversity Conservation & Attractions), local governments and private operators throughout Western Australia.

Strategic Community Plan:

Area 2: Industry and Business Development – Our Economy

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

Officer Comment:

It is considered that the application is appropriate for the location and is in keeping with the requirements of the Shire's Scheme, and will assist in economic diversification without compromising the surrounding agricultural activities. With appropriate management it is considered that the facility can be of benefit to the area and be operated in low-risk manner.

The Mid West Development Commission, in collaboration with Regional Development Australia, the Department of Planning and the Mid West Tourism Alliance released the 'Tourism Development Strategy' (2014) with one of the identified priorities being to increase the range of eco nature based tourism activities, attractions and experiences.

The Economic Development element of the Commission's Mid West Blueprint (2015) noted the Mid West Tourism Potential as follows:

"The long term aspiration of this Blueprint is for the Mid West to attract one million overnight visitors (annually) by 2050. The Mid West would be highly developed as an inspiring nature based destination, that offers a wide range of high quality, year round experiences."

The Western Australian Planning Commission's 'Planning Bulletin 83 - Planning for Tourism' (2013) sets out the policy position to guide decision making by the WAPC and local government for rezoning, subdivision and development proposals for tourism purposes. The Bulletin emphasises the importance of strategic planning for tourism and that this should be addressed through the local government's Local Planning Strategy identifying tourism sites and determine their strategic value and importance to tourism development.

The Bulletin notes that identification of tourism sites does not imply that the site is suitable for immediate development or re-development (in many cases sites may be identified to facilitate the long term protection of land for tourism purposes where economic conditions appropriate for development may not be reached for a number of years) but does set out general location criteria to determine the tourism value of a site as follows:

Accessibility

The site has adequate existing or proposed transport links (such as major road or airport access).

Uniqueness

The site contains, or is in the vicinity of, an attraction or prominent and/or unique landmark of local, regional or State significance.

Setting

The setting of the site has an aspect and outlook that supports recreational tourism activities and/or the creation of a tourism character and ambience (e.g. immediately adjacent to a beach).

Tourism activities and amenities

The site provides, has easy access to, or is capable of development of supporting activities and amenities such as tours, fishing, historic sites, walk trails, environmental interpretation, cafes, restaurants, shops and the like.

Supply of land

The site has an element of scarcity in that it may be the only opportunity, or one of a limited number of opportunities, to achieve a significant tourism development in an area.

Site specific criteria to determine the tourism value of the site includes:

Suitability in a land use context

The site is located in a land use context that will not limit the extent of activities available to guests due to amenity impacts on adjoining residents or where the adjoining uses potentially detract from the tourism character of the site (e.g. located within a residential area).

Capability

The site has the capacity to be developed for tourism purposes and accommodate the associated services in a manner that does not detract from the natural attributes of the site or result in environmental degradation. Examples include: clearing for bushfire protection, sewerage capacity, water supply and rubbish disposal.

Size

The size of the site should be adequate to accommodate a sustainable tourism facility with respect to its design, operation and function, and its site specific and wider impacts and consideration of future growth/expansion. This will require a site to be able to be developed without compromising the sustainable use of natural and cultural resources or existing social structures. Development of the site should also contribute to the delivery of diversified and balanced tourism opportunities.

Function

The use of the site meets a particular accommodation, market need and/or ensures a range of tourism accommodation within the locality. Examples are: beachfront caravan parks, school holiday camps and Crown tourism leases.

These criteria are to guide local government in the assessment of the strategic value of tourism sites and determination of the value will be based on the outcome of the assessment of the site against all criteria."

Voting Requirements: Simple Majority

No Change.

16.1.1 PROPOSED NATURE BASED PARK – LOT M1600 BARRETT ROAD, PERENJORI

OFFICER RECOMMENDATION

THAT Council grant formal planning approval for a short stay Nature Based Park upon Lot M1600 Barrett Road, Perenjori subject to the following conditions:

- 1 Development shall be in accordance with the approved plan(s) dated 17 June 2021 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) considered by the Chief Executive Officer to represent significant variation from the approved development plan requires further application and planning approval for that use/addition.**
- 3 The approval is valid for a period of 2 years after which time the application shall be considered by the Shire CEO (under the delegated authority of Council) as to any impacts arising from the operation of the development in the determination on whether to grant any extension to the approval period.**
- 4 The applicant is to prepare, submit and adhere to a Management Plan to the approval of the local government.**
- 5 The proponent is to implement and maintain reporting mechanisms for complaints concerning the operation of the development. In the event of a substantiated complaint being received the applicant is required to demonstrate mitigation response(s) to the approval of the local government. Such response(s) will be treated as conditions of approval/required modifications to the Management Plan.**
- 6 The development shall comply with the requirements of the *Caravan Parks and Camping Grounds Regulations 1997* and the 'Nature-based Parks: Licensing Guidelines for Developers and Local Governments' to the approval of the local government.**
- 7 The applicant is to ensure that the location, design, construction and ongoing maintenance of the access point from the development site onto the road network shall be to the approval of the local government.**
- 8 The internal road network and vehicle manoeuvring and parking areas shall be constructed and maintained to an all-weather compacted standard to the approval of the local government.**
- 9 The installation and subsequent maintenance of any signage shall be to the approval of the local government (or Main Roads where required).**

Advice Notes

- (a) In relation to condition 3 the applicant is advised that this approval is issued for a trial period of 2 years and the operation of this development and level of servicing will be monitored by the Shire and given regard for when assessing whether further approval may be granted.**
- (b) In relation to condition 4 the Management Plan is to include sections relating to Fire Management, Emergency Response Plan, Water Supply and Waste Management.**

- (c) In relation to condition 6 the development shall only permit short stay accommodation for a period of not more than 28 nights in total in a 3 month period starting on the first day that the person occupies a site at the facility.
- (d) The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation including but not limited to the, *Caravan Parks and Camping Grounds Act 1995*, *Caravan Parks and Camping Grounds Regulations 1997* and *Health (Miscellaneous Provisions) Act 1911*. It is the applicant's responsibility to obtain any additional approvals required before the development/use lawfully commences.
- (e) If an applicant is 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.

16.1.2 PROPOSED NATURE BASED PARK – LOT M1600 BARRETT ROAD, PERENJORI

COUNCIL DECISION

THAT Council grant formal planning approval for a short stay Nature Based Park upon Lot M1600 Barrett Road, Perenjori subject to the following conditions:

- 1 Development shall be in accordance with the approved plan(s) dated 17 June 2021 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) considered by the Chief Executive Officer to represent significant variation from the approved development plan requires further application and planning approval for that use/addition.
- 3 The approval is valid for a period of 2 years after which time the application shall be considered by the Shire CEO (under the delegated authority of Council) as to any impacts arising from the operation of the development in the determination on whether to grant any extension to the approval period.
- 4 The applicant is to prepare, submit and adhere to a Management Plan to the approval of the local government.
- 5 The proponent is to implement and maintain reporting mechanisms for complaints concerning the operation of the development. In the event of a substantiated complaint being received the applicant is required to demonstrate mitigation response(s) to the approval of the local government. Such response(s) will be treated as conditions of approval/required modifications to the Management Plan.
- 6 The development shall comply with the requirements of the *Caravan Parks and Camping Grounds Regulations 1997* and the 'Nature-based Parks: Licensing Guidelines for Developers and Local Governments' to the approval of the local government.
- 7 The applicant is to ensure that the location, design, construction and ongoing maintenance of the access point from the development site onto the road network shall be to the approval of the local government.

- 8 The internal road network and vehicle manoeuvring and parking areas shall be constructed and maintained to an all-weather compacted standard to the approval of the local government.**
- 9 The installation and subsequent maintenance of any signage shall be to the approval of the local government (or Main Roads where required).**

Advice Notes

- (a) In relation to condition 3 the applicant is advised that this approval is issued for a trial period of 2 years and the operation of this development and level of servicing will be monitored by the Shire and given regard for when assessing whether further approval may be granted.**
- (b) In relation to condition 4 the Management Plan is to include sections relating to Fire Management, Emergency Response Plan, Water Supply and Waste Management.**
- (c) In relation to condition 6 the development shall only permit short stay accommodation for a period of not more than 28 nights in total in a 3 month period starting on the first day that the person occupies a site at the facility.**
- (d) The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation including but not limited to the, *Caravan Parks and Camping Grounds Act 1995*, *Caravan Parks and Camping Grounds Regulations 1997* and *Health (Miscellaneous Provisions) Act 1911*. It is the applicant's responsibility to obtain any additional approvals required before the development/use lawfully commences.**
- (e) If an applicant is 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.**

Moved: Cr L Hepworth Seconded: Cr P Logue Motion put and carried: 6/0

3:35 pm - Cr J Sutherland re-joined the meeting via teleconference at the conclusion of this item.

16.2 PROPOSED SCHEDULE OF COUNCIL MEETING DATES FOR 2021/22

Applicant:	Shire of Perenjori
File:	ADM0214
Disclosure of Interest:	Nil
Author:	Bianca Plug – Executive Assistant
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	Nil

Executive Summary:

This item seeks Council's endorsement of the proposed meeting dates until June 2022.

Background:

Local Governments are required to advertise their schedule of meetings at least once per year. The proposed meeting dates and times for the next 12 months are set out below.

Statutory Environment:

Local Government (Administration) Regulations – Reg 12 sets out the need for Local Public Notice of the date time and venue of Ordinary Councils meetings.

Local Government Act 1995, Part 5, Administration, s 5.3 Ordinary and special council meetings,

- (1) A council is to hold ordinary meetings and may hold special meetings.
- (2) Ordinary meetings are to be held not more than 3 months apart.
- (3) If council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure.

Policy Implications:

Ensures Compliance with Local Government Act 1995.

Legal Compliance:

Nil.

Risk Management:

Nil.

Consultation:

Nil.

Financial Implications:

Councillor meeting fees will be set and adopted in the 2021/22 budget.

Precedents:

Nil.

Strategic Community Plan:

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.

Officer Comment:

Meeting on the third Thursday of the month recognises practices from previous years. Traditionally, Council meets at the Latham Community Centre in March. This has been scheduled to be held on 17 March 2022.

The gazetted public holidays from July 2021 to June 2022 include the Queen's Birthday on Monday 27 September 2021, Christmas Day Public Holiday Monday 27 December 2021, Labour Day Monday 7 March 2022, Good Friday 15 April 2022, Easter Monday 18 April 2022 and Western Australia Day 6 June 2022. There is no impact on the proposed Council's meeting schedule however, the Council Meeting Agenda will need to be sent earlier than usual due to the public holidays surrounding the April Council Meeting in 2022.

ORDINARY COUNCIL MEETINGS 2021/22		
Ordinary Council Meeting Date (Thursday)	Ordinary Council Meeting Time	Ordinary Council Meeting Location
15 July 2021	3:00 pm	Perenjori Council Chambers
19 August 2021	3:00 pm	Perenjori Council Chambers
16 September 2021	3:00 pm	Perenjori Council Chambers
21 October 2021	3:00 pm	Perenjori Council Chambers
18 November 2021	3:00 pm	Perenjori Council Chambers
16 December 2021	3:00 pm	Perenjori Council Chambers
January 2022	NO MEETING	NO MEETING
17 February 2022	3:00 pm	Perenjori Council Chambers
17 March 2022	3:00 pm	Latham Community Centre
21 April 2022	3:00 pm	Perenjori Council Chambers
19 May 2022	3:00 pm	Perenjori Council Chambers
16 June 2022	3:00 pm	Perenjori Council Chambers

Voting Requirements: Simple Majority

No Change.

16.2.1 PROPOSED SCHEDULE OF COUNCIL MEETING DATES FOR 2021/22

OFFICER RECOMMENDATION

THAT the above schedule of meetings until June 2022 to be held in the Shire of Perenjori Council Chambers, with the exception of the March 2022 Council Meeting to be held at the Latham Community Centre and, advertised through local media, the Perenjori Shire public notice board and the Shire of Perenjori website.

16.2.2 PROPOSED SCHEDULE OF COUNCIL MEETING DATES FOR 2021/22

COUNCIL DECISION

THAT the above schedule of meetings until June 2022 to be held in the Shire of Perenjori Council Chambers, with the exception of the March 2022 Council Meeting to be held at the Latham Community Centre and, advertised through local media, the Perenjori Shire public notice board and the Shire of Perenjori website.

Moved: Cr D Bradford Seconded: Cr C Bryant Motion put and carried: 7/0

16.3 EMERGENCY REPORTING EXEMPTIONS

Applicant:	Shire of Perenjori
File:	ADM0091
Disclosure of Interest:	Nil
Author:	Wayne Scheggia – Executive Advisor
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	Nil

Executive Summary:

The purpose of this report is to advise Council of exemptions for 2021 from LEMC meetings and the Annual Preparedness Capability Survey.

Background:

The State Emergency Management Committee (SEMC) has acknowledged the impact of Tropical Cyclone Seroja on communities in the Mid-West region and the extent of recovery efforts underway in the Shire of Perenjori. At its meeting on 7 May 2021, the SEMC resolved to provide allowances to impacted local government areas regarding certain emergency management activities. Under resolution 35/2021, the SEMC has:

- approved the Shire of Perenjori to cancel Local Emergency Management Committee (LEMC) meetings for the remainder of 2021;
- noted the exemption of the Shire of Perenjori from the requirement to complete the Annual and Preparedness Report Capability Survey in 2021; and
- authorised the Mid West District Emergency Management Committee (DEMC) to adjust the meeting dates for the remainder of 2021, if required.

These allowances are granted in recognition of the increased workload on local government and their emergency management partners in the area and to allow emergency management efforts to remain focused on supporting the community in recovery.

Following the completion of the recovery process there will be a review of the collective experiences of the emergency management sector to understand the lessons learnt from cyclone Seroja and review documents within the State Emergency Management Framework.

Input from affected local governments will be key in improving the framework to better support communities and drive locally informed emergency management practices in the future.

Statutory Environment:

Nil.

Policy Implications:

Nil.

Legal Compliance:

Nil.

Risk Management:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Low level of coordination amongst local level emergency agencies.	Low.	Maintain local communications on emergency management issues.

Consultation:

CEO.

Financial Implications:

Nil.

Precedents:

Nil.

Strategic Community Plan:

Area 5: Investing in Council's Capacity – Our Leadership

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

Comment:

This represents an acknowledgement that reporting requirements can be onerous for small local governments. There is always a high level of informal communication between emergency management operatives and this will continue outside of formal reporting requirements.

Voting Requirements: Simple Majority

No Change.

16.3.1 EMERGENCY REPORTING EXEMPTIONS

OFFICER RECOMMENDATION

THAT the report be noted.

16.3.2 EMERGENCY REPORTING EXEMPTIONS

COUNCIL DECISION

THAT the report be noted.

Moved: Cr D Bradford Seconded: Cr L Hepworth Motion put and carried: 7/0

16.4 APPOINTMENT OF FIRE OFFICERS & FIRE BREAK NOTICE

Applicant:	Shire of Perenjori
File:	ADM0070
Disclosure of Interest:	Nil
Author:	Rick Ryan – Community Emergency Services Manager
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	Nil

Executive Summary:

The purpose of this report is to:

- (a) Appoint the Shire of Perenjori Bush Fire Control Officers, pursuant to Section 38 of the Bush Fires Act 1954;
- (b) Appoint the Chief Fire Control Officer (CBFCO) and Deputy Chief Bush Fire Control Officer, pursuant to Section 38 of the Bush Fires Act 1954.
- (c) to endorse the Shire of Perenjori Section 33 Fire Break Notice

Background:

The Shire of Perenjori appoints officers on an annual basis to ensure adequate resources are available throughout the year.

The Shire Fire Break notice is sent out to all landholders advising of the Fire Break requirements, advising the community of burning times, fire break requirements and Fire Control Officers for the Shire of Perenjori.

Statutory Environment:

Section 38 (1) of the *Bush Fires Act 1954* states as follows

A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

Section 38 (1) of the *Bush Fires Act 1954* states as follows

(c) An approved local government may appoint to the office of fire weather officer such number of senior bush fire control officers as it thinks necessary.

(h) A fire weather officer of an approved local government, or a deputy of that fire weather officer while acting in the place of that officer, may authorise a person who has received a permit under section 18(6)(a), to burn the bush in the district of the local government notwithstanding that for any day, or any period of a day, specified in the notice the fire danger forecast issued by the Bureau of Meteorology in Perth, in respect to the locality where the bush proposed to be burnt is situated, is "extreme" or "very high", and upon the authority being given the person, if he has otherwise complied with the conditions prescribed for the purposes of section 18, may burn the bush.

(i) This subsection does not authorise the burning of bush during the prohibited burning times or within the defined area during a bush fire emergency period.

Local government may require occupier of land to plough or clear fire-break

- (1) Subject to subsection (2) a local government at any time, and from time to time, may, and if so required by the Minister shall, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur, give notice in writing to an owner or occupier of land situate within the district of the local government or shall give notice to all owners or occupiers of land in its district by publishing a notice in the *Government Gazette* and in a newspaper circulating in the area requiring him or them as the case may be within a time specified in the notice to do or to commence to do at a time so specified all or any of the following things —
- (a) to plough, cultivate, scarify, burn or otherwise clear upon the land fire-breaks in such manner, at such places, of such dimensions, and to such number, and whether in parallel or otherwise, as the local government may and is hereby empowered to determine and as are specified in the notice, and thereafter to maintain the fire-breaks clear of inflammable matter;
 - (b) to act as and when specified in the notice with respect to anything which is upon the land, and which in the opinion of the local government or its duly authorised officer, is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire,
- and the notice may require the owner or occupier to do so —
- (c) as a separate operation, or in co-ordination with any other person, carrying out a similar operation on adjoining or neighbouring land; and
 - (d) in any event, to the satisfaction of either the local government or its duly authorised officer, according to which of them is specified in the notice.

Policy Implications:

Nil.

Legal Compliance:

Nil.

Risk Management:

It is a requirement to have appointed officers and would leave the Shire very exposed without such responsible people in place to attend to matters as they arise.

Consultation:

Bush Fire Advisory Committee.

Financial Implications:

Nil.

Precedents:

Nil.

Strategic Community Plan:

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.

Officer Comment:

Similar to the CBFCO persons appointed to the roles of Fire Control Officers, each officer should have a good understanding of their roles and fire behaviour in this district.

We do not have a Fire Weather officer as this is a Government Gazetted position as the purpose of a Fire Weather Officer is to validate fire permits if the weather/FDI is lower than what has been predicted by BOM.

The CBFCO or the CEO has the role of instigating a Harvest & Vehicle Movement Ban. The CBFCO and CESM will monitor the weather and both will review with the other FCO, if there is a need to impose a HVMB the Shire will be advised to send out a notice to imposes a HMB.

Voting Requirements: Simple Majority

No Change.

16.4.1 APPOINTMENT OF FIRE OFFICERS & FIRE BREAK NOTICE

OFFICER RECOMMENDATION

THAT the following bush fire control officers for 2021/22 year be appointed and Ken Markham be appointed as the interim Acting Deputy Chief Bush Fire Control Officer until such time as a permanent appointment to this position.

POSITION	NAME
Chief Bush Fire Control Officer	Phil Page
Deputy Chief Bush Fire Control Officer	Ken Markham
Fire Control Officers & Permit Issuing Officers	Mario Romeo Phil Page Ken Markham Jason King Brian Campbell Mario Romeo CEO Rick Ryan/CESM

16.4.2 APPOINTMENT OF FIRE OFFICERS & FIRE BREAK NOTICE

COUNCIL DECISION

THAT the following bush fire control officers for 2021/22 year be appointed and Ken Markham be appointed as the interim Acting Deputy Chief Bush Fire Control Officer until such time as a permanent appointment to this position.

POSITION	NAME
Chief Bush Fire Control Officer	Phil Page
Deputy Chief Bush Fire Control Officer	Ken Markham
Fire Control Officers & Permit Issuing Officers	Mario Romeo Phil Page Ken Markham Jason King Brian Campbell Mario Romeo CEO Rick Ryan/CESM

Moved: Cr D Bradford Seconded: Cr P Logue Motion put and carried: 7/0

16.5 REGIONAL EARLY EDUCATION AND DEVELOPMENT (REED) PROPOSAL

Applicant:	Shire of Perenjori
File:	ADM0544
Disclosure of Interest:	Nil
Author:	Nola Comerford – Smith – M CCS
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	Nil

Executive Summary:

The purpose of this report is for Council to consider transferring management of the Perenjori Early Childhood Centre (PECC) from the Shire of Perenjori to Regional Early Education and Development (REED).

Background:

At the Council Briefing Session on Thursday 10 June 2021 REED representatives presented information on the operations and functions of their early childhood education service. REED is a not-for-profit incorporated association and registered charity which manages over 20 Early Childhood Centres in the Wheatbelt and are considering extending their service into the Mid-West.

REED would be responsible for management of childhood education services which includes all administration processes (including payroll), training, staff attraction & retention, advertising, compliance with Early Childhood Education and Care (ECEC), plus payment of utilities.

Statutory Environment:

Nil.

Policy Implications:

As per *Policy 9008 – Elected Member Representation – Committees, Community*, Council currently have representation on the PECC Advisory Committee, which would no longer be applicable or required.

Legal Compliance:

Nil.

Risk Management:

Minimal. REED are currently successfully managing over 20 childcare services within the Wheatbelt and their professional involvement in management is considered less of a risk factor than the current Shire involvement due to their experience in childcare.

Consultation:

Mario Romeo – CEO
Perenjori Early Childhood Centre
Regional Early Education and Development Inc.
Hanna Jolly – Manager Corporate Services, Shire of Dalwallinu
Louise Sellenger – Administration Manager, Shire of Mukinbudin

Financial Implications:

REED have implied that they would request a peppercorn lease for the PECC building. 2020/2021 year to date expenditure for the PECC of \$266,174 (two hundred and sixty-six thousand, one hundred and seventy-four dollars) includes administration, staff expenses and resources. Housing allocation of \$56,458 (fifty-six thousand, four hundred and fifty-eight dollars) has not been included in this amount as Council may consider continued housing support to ensure staff retainment.

Year to date income through childcare fees total \$90,441 (ninety thousand, four hundred and forty-one dollars).

Council would not be responsible for any wages or administration expenses for the Centre but could consider continuing responsibility for building and garden maintenance.

REED is registered to deliver the Federal Government's Child Care Subsidy, therefore families utilising the service will be eligible to apply for access to the childcare subsidy to reduce expenses for childcare fees.

Precedents:

Nil.

Strategic Community Plan:

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.

Officer Comment:

Consultation with other Local Government staff utilising REED management of a Council-owned childcare service offer positive feedback of the arrangement from a Shire-based view and a relief from the burden of regulations and compliance for community-based committees.

Voting Requirements: Simple Majority

No Change.

16.5.1 REGIONAL EARLY EDUCATION AND DEVELOPMENT (REED) PROPOSAL

OFFICER RECOMMENDATION

That Council request the CEO to pursue further negotiations with Regional Early Education and Development Inc. with a view to securing the longer-term operational requirements and legal compliance of the Perenjori Early Childhood Centre.

16.5.2 REGIONAL EARLY EDUCATION AND DEVELOPMENT (REED) PROPOSAL

COUNCIL DECISION

That Council request the CEO to pursue further negotiations with Regional Early Education and Development Inc. with a view to securing the longer-term operational requirements and legal compliance of the Perenjori Early Childhood Centre.

Moved: Cr D Bradford Seconded: Cr C Bryant Motion put and carried: 7/0

16.6 CORPORATE BUSINESS PLAN PERFORMANCE REVIEW

Applicant:	Shire of Perenjori
File:	ADM0468
Disclosure of Interest:	Nil
Author:	Wayne Scheggia – Executive Advisor
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	16.6 (a) Corporate Business Plan Performance Spreadsheet

Executive Summary:

This report presents the June review of the performance of the Corporate Business Plan.

The most significant event during the period has been the occurrence of Tropical Cyclone Seroja on April 11/12.

The initial consequence of the cyclone was the diversion of resources to emergency response and recovery activities.

Organisational performance was impacted insofar as administrative and office activities were disrupted by the initial loss of power supply and telecommunications, whilst the standard program of works and external services was suspended to deal with infrastructure damage, road closures and provide support to emergency services.

The economic impacts of both the cyclone and the ongoing COVID19 pandemic will likely hold some significance for the new Council budget, both in terms of revised works priorities and accounting for increased funding and expenditure.

Background:

Council is required to prepare a Plan for the Future, comprising a ten-year minimum Strategic Community Plan (*currently 2017 – 2027*) and a four-year minimum Corporate Business Plan (*currently 2017- 2021*).

Statutory Environment:

Local Government Act (1995)

5.56. Planning for the future

- (1) *A local government is to plan for the future of the district.*
- (2) *A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.*

Local Government (Administration) Regulations 1996

19C. Strategic community plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.

- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
- (5) In making or reviewing a strategic community plan, a local government is to have regard to —
 - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
 - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
 - (c) demographic trends.
- (6) Subject to sub regulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

*Absolute majority required.
- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
- (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

[Regulation 19C inserted: Gazette 26 Aug 2011 p. 3483-4.]

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

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —
 - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
 - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
 - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.

- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

*Absolute majority required.

- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

[Regulation 19DA inserted: Gazette 26 Aug 2011 p. 3484-5.]

19D. Public notice of adoption of strategic community plan

- (1) If a strategic community plan is adopted, the CEO must —
 - (a) give local public notice that the plan has been adopted; and
 - (b) publish the plan on the local government's official website.
- (2) If modifications to a strategic community plan are adopted, the CEO must —
 - (a) give local public notice that modifications to the plan have been adopted; and
 - (b) publish the modified plan on the local government's official website.

[Regulation 19D inserted: SL 2020/213 r. 21.]

Policy Implications:

Nil.

Legal Compliance:

Nil.

Risk Management:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Compliance with legislation, regulation and policy.	Low.	Maintain reporting schedule.

Consultation:

CEO & MIS.

Financial Implications:

Nil.

Precedents:

Nil.

Strategic Community Plan:

Area 5: Investing in Council's Capacity – Our Leadership

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

Officer Comment:

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

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

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

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

During the life of the current plan there have been a number of unforeseen negative impacts on Council's business activities, including;

- the inquiry into the Council and dissolution of the Council
- high staff turnover
- the COVID19 pandemic
- Tropical Cyclone Seroja

A positive impact has been the influx of government funding of approximately \$2M to support the national economic recovery and the advance payment of \$300K from LGIS in anticipation of the pending insurance claim for cyclone damage.

In acknowledging this report as a performance update of the existing plan, it should be noted that work is now underway to formally review the Community Plan and develop a new Corporate Business Plan for the next four-year period.

Voting Requirements: Simple Majority

No Change.

16.6.1 CORPORATE BUSINESS PLAN PERFORMANCE REVIEW

OFFICER RECOMMENDATION

THAT

- 1. the June Corporate Business Plan performance report be noted;**
- 2. a review of the Strategic Community Plan be initiated**
- 3. subsequent to the Strategic Community Plan review, a new Corporate Business Plan be developed.**

16.6.2 CORPORATE BUSINESS PLAN PERFORMANCE REVIEW

COUNCIL DECISION

THAT

- 1. the June Corporate Business Plan performance report be noted;**
- 2. a review of the Strategic Community Plan be initiated**
- 3. subsequent to the Strategic Community Plan review, a new Corporate Business Plan be developed.**

Moved: Cr L Hepworth Seconded: Cr C Bryant Motion put and carried: 7/0

17. CONFIDENTIAL REPORTS

Nil.

18. ORDERING THE COMMON SEAL

Document	Organisation	Purpose	Date
-	-	-	-

19. REPORTS OF COMMITTEES AND MEMBERS

Nil.

20. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

21. NOTICE OF MOTIONS

(for consideration at the following meeting, if given during the meeting).

Nil.

22. NEW BUSINESS OF AN URGENT NATURE ADMITTED BY COUNCIL

22.1 NEW BUSINESS OF AN URGENT NATURE ADMITTED BY COUNCIL

- (1) In cases of extreme urgency or other special circumstances, matters may, on a motion by the Presiding Member that is carried by the meeting, be raised without notice and decided by the meeting.
- (2) In subclause (1), 'cases of extreme urgency or other special circumstances' means matters that have arisen after the preparation of the agenda that are considered by the Presiding Member to be of such importance and urgency that they are unable to be dealt with administratively by the Local Government and must be considered and dealt with by the Council before the next meeting.

COUNCIL DECISION

THAT Special Urgent Business Item “Northern Country Zone Item” be considered to enable timely inclusion of the recommended item in the Zone agenda.

Moved: Cr L Hepworth Seconded: Cr D Bradford Motion put and carried: 7/0

22.1.1 NORTHERN COUNTRY ZONE ITEM

Applicant:	Shire of Perenjori
File:	ADM0250
Disclosure of Interest:	Nil
Author:	Wayne Scheggia – Executive Advisor
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	Nil

Executive Summary:

The purpose of this report is to seek Council approval for an item to be submitted to the Northern Country Zone meeting on June 30th.

Background:

Council recently considered the Auditor General's report on the performance of the Department of Local Government, Sport & Cultural Industries in delivering effective regulation and support to the Local Government sector and was concerned that the report findings indicate failure and poor performance in a number of the Department's statutory requirements, ultimately concluding that effective regulation and support is not being delivered.

In discussing this matter with the President and Deputy President after the meeting it was determined that progressing this matter through the Northern Country Zone would add to Council's advocacy on the issue.

The Zone Chair has requested that Council formally approve the item prior to listing it on the Zone agenda. This requirement has been established to prevent unauthorised issues being placed on the Zone agenda by individuals.

Statutory Environment:

Nil.

Policy Implications:

Nil.

Budget Implications:

Nil.

Risk Management:

Nil.

Consultation:

Shire President, CEO.

Strategic Community Plan:

Area 5: Investing in Council's Capacity – Our Leadership

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

Comment:

The full text of the proposed item is set out below.

AUDIT OF DEPARTMENT REGULATION AND SUPPORT TO THE SECTOR

The Shire of Perenjori recently considered the Auditor General's report on the performance of the Department of Local Government, Sport & Cultural Industries in delivering effective regulation and support to the Local Government sector and was concerned that the report findings indicate failure and poor performance in a number of the Department's statutory requirements, ultimately concluding that effective regulation and support is not being delivered.

The Auditor General's report demonstrates how the actions – or inactions – of the Department can impact on the capacity of individual local governments to comply with accountability requirements through no fault of their own.

It has long been acknowledged throughout the sector that that the Department is under resourced to deliver effective capacity building and support to the sector and the Auditor General's report substantially vindicates this view.

Whilst blame and criticism are easy responses to make to the report, from our perspective a more productive approach would be to offer support to the Minister in seeking to obtain increased resources within the State Budget to enable the Department to function properly and thereby deliver more effective and useful support to the sector.

In this time of pandemics and extreme weather events the community needs progressive and capable government administration at all levels. The historically narrow focus of the Department of Local Government on regulation and control is not appropriate for 21st Century local government.

Whilst the departmental response to the report is a universal claim that compliance will be achieved by August, the reality is that the sector needs more than simple compliance from the Department. An increased effort is required, particularly in relation to capacity building and support to the sector. There needs to be a refocussing of the Department around enhancing the capacity of local governments and providing support and development opportunities for elected members to enable them to better execute their roles and responsibilities. The resources necessary to bring this about should be a priority response from government in the State Budget.

RECOMMENDATION

- 1. That the State Government be requested to adequately resource the Department of Local Government, Sport & Cultural Industries to enable it to appropriately deliver on its obligations and responsibilities to the sector.**
- 2. That the State Government be requested to address the increased funding of the Department of Local Government as part of the coming State Budget.**

Voting Requirements: Simple Majority

Change to Officer Recommendation

No Change.

22.1.1.1 NORTHERN COUNTRY ZONE ITEM

OFFICER RECOMMENDATION

THAT the proposed zone item be approved.

22.1.1.2 NORTHERN COUNTRY ZONE ITEM

COUNCIL DECISION

THAT the proposed zone item be approved.

Moved: Cr D Bradford Seconded: Cr P Logue Motion put and carried: 7/0

PROCEDURAL MOTION

THAT Special Urgent Business Item “PROJECT RESOURCES” be considered to enable timely inclusion of the recommended resourcing in the 2021/22 Draft Council Budget.

Moved: Cr B Baxter Seconded: Cr P Logue Motion put and carried: 7/0

22.1.2 PROJECT RESOURCES

Applicant:	Shire of Perenjori
File:	Nil
Disclosure of Interest:	Nil
Author:	Wayne Scheggia – Executive Advisor
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	Nil

Executive Summary:

The purpose of this report is to seek direction on Council's expectations for resourcing to drive important commercial development opportunities, projects in response to cyclone disaster recovery and projects associated with the COVID19 economic stimulus funding.

Background:

Significant infrastructure and environmental damage was sustained throughout the shire as a result of Tropical Cyclone Seroja, resulting in a significant list of recovery projects to be undertaken. In addition, there is a significant body of work proposed to utilise nearly \$2M of federal stimulus funding to combat the economic impacts of the COVID19 pandemic. Parallel to these requirements, Council is also exploring ways to stimulate and revitalise the town's commercial centre. In order to bring these works to fruition it may be necessary for Council to attain additional resources in terms of project management, planning and contract supervision.

Statutory Environment:

Nil.

Policy Implications:

Nil.

Budget Implications:

Funds may need to be provided in the 2021/22 budget in the order of \$200K.

Risk Management:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Project delays	Medium	Map resource needs & make budget provision

Consultation:

Shire President, CEO, MIS.

Strategic Community Plan:

Area 5: Investing in Council's Capacity – Our Leadership

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

Comment:

Current resourcing levels aren't sufficient to meet the demands of an extensive program of additional works in response to the pandemic stimulus funding and the cyclone recovery, on top of our standard works program. This is particularly relevant in terms of project design and planning, approvals and compliance and project management. In addition, preparing project concepts and development details for works such as the town centre redevelopment, tourism initiatives and other new project ideas is extremely limited within the current staffing compliment.

Voting Requirements: Simple Majority

Change to Officer Recommendation

As per Local Government (Administration) Regulations 1996 11(da) Council records the following Officer Recommendation was amended to more specifically reflect Councils intention.

21.1.2.1 PROJECT RESOURCES

OFFICER RECOMMENDATION

THAT additional and necessary project management resources be identified by the CEO and included in the draft 2021/22 Council budget for Council consideration.

COUNCIL DECISION

THAT

- 1. Council authorise the CEO to seek expressions of interest immediately to provide project management services to the Perenjori Shire Council for the purposes of design, costing and scope of required works for the establishment / replacement of the Supermarket.**
- 2. Council authorise the CEO to seek expressions of interest immediately to provide project management services to the Perenjori Shire Council for the purpose of completion and delivery of the 2021 COVID projects listed by Council.**

Moved: Cr C King Seconded: Cr D Bradford Motion put and carried: 7/0

COUNCIL DECISION

THAT Special Urgent Business Item “CHANGE IN BANK SIGNATORIES AND CREDIT CARD ALLOCATION” be considered to enable timely inclusion of the new signatory and allocation of the required credit card.

Moved: Cr D Bradford Seconded: Cr P Logue Motion put and carried: 7/0

22.1.3 CHANGE IN BANK SIGNATORIES AND CREDIT CARD ALLOCATION

Applicant:	Shire of Perenjori
File:	Nil
Disclosure of Interest:	Nil
Author:	Bianca Plug – Executive Assistant
Responsible Officer:	Mario Romeo – Chief Executive Officer
Attachments:	Nil

Executive Summary:

This item seeks Council's endorsement to make an alteration to the Bank signatories by adding the new Manager Corporate and Community Services (MCCS) and allocating a Corporate Credit Card to the MCCS.

Background:

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

1. Mario Romeo – Chief Executive Officer
2. Ken Markham – Manager Infrastructure Services
3. Debby Barndon – Accountant

The position of Manager Corporate Community Services is responsible for a Corporate Credit Card limit of \$5,000. Access to the credit card facility is an important aspect of modern and efficient purchasing, particularly as a result of the lasting business impacts of the COVID-19 pandemic.

With the appointment of Ms Nola Comerford-Smith to the position of MCCS, the bank requires specific authorisation by Council resolution in order to enable a Corporate Credit Card to be established.

Statutory Environment:

Local Government (Financial) Regulations 1996.

Policy Implications:

Nil.

Legal Compliance:

Nil.

Risk Management:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Not having sufficient choices in signatories to accommodation people being away.	Medium(Likelihood: likely, Consequence: Moderate)	Ensure signatories are changed in a timely manner to accommodate changes in staffing.

Consultation:

Accountant.
Accounts Officer.

Financial Implications:

Nil.

Precedents:

Nil.

Strategic Community Plan:

Area 5: Investing in Councils Capacity – Our Leadership

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

Officer Comment:

Nil.

Voting Requirements: Absolute Majority

No Change.

22.1.3.1 CHANGE IN BANK SIGNATORIES AND CREDIT CARD ALLOCATION

OFFICER RECOMMENDATION THAT:

1. The following authorised bank signatories be approved for all Shire of Perenjori accounts held with Bankwest:
 - a. Chief Executive Officer – Mario Romeo
 - b. Manager Corporate and Community Services – Ms. Nola Comerford-Smith
 - c. Manager Infrastructure Services – Ken Markham
 - d. Accountant – Deborah Barndon
2. The Manager Corporate and Community Services Ms. Nola Comerford-Smith be authorised for a Bankwest Corporate Credit Card with a limit of \$5,000 and no cash advances.

22.1.3.2 CHANGE IN BANK SIGNATORIES AND CREDIT CARD ALLOCATION

COUNCIL DECISION

THAT:

- 1. The following authorised bank signatories be approved for all Shire of Perenjori accounts held with Bankwest:**
 - a. Chief Executive Officer – Mario Romeo**
 - b. Manager Corporate and Community Services – Ms. Nola Comerford-Smith**
 - c. Manager Infrastructure Services – Ken Markham**
 - d. Accountant – Deborah Barndon**

- 2. The Manager Corporate and Community Services Ms. Nola Comerford-Smith be authorised for a Bankwest Corporate Credit Card with a limit of \$5,000 and no cash advances.**

Moved: Cr P Logue Seconded: Cr C Bryant Motion put and carried: 7/0

23. CLOSURE OF MEETING

The Shire President declared the meeting closed at 3:46 pm.

24. NEXT MEETING:

The Shire President advised that the date of the next Ordinary Meeting of Council will be held on Thursday 15 July 2021, commencing at 3:00 pm at the Shire of Perenjori Council Chambers 56 Fowler Street, Perenjori WA 6620.

I certify that this copy of the Minutes is a true and correct record of the meeting held on 17 June 2021.

Signed: _____
Cr Chris King – Presiding Officer

Date: _____



Shire of
Perenjori
Embrace Opportunity

ATTACHMENT
Item 12.1 (a)

Financial Report 30 June 2020

ORDINARY COUNCIL MEETING 15 JULY 2021

SHIRE OF PERENJORI
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

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COMMUNITY VISION

The Shire of Perenjori will endeavour to provide community services and facilities to meet the needs of members of the community and enable them to enjoy a pleasant and healthy way of life.

Principal place of business:
56 Fowler Street
PERENJORI WA 6620



**SHIRE OF PERENJORI
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020**

*Local Government Act 1995
Local Government (Financial Management) Regulations 1996*

STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached financial report of the Shire of Perenjori for the financial year ended 30 June 2020 is based on proper accounts and records to present fairly the financial position of the Shire of Perenjori at 30 June 2020 and the results of the operations for the financial year then ended in accordance with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Signed on the *seventh* day of *July* 2021



Chief Executive Officer

Mario Romeo

Name of Chief Executive Officer



SHIRE OF PERENJORI
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30 JUNE 2020

	NOTE	2020 Actual \$	2020 Budget \$	2019 Actual \$
Revenue				
Rates	21(a)	2,705,435	2,772,324	2,708,201
Operating grants, subsidies and contributions	2(a)	2,799,405	1,726,688	2,789,426
Fees and charges	2(a)	629,821	805,430	777,169
Interest earnings	2(a)	38,376	39,113	65,384
Other revenue	2(a)	332,498	313,050	403,533
		6,505,535	5,656,605	6,743,713
Expenses				
Employee costs		(2,403,146)	(3,854,210)	(2,372,668)
Materials and contracts		(750,342)	(317,866)	(1,338,097)
Utility charges		(277,568)	(55,600)	(313,102)
Depreciation on non-current assets	11(b)	(2,453,588)	(2,609,882)	(2,538,922)
Interest expenses	2(b)	(40,394)	(37,277)	(53,070)
Insurance expenses		(128,179)	(60,586)	(221,177)
Other expenditure	2(b)	(470,560)	(300,689)	(315,076)
		(6,523,777)	(7,236,110)	(7,152,112)
		(18,242)	(1,579,505)	(408,399)
Non-operating grants, subsidies and contributions	2(a)	1,052,215	1,046,009	750,401
Profit on asset disposals	11(a)	6,975	26,671	13,250
(Loss) on asset disposals	11(a)	(28,215)	0	(100,247)
Fair value adjustments to financial assets at fair value through profit or loss		1,153	0	8,202
		1,032,128	1,072,680	671,606
Net result for the period		1,013,886	(506,825)	263,207
Other comprehensive income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	12	13,000	0	111,846
Total other comprehensive income for the period		13,000	0	111,846
Total comprehensive income for the period		1,026,886	(506,825)	375,053

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 30 JUNE 2020

	NOTE	2020 Actual \$	2020 Budget \$	2019 Actual \$
Revenue				
	2(a)			
Governance		88,930	41,013	76,544
General purpose funding		4,993,987	3,844,418	4,765,520
Law, order, public safety		200,531	200,620	193,575
Health		2,623	2,700	2,457
Education and welfare		162,774	223,500	222,588
Housing		138,444	155,000	165,699
Community amenities		41,505	60,280	56,323
Recreation and culture		306,386	218,900	411,313
Transport		165,152	399,174	285,728
Economic services		313,384	388,000	356,768
Other property and services		91,819	123,000	207,198
		6,505,535	5,656,605	6,743,713
Expenses				
	2(b)			
Governance		(145,268)	(328,160)	(172,451)
General purpose funding		(257,510)	(135,159)	(139,186)
Law, order, public safety		(316,323)	(312,121)	(319,032)
Health		(106,022)	(105,322)	(80,265)
Education and welfare		(436,474)	(592,820)	(479,684)
Housing		(214,579)	(223,228)	(279,592)
Community amenities		(456,651)	(514,046)	(392,846)
Recreation and culture		(1,185,675)	(1,144,590)	(1,457,954)
Transport		(2,518,642)	(2,792,051)	(2,625,105)
Economic services		(802,041)	(945,459)	(805,895)
Other property and services		(44,198)	(105,877)	(347,032)
		(6,483,383)	(7,198,833)	(7,099,042)
Finance Costs				
	2(b)			
Housing		(14,042)	(11,836)	(15,874)
Community amenities		(17,660)	(16,638)	(18,546)
Recreation and culture		(6,281)	(6,696)	(14,353)
Transport		(2,411)	(2,107)	(4,297)
		(40,394)	(37,277)	(53,070)
		(18,242)	(1,579,505)	(408,399)
Non-operating grants, subsidies and contributions	2(a)	1,052,215	1,046,009	750,401
Profit on disposal of assets	11(a)	6,975	26,671	13,250
(Loss) on disposal of assets	11(a)	(28,215)	0	(100,247)
Fair value adjustments to financial assets at fair value through profit or loss		1,153	0	8,202
		1,032,128	1,072,680	671,606
Net result for the period		1,013,886	(506,825)	263,207
Other comprehensive income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	12	13,000	0	111,846
Total other comprehensive income for the period		13,000	0	111,846
Total comprehensive income for the period		1,026,886	(506,825)	375,053

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



SHIRE OF PERENJORI
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2020

	NOTE	2020	2019
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	3	4,735,143	3,382,691
Trade and other receivables	6	88,492	251,857
Other financial assets	5(a)	700,000	700,000
Inventories	7	8,562	36,330
Other assets	8	3,508	0
TOTAL CURRENT ASSETS		5,535,705	4,370,878
NON-CURRENT ASSETS			
Other financial assets	5(b)	71,221	70,068
Inventories	7	104,000	104,000
Property, plant and equipment	9	17,345,462	18,290,713
Infrastructure	10	50,297,643	50,517,558
TOTAL NON-CURRENT ASSETS		67,818,326	68,982,339
TOTAL ASSETS		73,354,031	73,353,217
CURRENT LIABILITIES			
Trade and other payables	13	112,935	308,931
Borrowings	14(a)	175,267	241,080
Employee related provisions	15	298,001	251,092
TOTAL CURRENT LIABILITIES		586,203	801,103
NON-CURRENT LIABILITIES			
Borrowings	14(a)	349,939	506,942
Employee related provisions	15	44,981	39,150
TOTAL NON-CURRENT LIABILITIES		394,920	546,092
TOTAL LIABILITIES		981,123	1,347,195
NET ASSETS		72,372,908	72,006,022
EQUITY			
Retained surplus		21,190,187	20,972,440
Reserves - cash/financial asset backed	4	2,991,356	2,346,664
Revaluation surplus	12	48,191,365	48,686,918
TOTAL EQUITY		72,372,908	72,006,022

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



SHIRE OF PERENJORI
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2020

		RESERVES CASH/FINANCIAL			
	NOTE	RETAINED SURPLUS	ASSET BACKED	REVALUATION SURPLUS	
		\$	\$	\$	
				TOTAL EQUITY	
		\$		\$	
Balance as at 1 July 2018		20,955,511	2,100,386	48,575,072	71,630,967
Comprehensive income					
Net result for the period		263,207	0	0	263,207
Other comprehensive income	12	0	0	111,846	111,846
Total comprehensive income		263,207	0	111,846	375,053
Transfers to reserves	4	(246,278)	246,278	0	0
Balance as at 30 June 2019		20,972,440	2,346,664	48,686,918	72,006,022
Change in accounting policy	25	(151,447)	0	(508,553)	(660,000)
Restated total equity at 1 July 2019		20,820,993	2,346,664	48,178,365	71,346,022
Comprehensive income					
Net result for the period		1,013,886	0	0	1,013,886
Other comprehensive income	12	0	0	13,000	13,000
Total comprehensive income		1,013,886	0	13,000	1,026,886
Transfers from reserves	4	156,072	(156,072)	0	0
Transfers to reserves	4	(800,764)	800,764	0	0
Balance as at 30 June 2020		21,190,187	2,991,356	48,191,365	72,372,908

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

SHIRE OF PERENJORI
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2020

	NOTE	2020 Actual \$	2020 Budget \$	2019 Actual \$
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates		2,694,780	2,772,324	2,708,472
Operating grants, subsidies and contributions		3,140,032	1,726,688	3,004,155
Fees and charges		629,821	805,430	777,169
Interest received		38,376	39,113	65,384
Goods and services tax received		161,235	0	600,000
Other revenue		332,498	313,050	403,533
		6,996,742	5,656,605	7,558,713
Payments				
Employee costs		(2,360,077)	(3,814,925)	(2,442,050)
Materials and contracts		(910,575)	(471,866)	(1,279,662)
Utility charges		(277,568)	(55,600)	(313,102)
Interest expenses		(40,394)	(37,277)	(56,475)
Insurance paid		(128,179)	(60,586)	(221,177)
Goods and services tax paid		(329,674)	0	(600,000)
Other expenditure		(470,560)	(300,689)	(269,347)
		(4,517,027)	(4,740,943)	(5,181,813)
Net cash provided by (used in) operating activities	16	2,479,715	915,662	2,376,900
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment	9(a)	(584,942)	(765,000)	(737,607)
Payments for construction of infrastructure	10(a)	(1,557,638)	(1,929,102)	(1,252,104)
Non-operating grants, subsidies and contributions	2(a)	1,052,215	1,046,009	750,401
Proceeds from sale of property, plant & equipment	11(a)	185,918	187,500	63,750
Net cash provided by (used in) investment activities		(904,447)	(1,460,593)	(1,175,560)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of borrowings	14(b)	(222,816)	(222,673)	(252,330)
Net cash provided by (used in) financing activities		(222,816)	(222,673)	(252,330)
Net increase (decrease) in cash held		1,352,452	(767,604)	949,010
Cash at beginning of year		3,382,691	4,098,240	2,433,679
Cash and cash equivalents at the end of the year	16	4,735,143	3,330,636	3,382,691

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

SHIRE OF PERENJORI
RATE SETTING STATEMENT
FOR THE YEAR ENDED 30 JUNE 2020

	NOTE	2020 Actual \$	2020 Budget \$	2019 Actual \$
OPERATING ACTIVITIES				
Net current assets at start of financial year - surplus/(deficit)	22 (b)	1,715,284	1,584,084	1,289,152
		1,715,284	1,584,084	1,289,152
Revenue from operating activities (excluding rates)				
Governance		90,083	41,013	84,746
General purpose funding		2,288,552	1,072,094	2,057,319
Law, order, public safety		200,531	200,620	193,575
Health		2,623	2,700	2,457
Education and welfare		162,774	223,500	222,588
Housing		138,444	155,000	165,699
Community amenities		41,505	60,280	56,323
Recreation and culture		306,386	218,900	411,313
Transport		165,152	425,845	298,978
Economic services		313,384	388,000	356,768
Other property and services		91,819	123,000	207,198
		3,801,253	2,910,952	4,056,964
Expenditure from operating activities				
Governance		(145,268)	(328,160)	(172,451)
General purpose funding		(257,510)	(135,159)	(139,186)
Law, order, public safety		(316,323)	(312,121)	(319,032)
Health		(106,022)	(105,322)	(80,265)
Education and welfare		(436,474)	(592,820)	(479,684)
Housing		(228,621)	(235,064)	(295,466)
Community amenities		(474,311)	(530,684)	(411,392)
Recreation and culture		(1,191,956)	(1,151,286)	(1,472,307)
Transport		(2,542,293)	(2,794,158)	(2,729,649)
Economic services		(802,041)	(945,459)	(805,895)
Other property and services		(44,198)	(105,877)	(346,859)
		(6,545,017)	(7,236,110)	(7,252,186)
Non-cash amounts excluded from operating activities	22(a)	2,312,428	2,575,085	2,587,321
Amount attributable to operating activities		1,283,948	(165,989)	681,251
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions	2(a)	1,052,215	1,046,009	750,401
Proceeds from disposal of assets	11(a)	185,918	187,500	63,750
Purchase of property, plant and equipment	9(a)	(584,942)	(765,000)	(737,607)
Purchase and construction of infrastructure	10(a)	(1,557,638)	(1,929,102)	(1,252,104)
Amount attributable to investing activities		(904,447)	(1,460,593)	(1,175,560)
FINANCING ACTIVITIES				
Repayment of borrowings	14(b)	(222,816)	(222,673)	(252,330)
Transfers to reserves (restricted assets)	4	(800,764)	(752,390)	(246,278)
Transfers from reserves (restricted assets)	4	156,072	0	0
Amount attributable to financing activities		(867,508)	(975,063)	(498,608)
Surplus/(deficit) before imposition of general rates		(488,007)	(2,601,645)	(992,917)
Total amount raised from general rates	21(a)	2,705,435	2,772,324	2,708,201
Surplus/(deficit) after imposition of general rates	22(b)	2,217,428	170,679	1,715,284

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

SHIRE OF PERENJORI
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FOR THE YEAR ENDED 30 JUNE 2020

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1. 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) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

AMENDMENTS TO LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Prior to 1 July 2019, *Financial Management Regulation 16* arbitrarily prohibited a local government from recognising as assets Crown land that is a public thoroughfare, i.e. land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets pertaining to vested land, including land under roads acquired on or after 1 July 2008, were not recognised in previous financial reports of the Shire. This was not in accordance with the requirements of AASB 1051 *Land Under Roads* paragraph 15 and AASB 116 *Property, Plant and Equipment* paragraph 7.

From 1 July 2019, the Shire has applied AASB 16 *Leases* which requires leases to be included by lessees in the statement of financial position. Also, the *Local Government (Financial Management) Regulations 1996* have been amended to specify that vested land is a right-of-use asset to be measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not included in the statement of financial position) rather than at fair value. The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

The Shire has accounted for the removal of the vested land values associated with vested land previously recognised by removing the land value and associated revaluation reserve as at 1 July 2019. The comparative year amounts have been retained as AASB 16 does not require comparatives to be restated in the year of transition.

Therefore the departure from AASB 1051 and AASB 16 in respect of the comparatives for the year ended 30 June 2019 remains.

Accounting policies which have been adopted in the preparation of this financial report 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.

NEW ACCOUNTING STANDARDS FOR APPLICATION IN FUTURE YEARS

On 1 July 2020 the following new accounting standards are to be adopted:

- AASB 1059 *Service Concession Arrangements: Grantors*
- AASB 2018-7 *Amendments to Australian Accounting Standards - Materiality*

AASB 1059 *Service Concession Arrangements: Grantors* is not expected to impact the financial report.

Specific impacts of AASB 2018-7 *Amendments to Australian Accounting Standards - Materiality*, have not been identified.

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.

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 26 to these financial statements.

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

2. REVENUE AND EXPENSES

REVENUE RECOGNITION POLICY

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Timing of revenue recognition
Rates - General	General Rates	Over Time	Dates for payment adopted by Council during the year	None	Adoption by Council annually	When taxable event occurs	Not applicable	When rates notice is issued
Service Charges	Charge for specific charges	Over Time	Dates for payment adopted by Council during the year	None	Adoption by Council annually	When taxable event occurs	Not applicable	When rates notice is issued
Grant Contracts with Customers	Community events, minor facilities, research, design, planning evaluation and reporting	Over Time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligations if project not complete	Set by mutual agreement with the customer	Based on the progress of works based on performance obligations	Returns limited to repayment transaction price of terms	Output method based on project milestones and or completion date matched to performance obligations as inputs are shared.
Grants subsidies or contributions for the construction of non financial assets	Construction or acquisition of recognised non-financial assets to be controlled by the Local Government	Over Time	Fixed term transfer of funds based on agreed milestones and reporting	Contract obligations if project not complete	Set by mutual agreement with the customer	Based on the progress of works based on performance obligations	Returns limited to repayment transaction price of terms	Output method based on project milestones and or completion date matched to performance obligations as inputs are shared.
Grants subsidies or contributions with no contractual commitments	General appropriations with no reciprocal commitment	No obligations	Not applicable	Not applicable	Cash Received	On receipt of funds	Not applicable	When assets are controlled
Fees and Charges - licences, registrations and inspections	Building, development and animal management having the same nature as a licence regardless of naming	Single point in time	Full payment prior to issue	None	Set by State legislation or limited by legislation to the cost of provision	Based on timing of the issue of associated rights	No refunds	On payment of the licences registration approval
Fees and Charges - Other inspections	Regulatory food, health and safety	Single point in time	Full payment prior to issue	None	Set by State legislation or limited by legislation to the cost of provision	Applied fully on timing of inspection	Not applicable	Revenue recognised after inspection event occurs
Fees and Charges - Waste Management Collection	Kerbside collection service	Over Time	Payment on an annual basis in advance	None	Adopted by Council annually	Apportioned equally across the collection period	Not applicable	Output method on regular weekly and fortnightly as proportionate to collection service
Fees and Charges - Property hire and entry	Use of halls and facilities	Single point in time	In full in advance	Refund if event cancelled	Adopted by Council annually	Based on timing on entry to facility	Return limited to repayment of transaction	On entry or conclusion of hire
Fees and Charges - Memberships	Gym and pool membership	Over Time	In full in advance	Refund for unused portion of application	Adopted by Council annually	Apportioned equally across the period	Return limited to repayment of transaction	Output method over months matched to access rights
Fees and Charges - For other goods and services	Cemetary services and private works	Single point in time	In full in advance	None	Adopted by Council annually	Applied fully on timing of provision	Not applicable	Output method based on provision of service or completion of works
Fees and Charges - Fines	Fines issued for breaches of local law	Single point in time	Payment in full within defined time	None	Adopted by Council through local law	When taxable event occurs	Not applicable	When fine notice is issued
Other Revenue - Commissions	Commission for licensing	Single point in time, over time	Payment in full on sale	None	Set by mutual agreement with the customer	On receipt of funds	Not applicable	When assets are controlled
Other Revenue - Reimbursements	Insurance claims	Single point in time	Payment in arrears for claimable event	None	Set by mutual agreement with the customer	When claim is signed	Not applicable	When claim is agreed

2. REVENUE AND EXPENSES

(a) Grant revenue

Grants, subsidies and contributions are included as both operating and non-operating revenues in the Statement of Comprehensive Income:

	2020 Actual	2020 Budget	2019 Actual
	\$	\$	\$
Operating grants, subsidies and contributions			
General purpose funding	2,266,362	1,057,294	2,021,297
Law, order, public safety	26,751	143,820	70,314
Education and welfare	100,000	102,000	105,000
Recreation and culture	200,000	200,000	314,299
Transport	206,292	203,574	278,516
Economic services	0	20,000	0
	2,799,405	1,726,688	2,789,426
Non-operating grants, subsidies and contributions			
Transport	1,052,215	1,046,009	750,401
	1,052,215	1,046,009	750,401
Total grants, subsidies and contributions	3,851,620	2,772,697	3,539,827
Fees and charges			
Governance	3,598	0	0
General purpose funding	2,016	1,500	5,062
Law, order, public safety	14,949	5,100	4,411
Health	2,623	2,700	2,456
Education and welfare	61,694	120,000	115,721
Housing	130,943	152,500	163,909
Community amenities	32,928	59,530	54,955
Recreation and culture	8,264	18,000	10,133
Transport	6,600	8,100	7,232
Economic services	313,384	363,000	351,768
Other property and services	52,822	75,000	61,522
	629,821	805,430	777,169

SIGNIFICANT ACCOUNTING POLICIES

Grants, subsidies and contributions

Operating grants, subsidies and contributions are grants, subsidies or contributions that are not non-operating in nature.

Non-operating grants, subsidies and contributions are amounts received for the acquisition or construction of recognisable non-financial assets to be controlled by the local government.

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.

(a) Revenue

Contracts with customers and transfers for recognisable non-financial assets

Revenue from contracts with customers and transfers to enable the acquisition or construction of recognisable non-financial assets to be controlled by the Shire was recognised during the year for the following nature or types of goods or services:

	2020 Actual	2020 Budget	2019 Actual
	\$	\$	\$
Operating grants, subsidies and contributions	2,799,405	1,726,688	2,789,426
Fees and charges	629,821	805,430	777,169
Other revenue	332,498	313,050	373,483
Non-operating grants, subsidies and contributions	1,052,215	1,046,009	750,401
	4,813,939	3,891,177	4,690,479
Revenue from contracts with customers and transfers to enable the acquisition or construction of recognisable non-financial assets to be controlled by the Shire is comprised of:			
Other revenue from contracts with customers recognised during the year	3,761,724	2,845,168	3,940,078
Other revenue from performance obligations satisfied during the year	1,052,215	1,046,009	750,401
	4,813,939	3,891,177	4,690,479

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)

Revenue from statutory requirements

Revenue from statutory requirements was recognised during the year for the following nature or types of goods or services:

	2020 Actual \$	2020 Budget \$	2019 Actual \$
General rates	2,705,435	2,772,324	2,708,201
	<u>2,705,435</u>	<u>2,772,324</u>	<u>2,708,201</u>
Other revenue			
Reimbursements and recoveries	287,082	264,840	354,005
Other	45,416	48,210	49,528
	<u>332,498</u>	<u>313,050</u>	<u>403,533</u>
Interest earnings			
Interest on reserve funds	18,201	25,813	39,108
Rates instalment and penalty interest (refer Note 0(c))	13,232	6,700	13,899
Other interest earnings	6,943	6,600	12,377
	<u>38,376</u>	<u>39,113</u>	<u>65,384</u>

SIGNIFICANT ACCOUNTING POLICIES

Interest earnings

Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

Interest earnings (continued)

Interest income is presented as finance income where it is earned from financial assets that are held for cash management purposes.

(b) Expenses

Auditors remuneration

- Audit of the Annual Financial Report
- Other services

Interest expenses (finance costs)

Borrowings

Other expenditure

- Sundry expenses
- Commissioner Fees

Note	2020 Actual \$	2020 Budget \$	2019 Actual \$
	37,000	50,000	37,000
	0	0	2,000
	<u>37,000</u>	<u>50,000</u>	<u>39,000</u>
14(b)	40,394	37,277	53,070
	<u>40,394</u>	<u>37,277</u>	<u>53,070</u>
	324,054	300,689	315,076
	146,506	0	0
	<u>470,560</u>	<u>300,689</u>	<u>315,076</u>

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

3. CASH AND CASH EQUIVALENTS

NOTE	2020	2019
	\$	\$
Cash at bank and on hand	2,443,787	1,727,027
Restricted Cash	2,291,356	1,655,664
Total cash and cash equivalents	4,735,143	3,382,691

Restrictions

The following classes of assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:

- Cash and cash equivalents	2,291,356	1,655,664
- Term Deposit	700,000	700,000
	2,991,356	2,355,664

The restricted assets are a result of the following specific purposes to which the assets may be used:

Reserves - cash/financial asset backed	4	2,991,356	2,346,664
Unspent grants, subsidies and contributions		0	9,000
Total restricted assets		2,991,356	2,355,664

SIGNIFICANT ACCOUNTING POLICIES

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 with original maturities of three months or less 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.

Restricted assets

Restricted asset balances are not available for general use by the local government due to externally imposed restrictions. Externally imposed restrictions are specified in an agreement, contract or legislation. This applies to reserves, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement.

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4. RESERVES - CASH/FINANCIAL ASSET

	2020 Actual Opening Balance	2020 Actual Transfer to	2020 Actual Transfer (from)	2020 Actual Closing Balance	2020 Budget Opening Balance	2020 Budget Transfer to	2020 Budget Transfer (from)	2020 Budget Closing Balance	2019 Actual Opening Balance	2019 Actual Transfer to	2019 Actual Transfer (from)	2019 Actual Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
(a) Leave Reserve	61,021	22,994	0	84,015	61,021	671	0	61,692	60,151	870	0	61,021
(b) Computer Reserve	8,797	0	(8,797)	0	8,797	31,097	0	39,894	8,672	125	0	8,797
(c) Plant Replacement Reserve	247,346	321,049	0	568,395	247,346	302,721	0	550,067	243,821	3,525	0	247,346
(d) Staff Housing Reserve	32,279	0	(32,279)	0	32,278	100,355	0	132,633	31,819	460	0	32,279
(e) Local Groups Interest Free	16,680	0	(16,680)	0	16,680	183	0	16,863	16,442	238	0	16,680
(f) Local Achievement Reserve	2,732	0	(2,732)	0	2,732	30	0	2,762	2,693	39	0	2,732
(g) Refuse Site Reserve	201,536	1,906	0	203,442	201,536	2,217	0	203,753	198,664	2,872	0	201,536
(h) Swimming Pool Reserve	87,080	823	0	87,903	87,079	958	0	88,037	85,838	1,242	0	87,080
(i) Road & Rehab Infrastructure Reserve	19,386	14,025	0	33,411	19,386	213	0	19,599	19,110	276	0	19,386
(j) Housing Reserve	301,124	135,433	0	436,557	301,125	3,312	0	304,437	296,834	4,290	0	301,124
(k) Caravan Park Reserve	8,432	0	(8,432)	0	8,433	93	0	8,526	8,312	120	0	8,432
(l) Sport & Recreation Amen Reserve	2,795	0	(2,795)	0	2,795	31	0	2,826	2,755	40	0	2,795
(m) Mt Gibson Infrastructure Reserve	947,626	201,462	0	1,149,088	947,627	206,000	0	1,153,627	721,286	226,340	0	947,626
(n) Tourist Accommodation Reserve	22,138	42,368	0	64,506	22,138	244	0	22,382	21,823	315	0	22,138
(o) Airstrip Development Reserve	3,077	0	(3,077)	0	3,076	34	0	3,110	3,033	44	0	3,077
(p) Water Reserve	143,223	20,310	0	163,533	143,222	1,575	0	144,797	141,182	2,041	0	143,223
(q) Vocal History Reserve	7,704	0	(7,704)	0	7,704	85	0	7,789	7,594	110	0	7,704
(r) Water Supply Reserve	18,779	0	(18,779)	0	18,779	207	0	18,986	18,511	268	0	18,779
(s) Community Bus Maintenance Reserve	18,534	0	(18,534)	0	18,534	204	0	18,738	18,270	264	0	18,534
(t) Road Reserve	10,636	0	(10,636)	0	10,635	117	0	10,752	10,484	152	0	10,636
(u) Community Amen Reserve	25,627	0	(25,627)	0	25,628	282	0	25,910	25,262	365	0	25,627
(v) IT Communications Reserve	160,112	40,394	0	200,506	160,112	1,761	0	161,873	157,830	2,282	0	160,112
(w) Employee Cost Reserve	0	0	0	0	0	100,000	0	100,000	0	0	0	0
	2,346,664	800,764	(156,072)	2,991,356	2,346,663	752,390	0	3,099,053	2,100,386	246,278	0	2,346,664

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All reserves are supported by cash and cash equivalents and financial assets at amortised cost and are restricted within equity as Reserves - cash/financial assets backed.

In accordance with Council resolutions or adopted budget 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
(a) Leave Reserve	Ongoing	To be used to -: fund long service leave requirements.
(b) Computer Reserve	31/05/2020	Amalgamated to other reserves as per Council Resolution
(c) Plant Replacement Reserve	Ongoing	To be used for -: purchase of major plant.
(d) Staff Housing Reserve	31/05/2020	Amalgamated to other reserves as per Council Resolution
(e) Local Groups Interest Free	31/05/2020	Amalgamated to other reserves as per Council Resolution
(f) Local Achievement Reserve	31/05/2020	Amalgamated to other reserves as per Council Resolution
(g) Refuse Site Reserve	Ongoing	To be used for -: future landfill sites.
(h) Swimming Pool Reserve	Ongoing	To be used for -: refurbishment and upgrade the swimming pool facilities.
(i) Road & Rehab Infrastructure Reserve	Ongoing	To be used for - : roads, gravel and airport infrastructure.
(j) Housing Reserve	Ongoing	To be used for - : maintenance, upgrade and additional housing requirements.
(k) Caravan Park Reserve	31/05/2020	Amalgamated to other reserves as per Council Resolution
(l) Sport & Recreation Amen Reserve	31/05/2020	Amalgamated to other reserves as per Council Resolution
(m) Mt Gibson Infrastructure Reserve	Ongoing	To be used for - : supporting the acquisition, restoration, extension or improvement of infrastructure assets limited to public buildings, recreational facilities, parks and gardens, power supply, water supply, land drainage or roads as per agreement.
(n) Tourist Accommodation Reserve	Ongoing	To be used for - : costs associated with the caravan park.
(o) Airstrip Development Reserve	31/05/2020	Amalgamated to other reserves as per Council Resolution
(p) Water Reserve	Ongoing	To be used for - : increasing and maintaining all aspects of water capacity within the Shire of Perenjori
(q) Vocal History Reserve	31/05/2020	Amalgamated to other reserves as per Council Resolution
(r) Water Supply Reserve	31/05/2020	Amalgamated to other reserves as per Council Resolution
(s) Community Bus Maintenance Reserve	31/05/2020	Amalgamated to other reserves as per Council Resolution
(t) Road Reserve	31/05.2020	Amalgamated to other reserves as per Council Resolution
(u) Community Amen Reserve	31/05/2020	Amalgamated to other reserves as per Council Resolution
(v) IT Communications Reserve	Ongoing	To be used to -: it costs associated with future requirements.
(w) Employee Cost Reserve	Budget	To be used to: Cover employee expenses.

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5. OTHER FINANCIAL ASSETS

	2020	2019
	\$	\$
(a) Current assets		
Financial assets at amortised cost	700,000	700,000
	<u>700,000</u>	<u>700,000</u>
Other financial assets at amortised cost		
Term deposits	700,000	700,000
	<u>700,000</u>	<u>700,000</u>
(b) Non-current assets		
Financial assets at fair value through profit and loss	71,221	70,068
	<u>71,221</u>	<u>70,068</u>

The Shire holds 4 of 620 units in the Local Government House Trust. The total contribution by all Council's toward the purchase of the building was \$582,000.

Based on net assets of \$10,860,610 and 620 units, the value of 1 unit in Local Government House Trust at 30 June 2019 is \$17,805.27. The value of 4 units being \$71,221 has been brought to account in 2020 as shown above.

Unlisted equity Investments

Local Government House Trust	71,221	70,068
	<u>71,221</u>	<u>70,068</u>

During the year the following gains/(losses) were recognised in profit and loss:

Fair value gains/(losses) on equity investments at fair value through profit and loss are recognised in other gains/(losses) and classified as other property and services.	1,153	8,202
	<u>1,153</u>	<u>8,202</u>

SIGNIFICANT ACCOUNTING POLICIES

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at fair value through profit and loss

The Shire classifies the following financial assets at fair value through profit and loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has not elected to recognise fair value gains and losses through other comprehensive income.

Impairment and risk

Information regarding impairment and exposure to risk can be found at Note 23.

6. TRADE AND OTHER RECEIVABLES

Current

Rates receivable
 Trade and other receivables

	2020	2019
	\$	\$
	61,408	52,585
	27,084	199,272
	<u>88,492</u>	<u>251,857</u>

SIGNIFICANT ACCOUNTING POLICIES

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.

Trade receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Impairment and risk exposure

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 23.

SIGNIFICANT ACCOUNTING POLICIES (Continued)

Classification and subsequent measurement

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.

Trade receivables are held with the objective to collect the contractual cashflows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

7. INVENTORIES

Current

Fuel and materials

Non-current

Land held for resale - cost

Cost of acquisition

The following movements in inventories occurred during the year:

Carrying amount at beginning of period

Inventories expensed during the year

Additions to inventory

Carrying amount at end of period

	2020	2019
	\$	\$
	8,562	36,330
	8,562	36,330
	104,000	104,000
	104,000	104,000
	140,330	125,324
	(109,261)	(64,495)
	81,493	79,501
	112,562	140,330

SIGNIFICANT ACCOUNTING POLICIES

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 resale 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.

Land held for resale (Continued)

Borrowing 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 onto the buyer at this point.

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

8. OTHER ASSETS

Other assets - current

Accrued income

Land and buildings classified as held for sale

	2020	2019
	\$	\$
	3,508	0
	3,508	0

SIGNIFICANT ACCOUNTING POLICIES

Other current assets

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period. Accrued Income has been accounted for as per AASB 101.51.

Non-current assets held for sale

Assets are classified as held for sale where the carrying amount will be recovered through a sale rather than continuing use and the asset is available for immediate sale with a sale being highly probable.

Non-current assets held for sale (Continued)

Non-current assets classified as held for sale are valued at the lower of the carrying amount and fair value less costs to sell.

The fair value of land and buildings was determined using the sales comparison approach using comparable properties in the area. This is a level 2 measurement as per the fair value heirachy set out in Note 27(h).

9. PROPERTY, PLANT AND EQUIPMENT

(a) 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.

	Land - freehold land	Land - vested in and under the control of Council	Total land	Buildings - non- specialised	Total buildings	Total land and buildings	Furniture and equipment	Plant and equipment	Total property, plant and equipment
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2018	474,222	660,000	1,134,222	14,095,358	14,095,358	15,229,580	114,554	2,317,606	17,661,740
Additions	0	0	0	294,964	294,964	294,964	0	442,643	737,607
(Disposals)	(9,222)	0	(9,222)	(1,723)	(1,723)	(10,945)	(22,110)	(75,579)	(108,634)
Carrying amount at 30 June 2019	465,000	660,000	1,125,000	14,388,599	14,388,599	15,513,599	92,444	2,684,670	18,290,713
Comprises:									
Gross carrying amount at 30 June 2019	465,000	660,000	1,125,000	15,142,164	15,142,164	16,267,164	241,309	3,721,992	20,230,465
Accumulated depreciation at 30 June 2019	0	0	0	(753,565)	(753,565)	(753,565)	(148,865)	(1,037,322)	(1,939,752)
Carrying amount at 30 June 2019	465,000	660,000	1,125,000	14,388,599	14,388,599	15,513,599	92,444	2,684,670	18,290,713
Change in accounting policy	0	(660,000)	(660,000)	0	0	(660,000)			(660,000)
Adjusted Carrying amount at 1 July 2019	0	0	465,000	14,388,599	14,388,599	14,853,599	92,444	2,684,670	17,630,713
Additions	0	0	0	46,670	46,670	46,670	0	538,272	584,942
(Disposals)	0	0	0	0	0	0	0	(207,158)	(207,158)
Revaluation increments / (decrements) transferred to revaluation surplus	0	0	0	0	0	0	0	13,000	13,000
Depreciation (expense)	0	0	0	(381,562)	(381,562)	(381,562)	(4,148)	(290,325)	(676,035)
Carrying amount at 30 June 2020	465,000	0	465,000	14,053,707	14,053,707	14,518,707	88,296	2,738,459	17,345,462
Comprises:									
Gross carrying amount at 30 June 2020	465,000	0	465,000	15,188,832	15,188,832	15,653,832	241,309	3,886,027	19,781,168
Accumulated depreciation at 30 June 2020	0	0	0	(1,135,125)	(1,135,125)	(1,135,125)	(153,013)	(1,147,568)	(2,435,706)
Carrying amount at 30 June 2020	465,000	0	465,000	14,053,707	14,053,707	14,518,707	88,296	2,738,459	17,345,462

9. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
Land and buildings					
Land - freehold land	2	Market approach using recent observable market data for similar items (Net revaluation method).	Independent Valuation	June 2017	Price per hectare/market borrowing rate.
Buildings - non-specialised	3	Market approach using recent observable market data for similar items (Net revaluation method).	Independent Valuation	June 2017	Improvements to buildings using construction costs and current conditions, residual values and remaining useful life.

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.

Following a change to *Local Government (Financial Management) Regulation 17A*, plant and equipment type assets (being plant and equipment and furniture and equipment) are to be measured under the cost model, rather than at fair value. This change is effective from 1 July 2019 and represents a change in accounting policy.

Revaluations carried out previously were not reversed as it was deemed fair value approximates cost at the date of change.

10. INFRASTRUCTURE

(a) 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.

	Infrastructure - roads	Other infrastructure Footpaths	Other infrastructure Airfield	Other infrastructure Parks & Ovals	Other infrastructure Other	Total Infrastructure
	\$	\$	\$	\$	\$	\$
Balance at 1 July 2018	45,461,766	127,722	541,455	2,609,975	566,649	49,307,567
Additions	1,193,657	0	0	58,447	0	1,252,104
(Disposals)	0	0	(522)	(27,282)	(14,309)	(42,113)
Carrying amount at 30 June 2019	46,655,423	127,722	540,933	2,641,140	552,340	50,517,558
Comprises:						
Gross carrying amount at 30 June 2019	96,705,393	611,235	637,800	2,981,165	628,808	101,564,401
Accumulated depreciation at 30 June 2019	(50,049,970)	(483,513)	(96,867)	(340,025)	(76,468)	(51,046,843)
Carrying amount at 30 June 2019	46,655,423	127,722	540,933	2,641,140	552,340	50,517,558
Additions	1,531,575	0	0	26,063	0	1,557,638
Depreciation (expense)	(1,504,932)	(16,198)	(48,159)	(168,464)	(39,800)	(1,777,553)
Carrying amount at 30 June 2020	46,682,066	111,524	492,774	2,498,739	512,540	50,297,643
Comprises:						
Gross carrying amount at 30 June 2020	98,236,968	611,235	637,800	3,007,228	628,809	103,122,040
Accumulated depreciation at 30 June 2020	(51,554,902)	(499,711)	(145,026)	(508,489)	(116,269)	(52,824,397)
Carrying amount at 30 June 2020	46,682,066	111,524	492,774	2,498,739	512,540	50,297,643

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10. INFRASTRUCTURE (Continued)

(b) 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 costs (Gross revaluation method).	Independent Valuation	June 2018	Construction costs and current conditions residual values and remaining useful life assessment inputs.
Other infrastructure Footpaths	3	Cost approach using depreciated replacement costs (Gross revaluation method).	Independent Valuation	June 2018	Construction costs and current conditions residual values and remaining useful life assessment inputs.
Other infrastructure Airfield	3	Cost approach using depreciated replacement costs (Net revaluation method).	Independent Valuation	June 2017	Construction costs/purchase costs and current conditions residual values and remaining useful life assessment inputs.
Other infrastructure Parks & Ovals	3	Cost approach using depreciated replacement costs (Net revaluation method).	Independent Valuation	June 2017	Construction costs/purchase costs and current conditions residual values and remaining useful life assessment inputs.
Other infrastructure Other	3	Cost approach using depreciated replacement costs (Net revaluation method).	Independent Valuation	June 2017	Construction costs/purchase costs and current conditions residual values and remaining useful life assessment 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.

11. FIXED ASSETS

SIGNIFICANT ACCOUNTING POLICIES

Fixed assets

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

Initial recognition and measurement between mandatory revaluation dates

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

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 zero cost or otherwise significantly less than fair value, 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 that are land, buildings, infrastructure and investment properties acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

Revaluation

The fair value of land, buildings, infrastructure and investment properties is determined at least every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land acquired by the Shire.

At the end of each 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 land, buildings, infrastructure, investment properties and vested improvements to be shown at fair value.

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 class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

AUSTRALIAN ACCOUNTING STANDARDS - INCONSISTENCY

Land under control prior to 1 July 2019

In accordance with the then *Local Government (Financial Management) Regulation 16(a)(ii)*, the Shire was previously required to include as an asset (by 30 June 2013), vested 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.

Land under roads prior to 1 July 2019

In Western Australia, most 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 then *Local Government (Financial Management) Regulation 16(a)(i)* which prohibited local governments from recognising such land as an asset. This regulation has now been deleted.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, the then *Local Government (Financial Management) Regulation 16(a)(i)* prohibited 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 was not included as an asset of the Shire.

Land under roads from 1 July 2019

As a result of amendments to the *Local Government (Financial Management) Regulations 1996*, effective from 1 July 2019, vested land, including land under roads, are treated as right-of-use assets measured at zero cost. Therefore, the previous inconsistency with AASB 1051 in respect of non-recognition of land under roads acquired on or after 1 July 2008 has been removed, even though measurement at zero cost means that land under roads is still not included in the statement of financial position.

The Shire has accounted for the removal of the vested land values associated with vested land previously recognised by removing the land value and associated revaluation reserve as at 1 July 2019. The comparatives have not been restated.

Vested improvements from 1 July 2019

The measurement of vested improvements at fair value in accordance with *Local Government (Financial Management) Regulation 17A(2)(iv)* is a departure from AASB 16 which would have required the Shire to measure the vested improvements as part of the related right-of-use assets at zero cost.

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11. FIXED ASSETS

(a) Disposals of Assets

	2020 Actual Net Book Value	2020 Actual Sale Proceeds	2020 Actual Profit	2020 Actual Loss	2020 Budget Net Book Value	2020 Budget Sale Proceeds	2020 Budget Profit	2020 Budget Loss	2019 Actual Net Book Value	2019 Actual Sale Proceeds	2019 Actual Profit	2019 Actual Loss
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Land - freehold land	0	0	0	0	0	0	0	0	9,222	0	0	(9,222)
Buildings - non-specialised	0	0	0	0	0	0	0	0	1,723	0	0	(1,723)
Furniture and equipment	0	0	0	0	0	0	0	0	22,110	0	0	(22,110)
Plant and equipment	207,158	185,918	6,975	(28,215)	160,829	187,500	26,671	0	75,579	63,750	13,250	(25,079)
Other infrastructure Airfield	0	0	0	0	0	0	0	0	522	0	0	(522)
Other infrastructure Parks & Oval	0	0	0	0	0	0	0	0	27,282	0	0	(27,282)
Other infrastructure Other	0	0	0	0	0	0	0	0	14,309	0	0	(14,309)
	207,158	185,918	6,975	(28,215)	160,829	187,500	26,671	0	150,747	63,750	13,250	(100,247)

The following assets were disposed of during the year.

	2020 Actual Net Book Value	2020 Actual Sale Proceeds	2020 Actual Profit	2020 Actual Loss
Plant and Equipment				
General purpose funding				
Kia Sportage	20,000	17,273	0	(2,727)
Holden Captiva	18,000	10,000	0	(8,000)
Holden Trailblazer	26,499	27,273	774	0
Transport				
Mitsubishi Triton	13,990	19,091	5,101	0
Mitsubishi Triton	10,499	9,091	0	(1,409)
Mitsubishi Triton	10,170	9,091	0	(1,079)
Hitachi Wheel Loader	90,000	75,000	0	(15,000)
Mitsubishi Tip Truck	18,000	19,100	1,100	0
	207,158	185,919	6,975	(28,215)
	207,158	185,919	6,975	(28,215)

11. FIXED ASSETS

(b) Depreciation

	2020 Actual	2020 Budget	2019 Actual
	\$	\$	\$
Buildings - non-specialised	381,562	325,961	373,776
Furniture and equipment	4,148	7,839	7,626
Plant and equipment	290,325	302,150	372,011
Infrastructure - roads	1,504,932	1,714,163	1,507,899
Other infrastructure Footpaths	16,198	16,500	16,366
Other infrastructure Airfield	48,159	36,895	48,339
Other infrastructure Parks & Ovals	168,464	166,374	171,123
Other infrastructure Other	39,800	40,000	41,782
	<u>2,453,588</u>	<u>2,609,882</u>	<u>2,538,922</u>

SIGNIFICANT ACCOUNTING POLICIES

Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land and vested 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.

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.

Depreciation rates

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset Class	Useful life
Buildings	30 to 50 years
Furniture and equipment	4 to 30 years
Plant and equipment	5 to 15 years
Sealed roads and streets formation	not depreciated
pavement seal	50 - 65 years
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel roads formation	not depreciated
pavement	50 years
Footpaths - slab	50 years
Sewerage piping	not depreciated
Water supply piping and drainage systems	not depreciated
Airfield & Other Infrastructure	10-50 years
Parks & Ovals	10-50 years

Depreciation on revaluation

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) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses; or

(b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Amortisation

All intangible assets with a finite useful life, are amortised on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

The residual value of intangible assets is considered to be zero and the useful life and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income and in the note above.

SHIRE OF PERENJORI
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12. REVALUATION SURPLUS

	2020 Opening Balance \$	2020 Change in Accounting Policy	2020 Revaluation Increment \$	2020 Revaluation (Decrement) \$	Total Movement on Revaluation \$	2020 Closing Balance \$	2019 Opening Balance \$	2019 Revaluation Increment \$	2019 Revaluation (Decrement) \$	Total Movement on Revaluation \$	2019 Closing Balance \$
Revaluation surplus - Land - vested in and under the control of Council	508,553	(508,553)	0	0	0	0	508,553	0	0	0	508,553
Revaluation surplus - Buildings - non-specialised	6,036,570	0	0	0	0	6,036,570	6,036,570	0	0	0	6,036,570
Revaluation surplus - Plant and equipment	1,160,390	0	13,000	0	13,000	1,173,390	1,048,544	111,846	0	111,846	1,160,390
Revaluation surplus - Infrastructure - roads	39,103,103	0	0	0	0	39,103,103	39,103,103	0	0	0	39,103,103
Revaluation surplus - Other infrastructure Airfield	778,034	0	0	0	0	778,034	778,034	0	0	0	778,034
Revaluation surplus - Other infrastructure Parks & Ovals	730,179	0	0	0	0	730,179	730,179	0	0	0	730,179
Revaluation surplus - Other infrastructure Other	370,089	0	0	0	0	370,089	370,089	0	0	0	370,089
	48,686,918	(508,553)	13,000	0	13,000	48,191,365	48,575,072	111,846	0	111,846	48,686,918

Movements on revaluation of property, plant and equipment (including infrastructure) 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.

13. TRADE AND OTHER PAYABLES

Current

Sundry creditors	
Prepaid rates	
Accrued salaries and wages	
ATO liabilities	
Bonds and deposits held	
Accrued Interest on borrowings	

2020	2019
\$	\$
70,956	206,886
10,350	12,182
18,188	18,940
2,892	11,811
0	45,726
10,549	13,386
112,935	308,931

SIGNIFICANT ACCOUNTING POLICIES

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

Prepaid rates

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

SHIRE OF PERENJORI
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14. INFORMATION ON BORROWINGS

(a) Borrowings

	2020	2019
	\$	\$
Current	175,267	241,080
Non-current	349,939	506,942
	525,206	748,022

(b) Repayments - Borrowings

Particulars	Loan Number	Institution	Interest Rate	Actual	30 June 2020	30 June 2020	30 June 2020	Budget	30 June 2020	30 June 2020	30 June 2020	Actual	30 June 2019	30 June 2019	30 June 2019
				Principal 1 July 2019	Actual Principal repayments	Actual Interest repayments	Actual Principal outstanding	Principal 1 July 2019	Principal repayments	Interest repayments	Principal outstanding	Principal 1 July 2018	Actual Principal repayments	Actual Interest repayments	Actual Principal outstanding
				\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Housing															
CHA Housing	96	WATC	6.54%	76,012	13,276	4,885	62,736	76,012	13,311	4,684	62,701	88,494	12,482	5,776	76,012
Flat Pack Housing	97	WATC	4.68%	76,974	24,483	3,803	52,491	76,723	24,493	3,379	52,230	100,348	23,374	4,997	76,974
Duplex Housing	101	WATC	4.68%	87,471	27,823	5,354	59,648	87,471	27,819	3,772	59,652	114,032	26,561	5,101	87,471
Community amenities															
John Street Sub Division	98	WATC	6.97%	242,905	20,696	17,660	222,209	243,662	20,124	16,638	223,538	261,770	18,865	18,517	242,905
Industrial Park Land	94	WATC	7.38%	0	0	0	0	0	0	0	0	0	0	31	0
Recreation and culture															
Acquatic Centre	99	WATC	6.09%	40,938	40,938	990	0	40,862	40,862	1,247	0	119,221	78,283	5,739	40,938
Acquatic Centre	100	WATC	5.50%	122,949	38,587	5,291	84,362	122,788	39,051	5,450	83,737	160,187	37,238	8,613	122,949
Transport															
Grader	102	WATC	2.65%	100,772	57,013	2,411	43,759	100,772	57,013	2,107	43,759	156,299	55,527	4,296	100,772
				748,022	222,816	40,394	525,206	748,290	222,673	37,277	525,617	1,000,352	252,330	53,070	748,022

* WA Treasury Corporation

SHIRE OF PERENJORI
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14. INFORMATION ON BORROWINGS (Continued)

	2020	2019
	\$	\$
(c) Undrawn Borrowing Facilities		
Credit Standby Arrangements		
Bank overdraft limit	0	0
Bank overdraft at balance date	0	0
Credit card limit	25,000	25,000
Credit card balance at balance date	(2,247)	(2,624)
Total amount of credit unused	22,753	22,376
Loan facilities		
Loan facilities - current	175,267	241,080
Loan facilities - non-current	349,939	506,942
Total facilities in use at balance date	525,206	748,022

Unused loan facilities at balance date

SIGNIFICANT ACCOUNTING POLICIES

Financial liabilities

Financial liabilities are recognised at fair value when the Shire becomes a party to the contractual provisions to the instrument.

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

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.

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.

Risk

Information regarding exposure to risk can be found at Note 23.

15. EMPLOYEE RELATED PROVISIONS

Employee Related Provisions

Opening balance at 1 July 2019

Current provisions	83,643	167,449	251,092
Non-current provisions	0	39,150	39,150
	83,643	206,599	290,242

Movement in provision

Balance at 30 June 2020

Comprises

Current	201,450	96,551	298,001
Non-current	0	44,981	44,981
	201,450	141,532	342,982

Amounts are expected to be settled on the following basis:

Less than 12 months after the reporting date
More than 12 months from reporting date

	2020	2019
	\$	\$
	251,089	251,092
	91,893	39,150
	342,982	290,242

Timing of the payment of current leave liabilities is difficult to determine as it is dependent on future decisions of employees. Expected settlement timings are based on information obtained from employees and historical leave trends and assumes no events will occur to impact on these historical trends.

SIGNIFICANT ACCOUNTING POLICIES

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.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

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.

Other long-term employee benefits (Continued)

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.

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.

16. NOTES TO THE STATEMENT OF CASH FLOWS

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:

	2020 Actual	2020 Budget	2019 Actual
	\$	\$	\$
Cash and cash equivalents	4,735,143	3,330,636	3,382,691
Reconciliation of Net Cash Provided By Operating Activities to Net Result			
Net result	1,013,886	(506,825)	263,207
Non-cash flows in Net result:			
Adjustments to fair value of financial assets at fair value through profit and loss	(1,153)	0	(8,202)
Depreciation on non-current assets	2,453,588	2,609,882	2,538,922
(Profit)/loss on sale of asset	21,240	(26,671)	86,997
Changes in assets and liabilities:			
(Increase)/decrease in receivables	163,365	(154,000)	211,906
(Increase)/decrease in other assets	(3,508)	0	0
(Increase)/decrease in inventories	27,768	0	(15,006)
Increase/(decrease) in payables	(195,996)	0	79,703
Increase/(decrease) in provisions	52,740	39,285	(30,226)
Non-operating grants, subsidies and contributions	(1,052,215)	(1,046,009)	(750,401)
Net cash from operating activities	2,479,715	915,662	2,376,900

17. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

	2020	2019
	\$	\$
Governance	2,890,193	2,718,387
General purpose funding	2,443,787	1,756,155
Law, order, public safety	477,293	482,935
Health	194,362	200,624
Education and welfare	1,392,135	1,508,019
Housing	3,927,152	3,895,989
Community amenities	384,975	396,890
Recreation and culture	5,857,364	5,957,355
Transport	49,644,001	49,764,665
Economic services	2,958,955	3,223,829
Other property and services	1,447,504	1,968,349
Unallocated	1,736,310	1,480,020
	<u>73,354,031</u>	<u>73,353,217</u>

18. CONTINGENT LIABILITIES

In compliance with the *Contaminated Sites Act 2003 Section 11*, the Shire has listed sites to be possible sources of contamination. Details of the sites are:

Landfill Sites

The Shire operates the Latham and Perenjori landfill sites under licences issued in terms of Part V of the *Environmental Protection Act 1986*. Both landfill sites are categorised as Class II putrescible landfill sites in terms of Schedule 1, Category 64 of the *Environmental Protection Regulations 1987*. The Shire's focus is maintaining the site in accordance with licensing conditions.

Contaminated Sites

The Shire of Perenjori has in compliance with Section 11 of the *Contaminated Sites Act 2003* identified the Shire of Perenjori Works Depot as a possible contaminated site.

Until the Shire conducts an investigation to determine the presence and scope of contamination, assess the risk and agree with the Department of Water and Environmental Regulation (DWER) the need and criteria for remediation, the Shire is unable to accurately quantify the clean up liability for its landfill sites and potentially contaminated sites. The Shire is continuing to monitor the site and will progressively undertake site investigations and remediation on a risk based approach. This approach is consistent with DWER guidelines.

19. RELATED PARTY TRANSACTIONS

Elected Members Remuneration

The following fees, expenses and allowances were paid to council members and/or the President.

	2020 Actual	2020 Budget	2019 Actual
	\$	\$	\$
Meeting fees	0	12,852	12,852
President's allowance	0	6,304	6,304
Deputy President's allowance	0	828	828
Travelling expenses	0	2,520	2,520
Commissioner Expenses	146,506	0	0
	146,506	22,504	22,504

Key Management Personnel (KMP) Compensation Disclosure

The total of remuneration paid to KMP of the Shire during the year are as follows:

	2020 Actual	2019 Actual
	\$	\$
Short-term employee benefits	291,472	329,791
Post-employment benefits	39,162	40,739
Other long-term benefits	18,031	9,432
Termination benefits	0	10,231
	348,665	390,193

Short-term employee benefits

These amounts include all salary, fringe benefits and cash bonuses awarded to KMP except for details in respect to fees and benefits paid to elected members which may be found above.

Post-employment benefits

These amounts are the current-year's estimated cost of providing for the Shire's superannuation contributions made during the year.

Other long-term benefits

These amounts represent long service benefits accruing during the year.

Termination benefits

These amounts represent termination benefits paid to KMP (Note: may or may not be applicable in any given year).

19. RELATED PARTY TRANSACTIONS (Continued)

Transactions with related parties

Transactions between related parties and the Shire are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

The following transactions occurred with related parties:

	2020 Actual	2019 Actual
	\$	\$
Purchase of goods and services	0	57,767
Short term employee benefits - other related parties	69,660	69,480
Sales to related parties	0	683
	69,660	127,930

Related Parties

The Shire's main related parties are as follows:

i. Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any elected member, are considered key management personnel.

ii. Other Related Parties

The associate person of KMP was employed by the Shire under normal employment terms and conditions.

iii. Entities subject to significant influence by the Shire

An entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence. Significant influence may be gained by share ownership, statute or agreement.

20. JOINT ARRANGEMENTS

	2020	2019
	\$	\$
Carrying amount of investment in Joint operation		
<p>The Shire of Perenjori has a joint arrangement with the Housing Authority for the provision of four (4) family houses and two (2) aged care units. The assets reflect capital works carried out by Council. All revenue and expenditure, as well as the Shire's share of assets of the joint arrangement are recognised in the Shire's financial statements. The Shire of Perenjori's share in Buildings is included in the financial statements as follows:-</p>		
Buildings	128,484	128,484
Less Accumulated Depreciation	(11,704)	(9,135)
Total assets	116,780	119,349
Share of joint operation		
Shire of Perenjori Ownership		
79 Russell Street	21.00%	21.00%
Lot 58 Hesford Street	14.85%	14.85%
Lot 28 Livingstone Street	21.00%	21.00%
Statement of Comprehensive income		
Other revenue	36,388	33,906
Other expenditure	(17,372)	(48,838)
Net result for the period	19,016	(14,932)

SIGNIFICANT ACCOUNTING POLICIES

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.

Interests in joint arrangements (Continued)

Joint 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.

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21. RATING INFORMATION

(a) Rates

RATE TYPE	Rate in \$	Number of Properties	2019/20 Actual Rateable Value \$	2019/20 Actual Rate Revenue \$	2019/20 Actual Interim Rates \$	2019/20 Actual Back Rates \$	2019/20 Actual Total Revenue \$	2019/20 Budget Rate Revenue \$	2019/20 Budget Interim Rate \$	2019/20 Budget Back Rate \$	2019/20 Budget Total Revenue \$	2018/19 Actual Total Revenue \$
Differential general rate / general rate												
Gross rental valuations												
GRV Townsite	8.2712	106	1,301,196	107,625	0	0	107,625	107,625	0	0	107,625	101,529
GRV Mining	8.2712	1	3,144,000	260,047	(20,239)	0	239,808	260,047	0	0	260,047	254,947
Unimproved valuations												
UV Rural Pastoral	1.9	255	98,690,300	1,875,116	0	(3,585)	1,871,531	1,875,116	9,000	3,000	1,887,116	1,856,956
UV Mining	34.255	37	1,941,351	665,010	0	0	665,010	665,010	0	0	665,010	651,992
Exploration	25.5	20	119,389	30,444	0	0	30,444	30,445	0	0	30,445	19,214
Sub-Total		419	105,196,236	2,938,242	(20,239)	(3,585)	2,914,418	2,938,243	9,000	3,000	2,950,243	2,884,638
Minimum payment												
	Minimum \$											
Gross rental valuations												
GRV Townsite	349	36	28,536	12,564	0	0	12,564	12,564	0	0	12,564	11,970
GRV Mining	349	1	20	349	0	0	349	349	0	0	349	342
Unimproved valuations												
UV Rural Pastoral	349	10	75,700	3,490	0	0	3,490	3,490	0	0	3,490	3,420
UV Mining	349	5	1,699	1,745	0	0	1,745	1,745	0	0	1,745	1,368
Exploration	349	17	12,506	5,933	0	0	5,933	5,933	0	0	5,933	5,472
Sub-Total		69	118,461	24,081	0	0	24,081	24,081	0	0	24,081	22,572
		488	105,314,697	2,962,323	(20,239)	(3,585)	2,938,499	2,962,324	9,000	3,000	2,974,324	2,907,210
Discounts (Note 21(b))							(249,652)				(215,000)	(212,171)
Total amount raised from general rate							2,688,847				2,759,324	2,695,039
Ex-gratia rates							16,588				13,000	13,162
Totals							2,705,435				2,772,324	2,708,201

SIGNIFICANT ACCOUNTING POLICIES

Rates

Control over assets acquired from rates is obtained at the commencement of the rating period.

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

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21. RATING INFORMATION (Continued)

(b) Discounts, Incentives, Concessions, & Write-offs

Rates Discounts

Rate or Fee Discount Granted	Discount %	Discount \$	2020 Actual \$	2020 Budget \$	2019 Actual \$	Circumstances in which Discount is Granted
Rates Discount	10.00%		249,652	215,000	212,171	A discount is offered to ratepayers who pay the full amount of rates and charges including any previous outstanding amounts on or before the due date as stated on the rates notice: this date is at least 35 days after the notice is issued. This discount does not apply to interim rates levied and those properties to which a minimum rate applies.
			249,652	215,000	212,171	

Waivers or Concessions

Rate or Fee and Charge to which the Waiver or Concession is Granted	Type	Discount %	Discount \$	2020 Actual \$	2020 Budget \$	2019 Actual \$
Photocopy and paper charges	Waiver	Gratis	0	Unknown	0	Unknown
Total discounts/concessions (Note 21(a))				249,652	215,000	212,171

Rate or Fee and Charge to which the Waiver or Concession is Granted	Circumstances in which the Waiver or Concession is Granted and to whom it was available	Objects of the Waiver or Concession	Reasons for the Waiver or Concession
Photocopy and paper charges	A waiver will be granted for community groups where Council considers support for these groups is required for the benefit of the overall community.	To assist community groups with photocopying & printing facilities.	To relieve community groups of the costs associated with the printing of documents for community purposes.

21. RATING INFORMATION (Continued)

(c) Interest Charges & Instalments

Instalment Options	Date Due	Instalment Plan Admin Charge \$	Instalment Plan Interest Rate %	Unpaid Rates Interest Rate %
Option One				
Single full payment	30th October 2019			
Option Two				
First instalment	30th October 2019			
Second instalment	2nd January 2020	10	5.50%	11.00%
First instalment	3rd March 2020	10	5.50%	11.00%
Fourth instalment	4th May 2020	10	5.50%	11.00%
		2020 Actual \$	2020 Budget \$	2019 Actual \$
Interest on unpaid rates		8,178	1,200	2,400
Interest on instalment plan		3,494	3,000	6,214
Charges on instalment plan		450	2,500	5,285
		12,122	6,700	13,899

23. FINANCIAL RISK MANAGEMENT

This note explains the Shire's exposure to financial risks and how these risks could affect the Shire's future financial performance.

Risk	Exposure arising from	Measurement	Management
Market risk - interest rate	Long term borrowings at variable rates	Sensitivity analysis	Utilise fixed interest rate borrowings
Credit risk	Cash and cash equivalents, trade receivables, financial assets and	Aging analysis Credit analysis	Diversification of bank deposits, credit limits. Investment policy
Liquidity risk	Borrowings and other liabilities	Rolling cash flow forecasts	Availability of committed credit lines and borrowing facilities

(a) Interest rate risk

Cash and cash equivalents

Excess cash and cash equivalents are invested in fixed interest rate term deposits which do not expose the Shire to cash flow interest rate risk. Cash and cash equivalents required for working capital are held in variable interest rate accounts and non-interest bearing accounts. Carrying amounts of cash and cash equivalents at the 30 June and the weighted average interest rate across all cash and cash equivalents and term deposits held disclosed as financial assets at amortised cost are reflected in the table below.

	Weighted Average Interest Rate	Carrying Amounts	Fixed Interest Rate	Variable Interest Rate	Non Interest Bearing
	%	\$	\$	\$	\$
2020					
Cash and cash equivalents	0.02%	4,735,143	0	4,735,143	0
Financial assets at amortised cost - term deposits	0.90%	700,000	700,000	0	0
2019					
Cash and cash equivalents	1.16%	3,382,691	0	3,382,691	0
Financial assets at amortised cost	2.00%	700,000	700,000	0	0

Sensitivity

Profit or loss is sensitive to higher/lower interest income from cash and cash equivalents as a result of changes in interest rates.

	2020	2019
	\$	\$
Impact of a 1% movement in interest rates on profit and loss and equity*	47,351	33,827

* Holding all other variables constant

Borrowings

Borrowings are 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 Shire does not consider there to be any interest rate risk in relation to borrowings. Details of interest rates applicable to each borrowing may be found at Note 14(b).

SHIRE OF PERENJORI
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2020

23. FINANCIAL RISK MANAGEMENT (Continued)

(b) Credit risk

Trade and Other Receivables

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

The expected loss rates are based on the payment profiles of rates and fees and charges over a period of 36 months before 1 July 2019 or 1 July 2020 respectively and the corresponding historical losses experienced within this period. Historical credit loss rates are adjusted to reflect current and forward-looking information on macroeconomic factors

	Current	More than 1 year past due	More than 2 years past due	More than 3 years past due	Total
30 June 2020					
Rates receivable					\$ -
Expected credit loss	0.00%	0.00%	0.00%	0.00%	
Gross carrying amount	8,823	2,823	9,913	39,849	61,408
30 June 2019					
Rates receivable					
Expected credit loss	0.00%	0.00%	0.00%	0.00%	
Gross carrying amount	2,823	9,913	3,358	36,491	52,585

The loss allowance as at 30 June 2020 and 30 June 2019 was determined as follows for trade receivables and is deemed immaterial.

	Current	More than 30 days past due	More than 60 days past due	More than 90 days past due	Total
30 June 2020					
Trade and other receivables					
Expected credit loss	0.00%	0.00%	0.00%	0.00%	
Gross carrying amount	17,979	8,901	0	204	27,084
Loss allowance	0	0	0	390	390
30 June 2019					
Trade and other receivables					
Expected credit loss	0.00%	0.00%	0.00%	0.02%	
Gross carrying amount	163,286	13,917	2,550	19,520	199,273
Loss allowance	0	0	0	390	390

23. FINANCIAL RISK MANAGEMENT (Continued)

(c) Liquidity risk

Payables and borrowings

The contractual undiscounted cash flows of the Shire's payables and borrowings are set out in the liquidity table below. Balances due within 12 months equal their carrying balances, as the impact of discounting is not significant.

	Due within 1 year	Due between 1 & 5 years	Due after 5 years	Total contractual cash flows	Carrying values
	\$	\$	\$	\$	\$
<u>2020</u>					
Payables	112,933	0	0	112,933	112,935
Borrowings	203,126	305,093	112,142	620,361	525,206
	<u>316,059</u>	<u>305,093</u>	<u>112,142</u>	<u>733,294</u>	<u>638,141</u>
<u>2019</u>					
Payables	308,931	0	0	308,931	308,931
Borrowings	259,954	507,646	112,240	879,840	748,022
	<u>568,885</u>	<u>507,646</u>	<u>112,240</u>	<u>1,188,771</u>	<u>1,056,953</u>

24. INITIAL APPLICATION OF AUSTRALIAN 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.

(a) AASB 15: Revenue from Contracts with Customers

The Shire adopted AASB 15 Revenue from Contracts with Customers (issued December 2014) on 1 July 2019 resulting in changes in accounting policies. In accordance with the transition provisions AASB 15, the Shire adopted the new rules retrospectively with the cumulative effect of initially applying these rules recognised on 1 July 2019.

As at the 30 June 2020, AASB 15 has not significantly impacted the financial year and therefore no contract liabilities were required to be recorded.

Refer to Note 2(a) for new revenue recognition accounting policies as a result of the application of AASB15.

(b) AASB 1058: Income for Not-for-Profit Entities

The Shire adopted AASB 1058 Income for Not-for-Profit Entities (issued December 2016) on 1 July 2019 which will result in changes in accounting policies. In accordance with the transition provisions AASB 1058, the Shire adopted the new rules retrospectively with the cumulative effect of initially applying AASB 1058 recognised at 1 July 2019. Comparative information for prior reporting periods was not restated in accordance with AASB 1058 transition requirements.

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Therefore the rates received in advance gave rise to a financial liability that is within the scope of AASB 9. On 1 July 2019 the prepaid rates were recognised as a financial asset and a related amount recognised as a financial liability and no income recognised by the Shire. When the taxable event occurred, the financial liability was extinguished and the Shire recognised income for the prepaid rates that have not been refunded. Note that this resulted in no change as the Shire already recognised prepaid rates as a financial liability.

Assets that were acquired for consideration, that were significantly less than fair value principally to enable the Shire to further its objectives, may have been measured on initial recognition under other Australian Accounting Standards at a cost that was significantly less than fair value. Such assets are not required to be re-measured at fair value.

As at 30 June 2020, AASB 1058 has not significantly impacted the financial year and therefore no contract liabilities were required to be recorded.

Refer to Note 2(a) for new revenue recognition accounting policies as a result of the application of AASB1058.

(c) AASB 16:Leases

The Shire adopted AASB 16 retrospectively from 1 July 2019 which resulted in changes in accounting policies. In accordance with the transition provisions of AASB 16, the Shire has applied this Standard to its leases retrospectively, with the cumulative effect of initially applying AASB16 recognised on 1 July 2019. In applying AASB16, under the specific transition provisions chosen, the Shire will not restate comparatives for prior reporting periods.

As at 30 June 2020, AASB16 has not significantly impacted the financial year and therefore no lease liabilities and right of use assets have been recognised.

SHIRE OF PERENJORI
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

25. CHANGE IN ACCOUNTING POLICIES

Change in Accounting Policies due to regulation changes

Effective 6 November 2020, *Local Government (Financial Management) Regulation 16* was deleted and *Local Government (Financial Management) Regulation 17A* was amended with retrospective application. The changes were effective for financial years ending on or after 30 June 2020 so are required to be applied retrospectively with cumulative effect applied initially on 1 July 2019.

In accordance with the changes, the Shire was required to remove the values attributable to certain crown land assets previously required to be recognised, as well as the associated revaluation surplus at 1 July 2019. These assets have been measured as concessionary lease right-of-use assets at zero cost in accordance with AASB 16. For further details relating to these changes, refer to Note 11.

In summary the following adjustments were made to the amounts recognised in the statement of financial position at the date of initial application (1 July 2019):

	Note	Carrying amount 30 June 2019 \$	Reclassification \$	Carrying amount 01 July 2019 \$
Property, plant and equipment	9	18,290,713	(660,000)	17,630,713
Revaluation surplus	12	48,686,918	(508,553)	48,178,365
Retained earnings		20,972,440	(151,447)	20,820,993

Also, following changes to *Local Government (Financial Management) Regulation 17A*, plant and equipment type assets (being plant and equipment and furniture and equipment) are to be measured under the cost model, rather than at fair value. This change is effective from 1 July 2019 and represents a change in accounting policy. Revaluations carried out previously or during the year were not reversed as it was deemed fair value approximates cost at the date of the change.

26. TRUST FUNDS

Funds held at balance date which are required to be held in trust and which are not included in the financial statements are as follows:

	1 July 2019	Amounts Received	Amounts Paid	30 June 2020
	\$	\$	\$	\$
Mt Gibson Public Benefit Fund	245,698	100,798	(88,616)	257,880
	245,698	100,798	(88,616)	257,880

27. OTHER SIGNIFICANT ACCOUNTING POLICIES

a) 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).

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.

b) Current and non-current classification

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 or non-current based on the Shire's intentions to release for sale.

c) Rounding off figures

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

d) 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 statements that has a material effect on the statement of financial position, 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.

e) 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.

f) 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.

g) Fair value of assets and liabilities

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.

h) 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.

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 the service capacity of an asset.

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.

i) Impairment of assets

In accordance with Australian Accounting Standards the Shire's cash generating non-specialised 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 specialised assets that are measured under the revaluation model, such as roads, drains, public buildings and the like, no annual assessment of impairment is required. Rather AASB 116.31 applies and revaluations need only be made with sufficient regulatory to ensure the carrying value does not differ materially from that which would be determined using fair value at the ends of the reporting period.

SHIRE OF PERENJORI

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2020

28. ACTIVITIES/PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs. 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 of Perenjori'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.

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.

PROGRAM NAME AND OBJECTIVES	ACTIVITIES
-----------------------------	------------

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.

EDUCATION AND WELFARE

Donations to local education facilities, Perenjori Early Childhood Centre .

HOUSING

Provision of maintenance for staff and private housing.

COMMUNITY AMENITIES

Rubbish collection services, operation and maintenance of refuse sites, cemetery maintenance and flood mitigation, public convenience maintenance.

RECREATION AND CULTURE

Maintenance of halls, swimming pool, recreation centres, parks and gardens, ovals and various reserves, operation of library services.

TRANSPORT

Maintenance of roads, drainage, footpaths, parking facilities, traffic control, street cleaning and maintenance of airstrip.

ECONOMIC SERVICES

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

OTHER PROPERTY AND SERVICES

Plant works, plant overheads and stock of materials.

29. FINANCIAL RATIOS

	2020 Actual	2019 Actual	2018 Actual
Current ratio	5.07	2.72	2.13
Asset consumption ratio	0.55	0.56	0.57
Asset renewal funding ratio	0.96	N/A	1.60
Asset sustainability ratio	0.78	0.69	0.91
Debt service cover ratio	9.33	6.89	6.68
Operating surplus ratio	(0.01)	(0.12)	(0.17)
Own source revenue coverage ratio	0.56	0.54	0.43

(*) The asset renewal funding ratio for 2019 has not been reported as planned capital renewals and required capital expenditure are not supported by a Council approved long-term financial plan and asset management plan respectively.

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 consumption ratio	$\frac{\text{depreciated replacement costs of depreciable assets}}{\text{current replacement cost of depreciable assets}}$
Asset renewal funding ratio	$\frac{\text{NPV of planned capital renewal over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$
Asset sustainability ratio	$\frac{\text{capital renewal and replacement expenditure}}{\text{depreciation}}$
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	$\frac{\text{own source operating revenue}}{\text{operating expense}}$



Shire of
Perenjori
Embrace Opportunity

ATTACHMENT
Item 12.1 (b)

Financial Management Letter 30 June 2020

ORDINARY COUNCIL MEETING 15 JULY 2021

SHIRE OF PERENJORI

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2020

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
1. Understatement of depreciation expense	✓		
2. Unrecorded wages and salaries		✓	
3. Excessive annual leave balances and other leave matters		✓	

KEY TO RATINGS

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly.
- Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.

SHIRE OF PERENJORI

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2020

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

1. Understatement of Depreciation Expense

Finding

We identified that the depreciation expense had not been calculated correctly for a number of furniture and equipment and plant and equipment assets. Additionally, the Shire did not record road additions until 30 June and therefore the associated depreciation expense is not calculated from the date that the respective assets were available for use, as required by accounting standard AASB 116: Property, Plant and Equipment.

Rating: Significant**Implication:**

Incorrect calculation of depreciation means that the Shire is not complying with the requirements of AASB 116.

This resulted in the understatement of depreciation expense and overstatement of property, plant and equipment of \$108,110. This was an unadjusted audit difference.

Recommendation:

We recommend that the Shire reviews the Fixed Asset Register regularly to ensure that all assets have been depreciated in accordance with the Shire's depreciation policies.

Depreciation should be recorded from the date that each asset is available for use in accordance with the requirements of AASB 116.

Management Comment:

This situation has now been addressed and we have a process in place moving forward to ensure all asset depreciation schedules are created at the time of asset creation in our Asset Register.

Responsible Officer: Accountant

Completion Date: Completed

SHIRE OF PERENJORI**PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2020****FINDINGS IDENTIFIED DURING THE FINAL AUDIT****2. Unrecorded Wages and Salaries****Finding**

Our audit identified unpaid wages and salaries expenses relating to the year ended 30 June 2020 totalling \$23,430 which had not been brought to account as accrued wages and salaries at 30 June 2020. This has resulted in an unadjusted audit difference.

Rating: Moderate**Implication**

The liability for accrued wages and salaries and the related wages and salaries expense balance are understated for 30 June 2020.

Recommendation

Expenses should be recorded in the accounting period in which they relate. Management should establish procedures to ensure that any expenses that have been incurred but not yet paid by the end of the period have been recorded as a liability.

Management Comment

The Shire performed the manual operation for the actual time worked by each employee up-to and including the last day the end of the Financial year via an accrual by journal outside of the payroll system to report accurate costs in its P&L. In doing so an oversight occurred in not reporting the accrual value as a liability in the end of year accounts (as the payroll wasn't due to be run until the 7 of July). This recommendation has been noted for future end of financial year reporting whilst operating in the parameters of our current management information system.

Responsible Officer: Accountant
Completion Date: Completed

SHIRE OF PERENJORI

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2020

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

3. Excessive Annual Leave Balances and Other Leave Matters**Finding**

During our audit work on annual leave we identified two employees who had accrued balances in excess of 304 hours (approximately eight weeks) each as at 30 June 2020. In addition, we identified six instances where leave taken was not supported by an approved leave form.

Furthermore, we identified due to incorrect inputs that long service leave had been under-accrued for two employees by one year resulting in their respective long service leave balances being understated by 49.4 hours.

Rating: Moderate**Implication:**

Excessive accrued annual leave balances increases the risk of an adverse impact through excessive liabilities and may also indicate over-reliance on key individuals. This over-reliance can result in business interruption when the employee takes extended leave or ceases their employment with the Shire. Failure to take leave can also be an opportunity to perpetrate fraud.

Incorrect inputs to leave calculations result in the misstatement of liability and the correlating employee expenses.

Recommendation:

The Shire should continue to manage and monitor the excessive annual leave accruals to reduce the liability as well as the risk of business interruption and fraud.

All leave taken should be supported by an approved application for leave.

The Shire should regularly review the long service leave entitlements calculations to ensure that the entitlements are correct.

Management Comment:

Management agrees with the recommendation and will ensure individual leave accrual balances are reported to Senior Management for review on a quarterly basis.

Responsible Officer: Manager Corporate and Community Services

Completion Date: Completed



Shire of
Perenjori
Embrace Opportunity

ATTACHMENT
Item 12.1 (c)

OAG Opinion 30 June 2020

ORDINARY COUNCIL MEETING 15 JULY 2021



Auditor General

INDEPENDENT AUDITOR'S REPORT

To the Councillors of the Shire of Perenjori

Report on the Audit of the Financial Report

Opinion

I have audited the annual financial report of the Shire of Perenjori (the Shire) which comprises the Statement of Financial Position as at 30 June 2020, and the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended, as well as notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by the Chief Executive Officer (CEO).

In my opinion the annual financial report of the Shire:

- (i) is based on proper accounts and records; and
- (ii) fairly represents, in all material respects, the results of the operations of the Shire for the year ended 30 June 2020 and its financial position at the end of that period in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of my report. I am independent of the Shire in accordance with the *Auditor General Act 2006* and the relevant ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to my audit of the annual financial report. I have also fulfilled my other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of Matters – Basis of Accounting

I draw attention to Note 1 to the annual financial report, which describes the basis of accounting. The annual financial report has been prepared for the purpose of fulfilling the Shire's financial reporting responsibilities under the Act, including the Local Government (Financial Management) Regulations 1996 (Regulations). My opinion is not modified in respect of these matters:

- (i) Regulation 17A requires a local government to measure vested improvements at fair value and the associated vested land at zero cost. This is a departure from AASB 16 *Leases* which would have required the entity to measure the vested improvements also at zero cost.
- (ii) In respect of the comparatives for the previous year ended 30 June 2019, Regulation 16 did not allow a local government to recognise some categories of land, including land under roads, as assets in the annual financial report.

Responsibilities of the CEO and Council for the Financial Report

The CEO of the Shire is responsible for the preparation and fair presentation of the annual financial report in accordance with the requirements of the Act, the Regulations and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards. The CEO is also responsible for such internal control as the CEO determines is necessary to enable the preparation of the annual financial report that is free from material misstatement, whether due to fraud or error.

In preparing the annual financial report, the CEO is responsible for assessing the Shire's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

Auditor's Responsibility for the Audit of the Financial Report

The objectives of my audit are to obtain reasonable assurance about whether the annual financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, however, is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the annual financial report. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

A further description of my responsibilities for the audit of the annual financial report is located on the Auditing and Assurance Standards Board website at https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf. This description forms part of my auditor's report.

Report on Other Legal and Regulatory Requirements

In accordance with the Local Government (Audit) Regulations 1996 I report that:

- (i) In my opinion, the following material matter indicates a significant adverse trend in the financial position of the Shire:
 - a) The Operating Surplus Ratio as reported in Note 29 of the annual financial report has been below the Department of Local Government, Sport and Cultural Industries' standard for the last three financial years.
- (ii) The following material matters indicating non-compliance with Part 6 of the *Local Government Act 1995*, the Local Government (Financial Management) Regulations 1996 or applicable financial controls of any other written law were identified during the course of my audit:
 - a) A review in relation to the appropriateness and effectiveness of the Shire's systems and procedures in relation to risk management, internal controls and legislative compliance was not completed at least once in every three financial years as required by Regulation 17 of the Local Government (Audit) Regulations 1996.
 - b) A review of the appropriateness and effectiveness of the Shire's financial management systems and procedures was not completed by the CEO at least once every three financial years, as required by section 5(2)(c) of the Local Government (Financial Management) Regulations 1996. The last review took place for the financial year ended 30 June 2017.
 - c) For approximately 23% of purchase transactions we sampled, there was inadequate or no evidence that a sufficient number of quotations were obtained to test the market, and no documentation to explain why other quotes were not sought. This practice increases the likelihood of not receiving value for money in procurement and the risk of fraud or favouritism of suppliers. Additionally, from our sampling there were twelve payments made during the year where there was no evidence of appropriate approval.
 - d) The Shire has not reported the Asset Renewal Funding Ratio for 2019 in the annual financial report as required by section 50(1) of the Local Government (Financial Management) Regulations 1996 as planned capital renewals and

required capital expenditure were not supported by a Council approved long-term financial plan and asset management plan respectively.

- e) A number of non-current assets had not been depreciated in accordance with the Shire's accounting policies and the requirements of AASB 116: Property, Plant and Equipment. Although this was not material for the current year, this could result in material misstatement of property, plant and equipment and depreciation expense in subsequent years.
- (iii) All required information and explanations were obtained by me.
- (iv) All audit procedures were satisfactorily completed.
- (v) In my opinion, the Asset Consumption Ratio for 2018-2020 and the Asset Renewal Funding Ratio for 2018 and 2020 included in the annual financial report were supported by verifiable information and reasonable assumptions.

Matters Relating to the Electronic Publication of the Audited Financial Report

This auditor's report relates to the annual financial report of the Shire of Perenjori for the year ended 30 June 2020 included on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the annual financial report described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this annual financial report. If users of the annual financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited annual financial report to confirm the information contained in this website version of the annual financial report.



GRANT ROBINSON
ASSISTANT AUDITOR GENERAL
FINANCIAL AUDIT
Delegate of the Auditor General for Western Australia
Perth, Western Australia
8 July 2021



Shire of
Perenjori
Embrace Opportunity

ATTACHMENT
Item 12.2 (a)

Draft Fees and Charges for 2021/22

ORDINARY COUNCIL MEETING 15 JULY 2021

SCHEDULE OF FEES AND CHARGES
2021/22

SCHEDULE OF FEES & CHARGES		
	Proposed Fees 2021/22	Adopted Fees 2020/21
CARAVAN PARK FEES:		
Fees are for a maximum of two persons unless otherwise stated.		
Additional fee - \$10 per person / night		
VANS:		
Inclusive of power per van - per 7-day week	\$ 125.00	\$ 125.00
Inclusive of power 3-nights	\$ 60.00	\$ 60.00
Inclusive of power per van - per night	\$ 25.00	\$ 25.00
TENTS:		
Unpowered per night	\$ 15.00	\$ 15.00
Powered per night	\$ 18.00	\$ 18.00
Caravan parking - non powered site - per week	\$ 52.00	\$ 52.00
The following accommodation is to be booked in advance and paid for by credit card. Late cancellations will incur a 10% administration fee (less than 24-hours notice). Failure to show will result in the full fee being charged.		
ECO HOME:		
Per night (29 Timmings Street)	\$ 200.00	\$ 200.00
Per 7-day week	\$ 1,000.00	\$ 1,000.00
Special - Weekend Rate - minimum 2-nights	\$ 300.00	\$ 300.00
PARK HOME:		
Per night	\$ 165.00	\$ 165.00
Per 7-day week	\$ 770.00	\$ 770.00
Special - Weekend Rate - minimum 2-nights	\$ 200.00	\$ 200.00
CHALETS:		
Per night	\$ 125.00	\$ 125.00
Per 7-day week	\$ 700.00	\$ 700.00
Special - Weekend Rate - minimum 2-nights	\$ 160.00	\$ 160.00
ENSUITE UNITS (VILLAGE):		
Per night / Per unit	\$ 100.00	\$ 100.00
Per 7-day week / Per unit	\$ 550.00	\$ 550.00
Special Rate - Per unit / Per seven days if 10 or more units booked by one entity and paid in advance	\$ 440.00	\$ 440.00
Special - Weekend Rate - 2-nights - if booked and paid in advance	\$ 120.00	\$ 120.00
LOST KEY:		
	\$ 50.00	\$ 50.00
CARAVAN PARK FACILITIES:		
Laundry Facilities (non-Park residents) Per use	\$ 10.00	\$ 10.00
Ablution Facilities (non-park residents) Per person	\$ 10.00	\$ 10.00
Ablution Facilities (non-park residents) Per week / person	\$ 40.00	\$ 40.00
Ablution Facilities (non-park residents) Per month / person	\$ 60.00	\$ 60.00
ADMINISTRATION GENERAL:		
Photocopying - A4 per sheet	\$ 0.60	\$ 0.60
Photocopying - A3 per sheet	\$ 0.80	\$ 0.80
Facsimile per page - Incoming	\$ 1.10	\$ 1.10
Facsimile per page - Outgoing first page	\$ 3.10	\$ 3.10
Facsimile per page - second & consecutive pages	\$ 1.10	\$ 1.10
Freedom of Information (FOI) Application Fee	\$ 30.00	\$ 30.00
FOI - Labour in Processing Application per hour	\$ 30.00	\$ 30.00
FOI - Labour in Supervising Access per hour	\$ 30.00	\$ 30.00
FOI - Labour in Photocopying per hour	\$ 30.00	\$ 30.00
FOI - Photocopying A4 per sheet	\$ 0.20	\$ 0.20

SCHEDULE OF FEES AND CHARGES
2021/22

SCHEDULE OF FEES & CHARGES		
<i>*Advance deposit 25% of est. charge</i>		
Rates Property Inquiry	\$ 30.00	\$ 30.00
Orders and Requisitions	\$ 35.00	\$ 35.00
Dishonoured Cheque Fee	\$ 25.00	\$ 25.00
PA SYSTEM HIRE:		
Refundable Bond on return	\$ 225.00	\$ 225.00
Per day (minimum fee)	\$ 60.00	\$ 60.00
Projector Hire	\$ 50.00	\$ 50.00
Portable Screen hire	\$ 25.00	\$ 25.00
Whiteboard hire	\$ 15.00	\$ 15.00
OTHER GOVERNANCE:		
Sale of Electoral Rolls - Complete	\$ 40.00	\$ 40.00
LAW ORDER & PUBLIC SAFETY:		
ANIMAL CONTROL		
DOGS (Reg 17 - Dog Regulations 2013):		
Registration - Dog / Bitch 1-year	\$ 50.00	\$ 50.00
Registration - Dog / Bitch 3-years	\$ 120.00	\$ 120.00
Registration - Dog / Bitch Sterilised 1-year	\$ 20.00	\$ 20.00
Registration - Dog / Bitch Sterilised 3-years	\$ 42.50	\$ 42.50
Registration - Dog / Bitch Unsterilised Lifetime	\$ 250.00	\$ 250.00
Registration - Dog / Bitch Sterilised Lifetime	\$ 100.00	\$ 100.00
Dogs kept in an approved kennel establishment - per establishment	\$ 210.00	\$ 210.00
Registration - (After 31st May) dog / bitch Unsterilised	\$ 25.00	\$ 25.00
Registration - (After 31st May) dog / bitch Sterilised	\$ 10.00	\$ 10.00
<i>*Working Dogs registrations receive 25% off</i>		
CATS (Set by Regulations):		
Registration Fee (made after 31 May) - Sterilised	\$ 10.00	\$ 10.00
Registration Fee (full year) - Sterilised	\$ 20.00	\$ 20.00
New or renewal of license - 3-years - Sterilised	\$ 42.50	\$ 42.50
New or renewal for life - Sterilised	\$ 100.00	\$ 100.00
Annual fee for breeding cats - per cat	\$ 100.00	\$ 100.00
<i>*Pensioners/Seniors are entitled to a 50% discount on animal licensing fees</i>		
GST does not apply to animal licensing fees		
Impounding of Animal (Cat or dog)	\$ 113.00	\$ 113.00
Sustenance per day (Cat or dog)	\$ 20.00	\$ 20.00
Destruction of Animal (Cat or dog) per quote		
Cat Traps - refundable hire bond no daily charge	\$ 55.00	\$ 55.00
Fox Traps - Refundable hire bond no daily charge	\$ 55.00	\$ 55.00
MEDICAL SERVICES:		
Rental Doctors Surgery per week (HACC)	\$ 55.00	\$ 55.00
PECC:		
Child Care Full Day Care Fee	\$ 75.00	\$ 75.00
Child Care Half Day Fee 7.00 am to 12 noon (5-Hours max)	\$ 50.00	\$ 50.00
Child Care Half Day Fee 12 noon to 5.00 pm (5-Hours max)	\$ 50.00	\$ 50.00
Child Care - Casual Rate (Per hour)	\$ 12.00	\$ 12.00
Child Care - Late Fee (Per notice)	\$ 1.00	\$ 1.00
Child Care - Before School Care 7.00 am to 8.30 am	\$ 15.00	\$ 15.00
Child Care - After School Care (Mon, Tues, Thu & Fri)	\$ 15.00	\$ 15.00
Child Care - After School Care (Wed- school early close)	\$ 20.00	\$ 20.00
Family Centre Activity Room Hire – Full Day	\$ 124.00	\$ 124.00
Family Centre Activity Room Hire – Half Day	\$ 62.00	\$ 62.00

**SCHEDULE OF FEES AND CHARGES
2021/22**

SCHEDULE OF FEES & CHARGES		
Family Centre Meeting Room Hire – Full Day	\$ 82.00	\$ 82.00
Family Centre Meeting Room Hire – Half Day	\$ 41.00	\$ 41.00
Family Centre Consulting Room Hire - Hourly Rate	\$ 10.00	\$ 10.00
COMMUNITY AMENITIES:		
HOUSEHOLD REFUSE:		
Collection 1 x 240 lt Sulo Bin (Domestic & Commercial)	\$ 340.00	\$ 340.00
Eligible pensioner 50% discount	\$ 170.00	\$ 170.00
BURIAL FEES:		
Burial	\$ 1,005.00	\$ 1,005.00
Re-opening of grave	\$ 710.00	\$ 710.00
Niche Wall plaque	\$ 153.00	\$ 153.00
Funeral Directors Licence GST OOS	\$ 25.00	\$ 25.00
Monumental Mason Licence	\$ 30.00	\$ 30.00
Burial Plot Reservation Fee	\$ 30.00	\$ 30.00
RECREATION & CULTURE:		
COMMUNITY STAGE AND TRAILER:		
Bond (refundable)	\$ 500.00	\$ 500.00
Community stage hire – Perenjori Community groups	FREE	FREE
Community stage hire – Regional Community groups - per event, max 4-days	\$ 515.00	\$ 515.00
Community stage hire – Regional Community groups – weekly	\$ 822.00	\$ 822.00
Inflatable Projector Screen	\$ 200.00	\$ 200.00
Bond (refundable)	\$ 300.00	\$ 300.00
PUBLIC HALLS:		
PERENJORI COMMUNITY HALL:		
Refundable Bonds for Functions with Alcohol:	\$ 255.00	\$ 255.00
Refundable Bonds for Functions without Alcohol:	\$ 155.00	\$ 155.00
<i>Functions:</i>		
Day	\$ 125.00	\$ 125.00
Night	\$ 185.00	\$ 185.00
Hourly Rate	\$ 20.50	\$ 20.50
<i>The above hire is inclusive of kitchen facilities</i>		
PERENJORI LESSER HALL:		
Lesser Hall -Yarra Yarra / Nacc	\$ 180.00	\$ 180.00
Weekly Rental - Rent is waived and classified as a donation as per Council decision		
PERENJORI PAVILLION:		
Refundable Bonds for Functions with Alcohol:	\$ 255.00	\$ 255.00
Refundable Bonds for Functions without Alcohol:	\$ 155.00	\$ 155.00
<i>Functions:</i>		
Day	\$ 125.00	\$ 125.00
Night	\$ 185.00	\$ 185.00
Hourly Rate	\$ 20.50	\$ 20.50
<i>The above hire is inclusive of kitchen facilities</i>		
Squash Courts - per hour	\$ 5.50	\$ 5.50
LATHAM HALL:		
Refundable Bonds for Functions with Alcohol:		
Refundable Bonds for Functions without Alcohol:	\$ 155.00	\$ 155.00
<i>Functions:</i>		
Day	\$ 36.00	\$ 36.00
Night	\$ 72.00	\$ 72.00

**SCHEDULE OF FEES AND CHARGES
2021/22**

SCHEDULE OF FEES & CHARGES		
LATHAM COMMUNITY CENTRE:		
Refundable Bonds for Functions with Alcohol:	\$ 255.00	\$ 255.00
Refundable Bonds for Functions without Alcohol:	\$ 155.00	\$ 155.00
<i>Functions:</i>		
Day	\$ 125.00	\$ 125.00
Night	\$ 185.00	\$ 185.00
Hourly Rate	\$ 20.50	\$ 20.50
<i>The above hire is inclusive of kitchen facilities</i>		
CHAIR HIRE (BEIGE PLASTIC):		
Refundable Bond on return	\$ 105.00	\$ 105.00
Hire Fee (per chair) *	\$ 2.25	\$ 2.25
<i>*Charge only for outside hall hire</i>		
Trestle Hire (per tressle) *	\$ 12.00	\$ 12.00
GYM :		
Day Charge	\$ 5.00	\$ 5.00
Weekend	\$ 10.00	\$ 10.00
One-month	\$ 20.00	\$ 20.00
<i>Three-months</i>	\$ 52.00	\$ 52.00
Six-months	\$ 92.00	\$ 92.00
Twelve-months	\$ 165.00	\$ 165.00
<i>A corporate rate can be negotiated</i>		
SWIMMING POOL:		
Family Season Ticket (2 Adults & 2 Children)	\$ 165.00	\$ 165.00
Extra Child	\$ 13.50	\$ 13.50
Adult Season Ticket (Sixteen Years & Over)	\$ 94.00	\$ 94.00
Child / Senior /Concession Season Ticket	\$ 73.00	\$ 73.00
Family Monthly Ticket (2 Adults & 2 Children)	\$ 43.00	\$ 43.00
Extra Child	\$ 6.50	\$ 6.50
Adult Monthly Ticket	\$ 38.00	\$ 38.00
Child / Senior / Concession Monthly Ticket	\$ 19.00	\$ 19.00
Adult Daily	\$ 4.50	\$ 4.50
Child / Senior/Concession Daily	\$ 2.50	\$ 2.50
Spectator Daily	\$ 2.50	\$ 2.50
Children 2 years & under	FREE	FREE
<i>* Price reduction of 50% for Season Tickets applies after 31 January 2020</i>		
Lane Hire (commercial operators)	\$ 15.00	\$ 15.00
Lane Hire (not for profit)	FREE	FREE
Aqua Aerobics Classes	\$ 10.00	\$ 10.00
Aqua Aerobics Discount Card *10 classes for the price of 9	\$ 90.00	\$ 90.00
Swimming Lessons		
Per Week	\$ 10.00	\$ 10.00
Per Term	\$ 100.00	\$ 100.00
OTHER CULTURE:		
Old Bankwest Building (Wellness Centre) - Rental full day or part thereof - own cleaning required	\$ 10.00	\$ 10.00
TRANSPORT:		
TRAFFIC CONTROL:		
Local Authority Plates (Shire fee only - Dept Transport charge also)	\$ 25.70	\$ 25.70
OTHER PROPERTY & SERVICES:		
OTHER SERVICES:		
Service fee for sale of water per kilolitre		
COMMUNITY BUS:		
Bond	\$ 220.00	\$ 220.00
Community Bus Hire: Residents - Per Km	\$ 0.57	\$ 0.57

**SCHEDULE OF FEES AND CHARGES
2021/22**

SCHEDULE OF FEES & CHARGES		
Community Bus Hire: Non Residents - Per Km	\$ 1.36	\$ 1.36
<i>Bus to be cleaned and fuel tank full on return</i>		
<i>If the Shire refills the fuel tank the cost is the bowser price plus \$0.15 cents per litre</i>		
PRIVATE WORKS:		
Grader per hour	\$ 190.00	\$ 190.00
Loader per hour	\$ 185.00	\$ 185.00
Backhoe per hour	\$ 160.00	\$ 160.00
6 Wheel Truck per hour	\$ 140.00	\$ 140.00
Prime Mover / Trailer per hour	\$ 175.00	\$ 175.00
Low loader	\$ 144.00	\$ 144.00
Skid Steer (Bobcat) per hour	\$ 129.00	\$ 129.00
Vibrating Steel Roller per hour	\$ 123.00	\$ 123.00
Multi Tyred Roller per hour	\$ 118.00	\$ 118.00
Plate Compactor per day	\$ 62.00	\$ 62.00
Labour per hour - Single Time	\$ 72.00	\$ 72.00
Labour per hour - Time and a half	\$ 92.50	\$ 92.50
Labour per hour - Double Time	\$ 123.00	\$ 123.00
Tanker load of water	\$ 310.00	\$ 310.00
<i>Travel \$5.15 per km one way only</i>		
PLANT HIRE CHARGES:		
Scaffolding per day	\$ 62.00	\$ 62.00
Scaffolding per 7-day week	\$ 300.00	\$ 300.00
Gyprock Lifter per day	\$ 47.00	\$ 47.00
Gyprock Lifter per 7-day week	\$ 240.00	\$ 240.00
Lawn Mower / day	\$ 36.00	\$ 36.00
Verti Mower / day	\$ 48.00	\$ 48.00
Cement Mixer	\$ 36.00	\$ 36.00
Side Tipper / day	\$ 210.00	\$ 210.00
<i>Plus travel per km</i>	\$ 0.20	\$ 0.20
Low loader:		
Day rate Dry hire	\$ 226.00	\$ 226.00
<i>Plus travel per km</i>	\$ 0.20	\$ 0.20
Dolly / day:	\$ 82.00	\$ 82.00
<i>Plus travel per km</i>	\$ 0.20	\$ 0.20
Water Tanker / Day:	\$ 185.00	\$ 185.00
<i>Plus Travel per km</i>	\$ 0.20	\$ 0.20
Jet Patcher Per Hour (plus payment for material used)	\$ 200.00	\$ 200.00
<i>Small plant - mowers etc if hired for the weekend charged one day hire and the second day free.</i>		
Standpipe Access Card and Replacement Card	\$ 25.00	\$ 25.00
Water (from standpipe) per Kilolitre - Commercial at cost		
HEALTH:		
HEALTH (PUBLIC BUILDING) AMENDMENT REGULATIONS 2007 (Schedule 1):		
Fee equal to the cost of considering application up to:	\$ 832.00	\$ 832.00
HEALTH (TREATMENT OF SEWAGE AND DISPOSAL OF EFFLUENT AND LIQUID WASTE) AMENDMENT REGULATIONS 2007 (Schedule 1):		
Application for the approval of an apparatus by relevant local governments:	\$ 118.00	\$ 118.00
Application for the approval of an apparatus by the Executive Director:		
a) with a local government report.	\$ 61.00	\$ 61.00
b) without a local government report.	\$ 110.00	\$ 110.00
Issuing of a 'Permit to Use an Apparatus'	\$ 118.00	\$ 118.00
12. BUILDING CONTROL:		
	Minimum Fee	

**SCHEDULE OF FEES AND CHARGES
2021/22**

SCHEDULE OF FEES & CHARGES		
The fee changes were included in the Building Amendment Regulations (No. 2) 2014 (the Amendment Regulations). The Amendment Regulations increased prescribed fixed fees in the Building Regulations 2019-20 to reflect the increase in the Consumer Price Index. The 2021/22 fees are set out below.		
Certified application for a building permit (s. 16(l)): (a) for building work for a Class 1 or Class 10 building or incidental structure, (b) for building work for a Class 2 to Class 9 building or incidental structure. Sch. 2 Div. 1 it. 1(a) and (b)	\$ 110.00	\$ 105.00
* (a) class 1 or class 10 fee is 0.19% of the estimated value of building work		
* (b) class 2 or class 9 fee is 0.09% of the estimated value of building work		
Uncertified application for a building permit (s. 16(l)) Sch. 2 Div. 1 it. 2	\$ 110.00	\$ 105.00
* Fee is 0.32% if the estimated value of building work		
Application for a demolition permit (s. 16(l)) — (a) for demolition work in respect of a Class 1 or Class 10 building or incidental	\$ 110.00	\$ 105.00
* Class 2 or Class 9 fee is for each storey of the building		
Application to extend the time during which a building or demolition permit has effect (s. 32(3)(f)) Sch. 2 Div. 1 it. 4	\$ 110.00	\$ 105.00
Application for an occupancy permit for a completed building (s. 46) Sch. 2 Div. 2 it. 1	\$ 110.00	\$ 105.00
Application for a temporary occupancy permit for an incomplete building (s.47) Sch. 2 Div. 2 it. 2	\$ 110.00	\$ 105.00
Application for modification of an occupancy permit for additional use of a building on a temporary basis (s 48) Sch. 2 Div. 2 it. 3	\$ 110.00	\$ 105.00
Application for a replacement occupancy permit for permanent change of the building's use, classification (s.49) Sch. 2 Div. 2 it. 4	\$ 110.00	\$ 105.00
Application for an occupancy permit or building approval certificate for registration of strata scheme, plan of re-subdivision (s. 50(1) and (2)) Sch. 2 Div. 2 it. 5	\$11.60 for each strata unit covered by the application, but no less than \$115.00	\$11.60 for each strata unit covered by the application, but no less than \$115
Application for an occupancy permit for a building in respect of which unauthorised work has been done (s. 51(2)) Sch. 2 Div. 2 it. 6	\$ 110.00	\$ 105.00
* Fee is 0.18% of the estimated value of the unauthorised work		
Application for a building approval certificate for a building in respect of which unauthorised work has been done (s. 51(3)) Sch. 2 Div. 2 it. 7	\$ 110.00	\$ 105.00
* Fee is 0.38% of the estimated value of the unauthorised work		
Application to replace an occupancy permit for an existing building (s. 52(1)) Sch. 2 Div. 2 it. 8	\$ 110.00	\$ 105.00
Application for a building approval certificate for an existing building where unauthorised work has not been done (s. 52(2)) Sch. 2 Div. 2 it. 9	\$ 110.00	\$ 105.00
Application to extend the time during which an occupancy permit or building approval certificate has effect (s. 65(3)(a)) Sch. 2 Div. 2 it. 10	\$ 110.00	\$ 105.00
Application as defined in regulation 31 (for each building standard in respect of which a declaration is sought) Sch. 2 Div. 3 it. 1	\$ 2,160.15	\$ 2,160.15
Building Services Levy:		
Application for building permit		
Value of work \$45,000 or less	\$ 61.65	\$ 61.65
Value of work over \$45,000	0.137% of the value of the work	0.137% of the value of the work
Application for Demolition work:		
Value of work \$45,000 or less	\$ 61.65	\$ 61.65
Value of work over \$45,000	0.137% of the value of the work	0.137% of the value of the work

**SCHEDULE OF FEES AND CHARGES
2021/22**

SCHEDULE OF FEES & CHARGES		
Occupancy Permit or Building Approval Certificate:		
Value of work \$45,000 or less	\$ 61.65	\$ 61.65
Value of work over \$45,000	\$ 61.65	\$ 61.65
Occupancy Permit or Building Approval Certificate for Unauthorised Work under s. 51 of the Building Act 2011:		
Value of work \$45,000 or less	\$ 123.30	\$ 123.30
Value of work over \$45,000	0.274% of the value of the work	0.274% of the value of the work
BCITF Levy	0.20% on construction over \$20,001	0.20% on construction over \$20,001
MISCELLANEOUS CHARGES AND LICENSES		
Lodging House Application Fee	\$ 210.00	\$ 210.00
Lodging House Per Annum Fee	\$ 185.00	\$ 185.00
Kennel License	\$ 40.00	\$ 40.00
Food Premises - all ex GST (Food Act 2008):		
Registration:		
All premises including mobile and itinerant		
Annual renewal fee:		
High Risk Premises	\$ 223.00	\$ 223.00
Medium Risk Premises	\$ 193.00	\$ 193.00
Low Risk Premises	\$ 112.00	\$ 112.00
Swimming Pools:		
Swimming Pool Inspection per annum (Building reg. 2012 Reg 53)	\$ 35.00	\$ 35.00
Inspections of Pool Enclosures (r. 53) Regulation 53	\$ 58.45	\$ 57.45
Home Based Business: (Regulatory Fee)		
New application GST OOS	\$ 222.00	\$ 222.00
Renewal GST OOS	\$ 75.00	\$ 75.00
Itinerant Vendor:		
Annual permit fee	\$ 565.00	\$ 565.00
Occasional permit (Per day)	\$ 113.00	\$ 113.00
Occasional permit (3 day/weekend)	\$ 226.00	\$ 226.00
Mobile (inc Food) Vendor:		
Annual permit fee	\$ 565.00	\$ 565.00
Occasional permit (Per day)	\$ 113.00	\$ 113.00
Occasional permit (3-day/weekend)	\$ 226.00	\$ 226.00
Additional Building:		
Demolition / Builders Waste	\$45.00 per/m3	\$ -
Asbestos (Wrapped)	\$5 per sheet	\$ -
Asbestos (Wrapped)	\$110 per/m3	\$ -
Extractive Industries License:		
New license GST OOS	\$ 35.00	\$ 35.00
Renewal GST OOS	\$ 50.00	\$ 50.00



Shire of
Perenjori
Embrace Opportunity

ATTACHMENT
Item 13.1 (a)

*Mt Gibson Public Benefit Trust Panel
Meeting Minutes*

ORDINARY COUNCIL MEETING 15 JULY 2021



Mt Gibson Perenjori Public Benefit Trust Meeting
Round 17
June 16, 2021

Meeting Opened – 10.07am

Attendance – Cr. Les Hepworth (Council Rep), Dene Solomon (Community Rep), Andrew Plunkett (Mt Gibson Rep), Mario Romeo (CEO), Nola Comerford-Smith (MCCS)

Applications received

Perenjori Pistol Club - \$20,117.00

Declined

Moved: Dean Solomon

Seconded: Les Hepworth

That further information be requested from the Pistol Club including:

- Official report from the Firearms Department regarding guideline compliance and necessary modifications as requested.
- A quote for work to be undertaken in the public toilets, for comparison of costs.
- Site location of Pistol Club (Google Map, Landgate, or similar)
- Ownership details of the land on which the Pistol Club is situated.

CARRIED

The committee agreed that an updated application from the Pistol Club would be welcomed and would be given due consideration in the next PBT round.

Perenjori Playgroup - \$751.85

Approved

A funding request to update Playgroup resources was unanimously supported.

Perenjori P&C - \$4,179.50

Approved

A funding request for the purchase of a trailer to conduct Containers for Change collection was unanimously agreed. Clarification was requested on what entity the trailer would be licenced under.

Perenjori & Districts Agricultural Show - \$31,557.00

Approved

Moved: Les Hepworth

Seconded: Andrew Plunkett

That support of \$31,557 (thirty-one thousand, five hundred and fifty-seven dollars) be approved as per application from the Perenjori & Districts Agricultural Show for the purposes of entertainment and equipment for the 2021 Show. Future Public Benefit Trust annual funding will be capped at \$20,000 (twenty thousand dollars) for the lifetime of the Trust to ensure adequate funding is available for all Perenjori community groups.

CARRIED

Perenjori CRC - \$8,691.95

Approved

Funding for information technology and human resources to conduct training courses for senior community members.

Current Bank Balance:

\$146,824.69 – Bank Account

Total Amount Approved

\$45,180.30

Meeting Closed – 11.20am



Shire of
Perenjori
Embrace Opportunity

ATTACHMENT
Item 16.1 (a)

*Local Government Convention
Information Brochure*

ORDINARY COUNCIL MEETING 15 JULY 2021

LEADING THE WAY



Information and Registration

WA Local Government Convention
Sunday, 19 – Tuesday, 21 September 2021
Crown Perth

PRESENTED BY



PARTNERED SERVICE



PRINCIPAL SPONSOR





EVENT PARTNERS



Partnered Service

LGIS is proud to partner with WALGA at the WA Local Government Convention. The Convention provides a wonderful opportunity for everyone across the sector to come together, share experiences and network.

As the Local Government mutual indemnity Scheme, our members are at the heart of everything we do. We're proud to have stood with our members for over 25 years protecting your communities, organisations and people.

We understand the Local Government industry, its purpose, the risks involved, and our ultimate philosophy of working with you to deliver the best outcome for your communities.

We're also proactive we don't just wait for claims to happen - through our comprehensive Scheme risk program we're dedicated to working with members to manage their risk.

The team at LGIS look forward to seeing all of our members and exploring how we can support you.



CIVIC LEGAL

Principal Sponsor

Civic Legal is proud to be the principal sponsor of the WA Local Government Convention again this year. We always look forward to catching up with you to hear your stories and to learn more about the issues Local Governments are facing.

Civic Legal has its roots in Local Government. Our specialist Local Government lawyers are passionate about working out the best solutions for Local Governments in all areas of Local Government law.

Drop by our booth to find out more, and to chat with our team. We can help you with complex contracts, leases, employment law matters, planning, litigation, SAT appeals, governance or any other issues your Local Government may face.

Enjoy the conference, and see you soon!

Best regards

Anthony Quahe
Managing Principal

Supporting Sponsor



Convention Breakfast Sponsor



Coffee Cart Sponsors





AN INVITATION

It is my pleasure to invite all Elected Members, Chief Executive Officers and Senior Managers to attend the 2021 WA Local Government Convention, scheduled for Sunday, 19 – Tuesday, 21 September at Crown Perth.



The theme for the 2021 Local Government Convention is Leading the WAY: Looking Forward, Looking Back, taking place against the backdrop of generational change for the sector with reform of the Local Government Act on the horizon.

Additionally, 2020 and 2021 has seen an unprecedented level of uncertainty experienced in areas such as local and international politics; the economy; the environment, together with the ongoing impact and evolving nature of the COVID-19 pandemic. The Convention program has been developed to specifically support and encourage Local Government representatives.

We are pleased to welcome the Honourable Julie Bishop as our Opening Keynote Speaker, and Australian of the Year – Ms Grace Tame, has agreed to deliver the Closing Keynote Speech.

The event will commence with the AGM, followed by a day and a half of plenary and concurrent sessions. These sessions will discuss both contemporary and controversial topics, while the overarching conference format provides opportunity to converse, debate, discuss and share ideas in a welcoming and professional forum.

There is also an opportunity to register for one of the optional field trips scheduled for Wednesday, 22 September.

A significant contingent of industry suppliers will be on display in the trade exhibition to demonstrate their latest products to the Local Government sector. I encourage you to take this once a year opportunity to meet with these suppliers and be updated on what is currently available.

Finally, I would like to express appreciation for the valuable support provided by our Partnered Service – LGIS and Principal Sponsor – Civic Legal. I also wish to thank our Supporting Sponsor; the Department of Local Government, Sport & Cultural Industries and our other sponsors, Ventia, Synergy and Credit Solutions.

I look forward to seeing you in September.

Mayor Tracey Roberts JP
President

ABOUT THE EVENT

Who should attend?

The WA Local Government Convention is presented specifically for those engaged in the Local Government sector.

The conference sessions aim to support and inform Mayors, Presidents, Elected Members and Chief Executive Officers. Additional attendance by Executive Directors and other senior managers is also highly recommended. Available options include full conference participation and daily registration.

Optional events

Monday, 20 September

Australian Local Government Women's Association (ALGWA) AGM and Breakfast (\$70pp)
Convention Gala Dinner at Optus Stadium (\$165pp)

Tuesday, 21 September

Convention Breakfast with Jelena Dokic (\$95pp)
PHAIWA Local Government Policy Awards and Breakfast –
For more information or to register for this breakfast, please visit www.phaiwa.org.au

Wednesday, 22 September

Field Trip: Bushmead Estate (\$70)
Field Trip: Construction Training Fund (\$70)
WALGA Forum on Aboriginal Engagement and Reconciliation

Partner Program

The Partner Program offers an interesting range of options for accompanying guests, including a full day tour to Fremantle. Social networking functions include the Opening Welcome Reception on Sunday evening and the Gala Dinner on Monday evening.

Elected Member training

WALGA Training has scheduled a selection of its Elected Member training opportunities prior and post-Convention for your convenience.

- **Friday, 17 September**
[Developing Specifications for Excellence](#)
- **Wednesday, 22 September**
[CEO Performance Appraisals](#)
- **Wednesday, 22 & Thursday, 23 September**
[Recovery Coordinators Course for Local Government](#)

More information on WALGA Training opportunities can be found in the [WALGA Training Directory](#) or on [WALGA Training Website](#).

2021 #shoWcAse in Pixels Competition

#shoWcAse in PIXELS is an annual exhibition of artwork from Local Governments, displayed on the iconic 45-metre high digital tower at the heart of Yagan Square in Perth City.

As one of the State's largest ongoing community arts projects, the event is widely acknowledged as being one of the most colourful and vibrant displays throughout the year.

The art competition was held in this format for the first time in 2019, which saw art submissions created from recycled products, wall murals and large-scale canvasses.

Artwork will be displayed in Yagan Square from Monday, **6 September** to Sunday, **26 September**, at 12:00pm each day (subject to changes by Yagan Square).



2019 Overall Winner – Shire of Meekatharra

KEYNOTE SPEAKERS



Hon Julie Bishop

The Honourable Julie Bishop served as Australia's Minister for Foreign Affairs from 2013 until her resignation in 2018. She was the first female to hold the role as well as the first female Deputy Leader of the Liberal Party, serving for 11 years.

As Foreign Minister, Ms Bishop was responsible for strengthening Australia's key strategic and economic relationships with Ministerial responsibility for more than 5000 departmental staff, 110 overseas missions as well as government agencies Australian Secret Intelligence Service and Australian Centre for International Agriculture Research.

In 2014, she led the international response to the downing of Malaysian Airlines flight MH17 over Ukraine, and was awarded the Commander of the Order of Merit of the Netherlands Ministry of Foreign Affairs.

Under her leadership, the 2017 Foreign Policy White Paper was developed, providing a comprehensive policy framework for the next decade; and the New Colombo Plan was established, enabling Australian undergraduates to live, study and work in the Indo-Pacific region. Within five years more than 40,000 students have participated in the Plan.

In a political career spanning over 20 years, Julie also served as Minister for Education, Science and Training, Minister for Women's Issues and Minister for Ageing.

Prior to entering politics, Ms Bishop was Managing Partner of the law firm Clayton Utz in Perth.

In 2020 Julie was awarded a Fisher Family Fellowship for the Future of Diplomacy Project at Harvard Kennedy School Belfer Centre for Science and International Affairs. In 2021 Julie was awarded the Kissinger Fellowship at the McCain Institute of International Leadership at Arizona State University. In 2021 Julie was appointed by the UK Government to the G7 Equality Advisory Council (GEAC).

Julie is the Chancellor of Australian National University, chair of Telethon Kid's Institute, Chair of The Prince's Trust Australia, member of the international advisory boards of Afiniti and the Human Vaccines Project and is the Patron of Shooting Stars – an education programme for young Aboriginal girls.

She has also established a boutique advisory firm, Julie Bishop and Partners.



Hon Mark Coulton MP

Federal Minister for Regional Health, Regional Communications and Local Government

Mark was first elected to the House of Representatives for the seat of Parkes, New South Wales, in 2007. He has since been re-elected in 2010, 2013, 2016 and 2019.

On 6 February 2020, Mark was sworn-in as the Minister for Regional Health, Regional Communications and Local Government.

During his time in the Federal Parliament, Mark has also held the positions of Deputy Speaker of the House of Representatives, National Party's Chief Whip, Shadow Parliamentary Secretary for Ageing and the

Voluntary Sector, Shadow Parliamentary Secretary for Water and Conservation and Shadow Parliamentary Secretary for Regional Development and Emerging Trade Markets.

Prior to his election to the House of Representatives, Mark was the Mayor of Gwydir Shire Council from 2004 until 2007.

Mark has an extensive agricultural background having spent 30 years as a farmer and grazier. Mark and his wife Robyn owned and operated a mixed farming system growing cereal crops and running beef cattle.

Hon Jason Clare MP

Shadow Minister for Regional Services, Territories and Local Government; Housing and Homelessness

Jason is a member of the Australian Parliament where he represents the seat of Blaxland in Western Sydney.

He was a Minister in the Rudd and Gillard Labor Governments, where he served as Minister for Home Affairs, Minister for Justice, Minister for Defence Materiel and Cabinet Secretary.

Jason is currently the Shadow Minister for Housing and Homelessness, Shadow Minister for Regional Services, Territories and Local Government.

He has also served as Shadow Minister for Communications, Shadow Minister for Trade and Investment and Shadow Minister for Resources and Northern Australia.

Jason's most important job though is being Louise's husband and Jack's dad.





Anthony De Ceglie

Three-time Walkley Award winner and Editor-in-Chief of West Australian Newspapers

He first started his career as a cadet journalist in regional WA with the *Collie Mail* before becoming a journalist and sub editor at the *Mandurah Mail*.

Anthony previously worked as a reporter with *The Sunday Times* before becoming chief of staff and deputy editor of the newspaper and its website *Perth Now*.

During a secondment to New York in 2011, Anthony helped to launch the iPad newspaper *The Daily* before moving to Sydney to work for *The Daily Telegraph*.

In January 2019 he was appointed senior editor of *The West Australian*, becoming editor in chief in December that same year.

In addition to responsibility for *The West Australian*, *The Weekend West*, *The Sunday Times*, thewest.com.au and perthnow.com.au and the company's 19 regional publications, Anthony has overseen the successful integration of the Community Newspaper Group and Regional Newspapers and the launch of digital subscriptions on the west.com.au

Hon Pru Goward

The Honourable Pru Goward is a former Cabinet minister, Sex Discrimination Commissioner and was a pioneering television reporter with the ABC.

Pru has a long history of promoting women's rights, driving reform and getting it done and has frequently challenged institutional bullying and harassment.

Since leaving politics, Pru is a Professor of Social Interventions and Policy at Western Sydney University, a board member of Anglicare, a regular newspaper columnist, and a diversity and discrimination expert who has recently reviewed sexual misconduct for ministerial staff in the NSW Government and the NSW Supreme Court.

Her outstanding career as a senior government official and government minister saw reforms in Family Law and more recently child protection, social and affordable housing and urban planning.

With her drive, New South Wales overhauled the State Government's approach to domestic violence and is the only Australian state or territory to witness a decline in assault rates.

Prior to this, Pru was Australia's Sex Discrimination Commissioner for six years, promoting the landmark introduction of paid maternity leave, now a national entitlement. She also oversaw Australia's first statistically valid sexual harassment survey which continues to be the benchmark for governments and business and reported on the state of work-life balance for men and women in Australia. Pru was also the commissioner responsible for age discrimination.

As a senior current affairs reporter with the Australian Broadcasting Corporation for 19 years, Pru was ABC Television's first female correspondent, the inaugural presenter of Radio National Breakfast and the recipient of a prestigious Walkley Award for her courageous television profile of organized crime figure George Freeman.

She has authored *A Business of Her Own* and has co-authored a biography of John Howard.

Hon Pru Goward appears by arrangement with Saxton Speakers Bureau





Greg Hire

Founder, A Stitch in Time

As the former Perth Wildcats Vice-Captain, Greg Hire undoubtedly made a huge impact on basketball, however it could be argued his greatest contribution to our State is the work he is doing off the court. A championship player with both the Wanneroo (now Joondalup) Wolves in the State Basketball League, and the Perth Wildcats in the NBL, Hire was named 2018 Western Australian of the Year (Youth) for his efforts as an advocate for youth mental health. Hire grew up around domestic violence, drugs, alcohol, depression and a lack of positive role models and is heavily involved in community and youth sporting activities and other initiatives that aim to combat mental illness and youth suicide.

Greg played for the Perth Wildcats from 2010 until 2019; accumulating 243 games, winning four NBL Championships as Vice-Captain and recently has represented Australia at the World Cup in 3 on 3 Basketball, winning a Gold Medal at 2020 Asia Cup. As the founder of charity A Stitch in Time, his passion and efforts are now transpiring off the court in the work he is doing in the mental health space.

Paul Kelly

Editor-at-Large, The Australian

Paul Kelly is currently the Editor-at-Large at *The Australian*. He was previously Editor-in-Chief and he writes on Australian politics, public policy and international affairs.

Paul has covered Australian governments from Gough Whitlam to Scott Morrison and is a regular television commentator on Sky News. He is the author of nine books including *The Hawke Ascendancy*, *The End of Certainty* and *The March of Patriots*. His most recent book, *Triumph and Demise* covered the Rudd-Gillard era.

Paul has been a Fellow at the Kennedy School of Government at Harvard University and a Fellow at the Menzies Centre, King's College, London.





Glenn Mitchell

Glenn is a former leading ABC sports broadcaster. During his 20 years with ABC Sport in Perth he became a familiar voice around the country with his commentaries on international and domestic cricket and AFL football.

He also commentated at four Olympic Games (Atlanta, Sydney, Athens and Beijing), and three Commonwealth Games.

One of the ABC's senior cricket commentators, Glenn broadcast over 110 Tests and One Day Internationals, covering overseas tours against Sri Lanka, India, Pakistan, England and New Zealand.

But all through this period, Glenn was a sufferer of mental illness and in early 2011 he descended into a highly depressive state that resulted in him inexplicably resigning his dream position at the ABC and making an attempt on his own life. After overcoming his personal demons and reshaping his life, Glenn now aims to try and prevent others from enduring the torturous path he did by candidly speaking about his own journey.

Glenn Mitchell appears by arrangement with Cheri Gardiner & Associates

Grace Tame

After being raped and sexually abused by her maths teacher when she was just 15 years old, Grace Tame has spent the last 10 years turning her traumatic experience into being an advocate for survivors of child sexual abuse and a leader of positive change.

Recognising the injustice of Tasmania's gag order that prevented survivors from self-identifying publicly, Grace offered her story to the #LetHerSpeak campaign created by Nina Funnell, along with the stories of 16 other brave survivors. In 2019, she finally won the court order to speak out under her own name, making her the state's first female child sexual abuse survivor to do so.

Now, 26 and based in Hobart, Grace is dedicated to eradicating child sexual abuse in Australia, and supporting the survivors of child sexual abuse.

Her focus is around enabling survivors to tell their stories without shame, educating the public around the process and lasting effects of grooming and working with policy and decision-makers to ensure we have a federal legal system that supports the survivors, not just perpetrators.

She is also a passionate yoga teacher, visual artist, and champion long-distance runner, having won the 2020 Ross Marathon in a female course record time of 2:59:31.

Grace is the 2021 Australian of the Year.





Liam Bartlett

60 Minutes reporter, host of Radio LPR's morning program, award winning broadcaster and journalist

Having spent nearly 30 years working in Australian media, Liam is one of Perth's highest profile journalists and public broadcasters.

With a Bachelor of Economics from the University of Western Australia, he has held a series of high profile positions across all three major platforms – television, radio and print. His roles have included hosting the State-based 7.30 Report on ABC TV,

news anchor at STW Channel Nine in Perth, reporting for the Nine Network's Melbourne bureau of A Current Affair, columnist and feature writer for News Limited through the Sunday Times and the host of prime-time talkback shifts on Radio 6PR and 720 ABC Perth.

Liam Bartlett appears by arrangement with Cheri Gardiner & Associates

Convention Breakfast – Jelena Dokic

Jelena Dokic has had a storied and well-documented life and tennis career both on and off the tennis court. She started playing tennis when she was six years old and very quickly became the national champion in multiple age groups. However, the war erupted in former Yugoslavia and the family was forced to escape twice. Jelena and her family were refugees before settling in Australia when she was 11 years old.

In 1998, as a 15-year-old, Jelena won the US Open junior title and the French Open doubles title. She became number 1 junior in the world in 1998 and also made a Fed Cup debut the same year winning both her singles matches and becoming the youngest player ever to represent Australia in the Fed Cup.

In early 1999, still only 15 she won the Hopman Cup for Australia partnering Mark Philippoussis and also reached the 3rd round of the Australian Open at 15. Later that year at the age of 16, she caused one of the biggest upsets in tennis history beating world number 1 Martina Hingis as a qualifier. It still remains the only time a world number 1 has lost to a qualifier at Wimbledon. She went on to reach the quarter-finals of Wimbledon that year and it catapulted Jelena to prominence on the world stage.

In 2001 Jelena won her first WTA singles title in Rome. She went on to win two more titles that year and reach the top 10 in the world at the age of 18. At the age of 19 she reached world number 4.

After a string of injuries and a battle with depression, Jelena made a comeback to tennis in 2008 and had an incredible run at the 2009 Australian Open,

reaching the quarterfinals and also winning her first WTA title in nine years in Kuala Lumpur. Jelena's latter part of her career was riddled with injury and illness which forced her to retire early.

Jelena has penned the best-selling autobiography *Unbreakable*, a book which details her career and her life. In the book, she details the struggles of being a refugee, dealing with poverty, racism, bullying, and discrimination. She also talks about the physical and emotional abuse she suffered for over 20 years at the hands of her father which started when she was just six years old.

Jelena now pours her efforts into commentary and TV work for Channel 9, Fox Sports and Tennis Australia. She does work for multiple radio stations and she regularly writes columns.

Jelena Dokic appears by arrangement with ICMI



THE PROGRAM

SUNDAY, 19 September (pre-conference)

- 2:30pm – 6:00pm Delegate Service Desk open for Convention Registration
- 3:00pm – 5:00pm **Mayors and Presidents' Forum** (separate registration – by invitation only)
- 5:00pm – 6:30pm **Opening Welcome Reception**
A welcoming space to network your way through an evening of food, beverages, music and friendly conversation. Included in Full Delegate Registration.

Monday, 20 September

- 7:00am Delegate Service Desk open for Convention Registration
- 7:00am – 8:30am **ALGWA (WA) AGM and Breakfast (\$70)**
Register online via Delegate Registration.
Other enquiries to Cr Karen Wheatland, City of Melville - 0401 335 642 or CrKaren.Wheatland@melville.wa.gov.au
- 7:30am – 8:45am **Breakfast with Heads of Agencies**
This breakfast is for Mayors, Presidents and CEOs only and invitations will be sent directly. Sponsored by Aware Super.
- 9:00am – 12:45pm **WALGA Annual General Meeting** (includes recognition of Honours Award recipients)
- 12:45pm – 1:45pm Lunch for AGM attendees
- 12:45pm – 1:45pm **2021 Honour Awards Lunch** (by invitation only)
- 1:50pm – 3:00pm **Opening Keynote Speaker: The Honourable Julie Bishop**
- 3:00pm – 3:40pm Afternoon Tea
- 3:40pm – 5:00pm **Local Government, a Federal Perspective**
Hon Mark Coulton MP, Minister for Regional Health, Regional Communications and Local Government
Hon Jason Clare MP, Shadow Minister for Regional Services, Territories and Local Government; Housing and Homelessness
Moderated by **Liam Bartlett**
- 6:30pm – 11:00pm **Gala Dinner, Optus Stadium** (\$165)
Put aside business for the night and enjoy a stunning view, food, drinks and dancing
Includes announcement of #shoWcAse in Pixels winners

Tuesday, 21 September

- 7:00am Delegate Service Desk open for Registration
- 7:00am – 8:45am **PHAIWA Local Government Policy Awards and Breakfast**
For more information or to register for this breakfast, please visit www.phaiwa.org.au
- 7:30am – 8:45am **Convention Breakfast with Jelena Dokic** (\$95)
- 8:50am **Minding Your Mental Health** – Panel Discussion
Aboriginal and non-Aboriginal mental health is an issue that all Australians need to confront to offer genuine support and care for those affected and to help mitigate risks in workplaces and interactions. Local Government in particular, with its role as a major employer and provider of community services, needs to continuously explore how mental health issues manifest and evolve to best inform their options in responding.
Hon Pru Goward, former Cabinet Minister
Greg Hire, Founder, A Stitch in Time
Glenn Mitchell, former leading ABC sports broadcaster
- 10:00am **State and Federal Political Insights**
A conversation centred on the political landscape including the current State Government's performance following the recent State Government Election and an overview of Federal Government initiatives, emerging critical issues and the media response.
Paul Kelly, Editor-at-Large, *The Australian*
Anthony De Ceglie, Editor-in-Chief, *The West Australian*
- 10:40am – 11:15am Morning Tea

11:15am

CONCURRENT SESSIONS

Recovery from Emergencies in WA

Western Australia communities have been hit hard by emergencies in 2021. In February, a fire ignited in the Wooroloo area in the Shire of Mundaring. The blaze rapidly escalated to a level 3 fire, burning for almost a week and crossing two Local Government areas, destroying 86 homes and causing widespread damage.

In April, Tropical Cyclone Seroja made landfall between Kalbarri and Port Gregory. Winds of up to 170 kilometres an hour left a trail of destruction over 35,000 square kilometres of Western Australia. Throughout 10 Local Government areas; it destroyed homes, businesses, resorts, sheds, fences and water stations, leaving thousands of people homeless and without power and communication for extended periods.

Whilst Local Government has the legislative responsibility for recovery, the scale and significance of both of these recovery effects, has seen the State appoint a State Recovery Controller for each of these events to lead the whole of government approach to recovery efforts.

During this session, we will hear the experience of those involved and learn about how they managed the unique challenges of these extensive recovery efforts.

Governance: Roles & Responsibilities

The purpose and intent of the Local Government Act 1995 is to provide efficient and effective good governance to communities. Inherent in this purpose and intent is the separation of powers principle which, as Parliament considered when the Act was introduced in 1993, stated '...there will be clear specifications of the roles of key players ... to promote efficiency ...and to avoid conflicts caused by uncertainty...".

The question of separation of powers remains a focus of Local Government advocacy and has featured in the Final Report of the Local Government Review Panel, Report of the Inquiry into the City of Perth and Select Committee into the Local Government Final Report.

This session will examine why this remains a topic of interest to the sector, scenarios that led to commentary in recent Reports and how proposals for improvements in role clarity will foster efficient and effective Local Government.

Elected Members:

Champions of economic resilience and community prosperity

As community leaders and key decision makers, Elected Members have an important role to play in supporting local economic development and prosperity. This session provides a valuable opportunity to get exclusive access to Economic Development Australia's (EDA's) new economic development education and training program and will cover important topics such as:

- principles for economic development planning
- leading recovery and building resilience for your community; and
- being an Economic Development Champion - promoting economic prosperity for your community

Economic Development Australia (EDA) is the national peak body for economic development professionals.

Tuesday, 21 September (continued)

12:45pm – 1:40pm

Lunch

1:40pm

CONCURRENT SESSIONS

Bushfire Volunteers

Western Australians in rural and pastoral areas rely heavily on Bush Fire Brigade volunteers to keep them safe from the threat of fire. Local Governments are responsible for administering and training the 19,500 volunteers in 565 bushfire brigades around the State.

This session will provide the latest information on volunteer workplace health and safety obligations, training opportunities and the changing landscape in attracting and retaining bushfire volunteers.

Local Government Audits

The WA State Government amended legislation and regulations to provide for the Auditor General to be responsible for undertaking Local Government audits effective from 1 July 2018. The Office of the Auditor General (OAG) phased in over three years the responsibility for undertaking the audits previously carried out by Local Government appointed commercial contract auditors.

This session will provide information on the:

- Experience of initial three years of financial audits
- Lessons learnt from the OAG perspective
- OAG perspective on Local Government financial statutory provisions
- Expectations for future auditing
- Overview of Local Government Performance Audits and future focus

Waste Avoidance and the impact of the Waste Export Bans

In WA, the majority of material that is recycled through the kerbside recycling bin is exported for reprocessing and use in new products. That's all set to change with the introduction of export bans for plastic, paper and cardboard. As of 1 July 2021, mixed plastic, which is about 4% of what is collected through the kerbside recycling bin, will no longer be able to be exported and will be reprocessed locally. While this is a good outcome in relation to increasing transparency of where material goes, it is likely to have a financial impact on the costs of kerbside recycling.

This session will outline the impact of the export bans, the local processing options being developed and ultimately the best thing that Local Government and the community can do with waste – avoid it completely.

3:10pm– 3:45pm

Afternoon Tea

3:45pm

Closing Speaker: Grace Tame

4:45pm

Official Close of the 2021 Local Government Convention

Wednesday, 22 September (post-conference)

8:30am Delegate Service Desk open

9:00am – 11:30am **Field Trip: Bushmead Estate, Shaped by Nature (\$70)**

Bushmead Estate, 16 km east of Perth's CBD, is a new land development located in the City of Swan that has placed the pristine natural bushland at the forefront of design, with every household connected to the bush. The development which will eventually be home to around 950 new dwellings aims to minimise the environmental footprint and places high importance on the retention of trees within the development. Bushmead is also one of the few estates in Western Australia to have received 6-Leaf EnviroDevelopment Accreditation, ensuring sustainable living for residents.

The land developer, Cedar Woods, will discuss the sustainability features of the estate and the process involved around tree retention from planning to construction, and participants will view a development shaped by the natural site features and experience the parks and walking trails of this unique community.

Includes bus transfers from Crown Perth and Morning Tea.

9:00am – 12:00pm **Field Trip: Construction Futures Centre (\$70)**



Construction Training Fund (CTF) is a government statutory authority creating a skilled Western Australian construction workforce. It collects a training levy, helps pay for training, conducts research, showcases training and career opportunities and makes a contribution to building our communities. It also operates an interactive venue, the Construction Futures Centre in Belmont, designed to educate school aged children, young adults and others to consider the many job options on offer within the industry.

Join this tour to explore a range of virtual and augmented reality technologies, artefacts, videos, games and static displays that offer a unique insight into the scope of WA's building and construction industry.

Includes bus transfers from Crown Perth and Morning Tea.

9:30am – 3:00pm **WALGA Forum on Aboriginal Engagement and Reconciliation**

Hear from State Government on key Native Title Settlements in WA, and learn from Local Governments about the process of commencing Reconciliation Action Plans (RAPs) through to embedding reconciliation activities as core business. Join Traditional Owners and Aboriginal leaders for a round-table yarn on opportunities and barriers experienced by local Aboriginal communities, and the positive impact Local Government can make. The program will cover Aboriginal engagement methods, employment and economic opportunities, cultural awareness and interpretation, and traditional ecological knowledge in landcare.

Separate registration - [CLICK HERE](#) for more information

PARTNER ACTIVITIES

Registration is required for all activities – prices include GST. Please contact WALGA for more information should your partner be interested in attending a particular conference session.

SUNDAY, 19 September

Fremantle Tour

8:30am – 4:00pm \$175

Departing Crown Perth at 8:30am we make our way to Fremantle where you will be taken on a private tour of Fremantle Prison. Following the tour, we will replenish ourselves with a two-course lunch at the National Hotel. From there we do a short walking tour of Fremantle before heading back to Crown Perth via train.

Please note: We recommend comfortable walking shoes for this tour.

Includes: Coach transfer, morning tea, tour of Fremantle Prison, Lunch at the National Hotel, walking tour, return train to Crown Perth and Guide

(Minimum 15 – maximum 20)

Opening Welcome Reception

5:00pm – 6:30pm \$85

MONDAY, 20 September

Shaken not Stirred Cocktail Course

2:00pm – 4:00pm \$90

Get ready to have fun and learn how to make cocktails! Held at Crown Perth, your Cocktail Master will teach you insider mixologist techniques and fun facts about each cocktail. All you have to do is sip and enjoy while the demonstrations are given and the ingredients for the next cocktail are prepared.

Includes: 2-hour cocktail course

(Minimum 15 maximum 35)

Convention Gala Dinner at Optus Stadium

6:30pm – 11:00pm \$165

TUESDAY, 21 September

Breakfast with Jelena Dokic

7:30am – 8:45am \$95

Optus Stadium Tour and Morning Tea

8:30am – 11:30am \$70

This private tour presents an exclusive opportunity to explore Optus Stadium. It will be followed by morning tea at the gorgeous City View Café.

Please note: We recommend comfortable walking shoes for this tour and a reasonable level of fitness as there is a lot of walking involved.

Includes: Guide, Morning Tea and Private Tour of Optus Stadium.

(Minimum 12 – maximum 20)

Matagarup Bridge Climb and Zip

12:30pm – 4:00pm \$175

Dare if you will, to climb Matagarup Bridge and Zip down. Afterwards we will have celebratory drinks and nibbles at The Camfield Tavern.

Includes: Matagarup Bridge Zip & Climb Adventure for 2 hours, Drinks & Nibbles and Guide

(Minimum 8 – maximum 16)

GENERAL INFORMATION

ONLINE CONVENTION REGISTRATIONS

Visit www.walga.asn.au/lgc21 to complete your registration online

Full Delegate fees cover the daily conference program, lunches, refreshments, and the Opening Reception on Sunday, 19 September. The Convention Gala Dinner on Monday evening and Convention Breakfast on Tuesday morning are optional, and a ticket fee applies.

Convention Fees

Prices are per person and are all inclusive of GST.

Deadline for all Registrations is **Wednesday, 1 September 2021**

Convention Registration

Full Delegate	\$1,200
WALGA Life Members	Complimentary
Corporate	\$1,500

Optional Extras

ALGWA AGM and Breakfast (Monday)	\$70
Gala Dinner at Optus Stadium (Monday)	
Delegates/Exhibitors/Partners	\$165
Life Members and their partners	\$95
Convention Breakfast with Jelena Dokic (Tuesday)	\$95

Partners/Guests

Opening Reception (Sunday)	\$85
Lunch (Monday/Tuesday)	\$50
Partner Tours	Individual tour fees as listed

Please contact WALGA for more information should your partner like to attend a particular conference session.

Changes to your registration

You can modify your online booking at any time before the close of registrations. Once you have completed your registration, an email with your confirmation number will be emailed to you. Click on the link and enter your confirmation number to make any changes or additions to your reservation.

Registration cancellations must be advised **in writing** prior to the deadline date of **Wednesday, 1 September**. Thereafter full fees are payable. Alternatively, a registration may be transferred to another member of the Council.

Special Requirements

Special dietary requirements, mobility or any other special needs should be indicated when registering – WALGA will use its best endeavours to meet these requests.

Accommodation

Hotel information is available at www.walga.asn.au/lgc21.

Reservations are to be made direct with hotel. Please note that city hotels have limited guest parking so please clarify these arrangements when booking.

Crown Perth Parking

There is a range of free, paid, undercover and open car parks at Crown Perth; including over 3000 free parking bays available across the property plus 50 accessible ACROD parking bays.

To view the Crown Perth Parking Map, please [CLICK HERE](#). Access to Crown Perth is also available via train (Armadale & Thornlie Lines), bus (Great Eastern Highway) and taxi/ride share.

Information in this brochure is correct at time of printing but may be subject to change



ENQUIRIES

Ulla Prill, Event Manager | T 08 9213 2043 | E registration@walga.asn.au

PRESENTED BY



WALGA

ONE70 LV1, 170 Railway Parade, West Leederville WA 6007

T (08) 9213 2000 | **E** info@walga.asn.au

www.walga.asn.au



Shire of
Perenjori
Embrace Opportunity

ATTACHMENT
Item 16.2 (a)

Freedom of Information Statement

ORDINARY COUNCIL MEETING 15 JULY 2021



Perenjori

Embrace Opportunity

Information Statement 2021/22

As required under the Freedom of Information Act 1992



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Preamble

On the 17 October 2020 an Extraordinary Election was held after the functions of the Council had been exercised by an appointed Commissioner, the Hon Paul Omodei, since the 26 June 2019. As a result, seven (7) Councillors were appointed with three (3) terms ending in 2021. An Ordinary Election is scheduled to be held on 16 October 2021 to refill these terms.

With the outbreak of the COVID19 pandemic the impact of social distancing, regional travel restrictions, public health and other restrictive requirements have provided significant challenges to our public-facing service delivery and community representative activity. Notwithstanding the Shire of Perenjori has remained open and maintained its usual business services by utilising technology, strict health and safety practices and enhanced hygiene. It is acknowledged here that revised and simplified government administrative and operational compliance requirements have assisted greatly in enabling these outcomes.

It is important that this statement also acknowledges the original inhabitants of the Perenjori area - the Badymia people - who have a long history of providing information and wisdom through storytelling and we acknowledge their elders, past and present, together with their emerging generation of leaders."

If you require clarification on any information provided in this document that relates to the Shire of Perenjori please contact the Shire Chief Executive Officer on 08 9973 0100.

Introduction

The Shire of Perenjori is required under the Freedom of Information Act 1992, Section 96(1) to publish annually a current Information Statement.

Section 96(1) of the Freedom of Information Act 1992 requires each government agency, including local governments, to prepare and publish annually an Information Statement. The Information Statement must set out:

- The Agency's Mission Statement.
- Details of legislation administered.
- Details of the agency structure.
- Details of decision-making functions.
- Opportunities for public participation in the formulation of policy and performance of agency functions.
- Documents held by the agency.
- The operation of FOI in the agency.

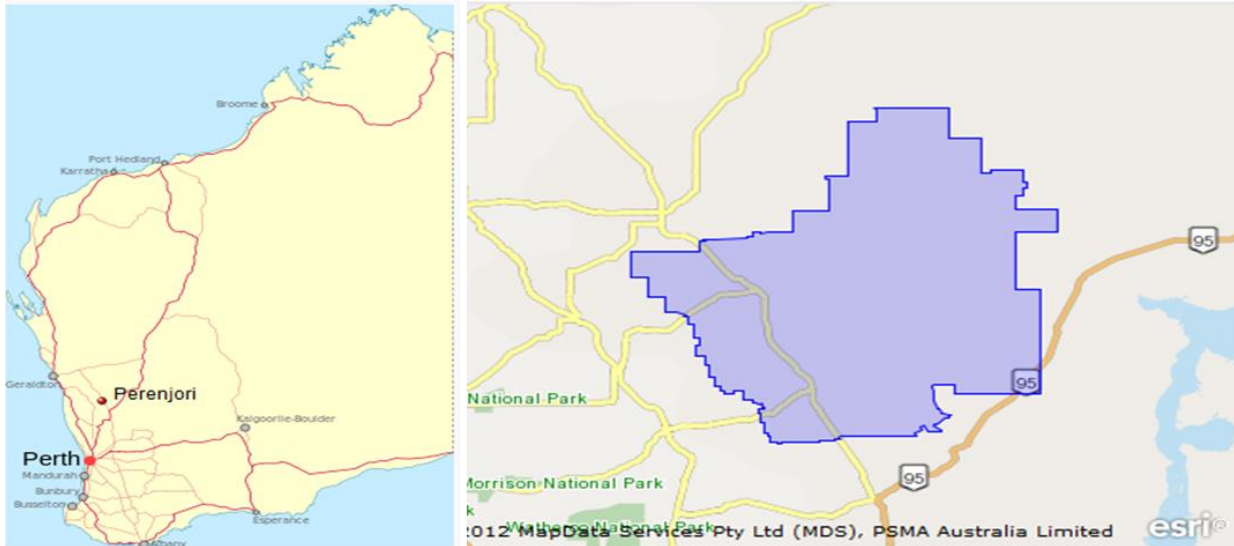
Copies of the Shire of Perenjori's Information Statement can be obtained from:

- The Shire of Perenjori Administration Office, 56 Fowler Street, Perenjori, or on
- The Shire of Perenjori website at www.perenjori.wa.gov.au

Enquiries may be made directly to the Shire of Perenjori on 08 9973 0100 from Monday to Friday from 8:00 am to 4:00 pm or alternatively via email at ea@perenjori.wa.gov.au

History and Local Information

The Shire of Perenjori is a local government area in the Mid-West region of Western Australia, about 360 kilometres north of the state capital, Perth. The Shire covers an area of 8,313 square kilometres, and its seat of government is the town of Perenjori. It has an area of 8,313 km² and has a population of 617 people.



The name Perenjori is derived from the Aboriginal word "Perangery", meaning water hole.

The original inhabitants of the area are the Badymia people. These are the First Nations people that Sir John Forrest would have encountered when he first conducted exploration in the region and ultimately surveyed the area in 1896. Gold was discovered in 1894.

Dan Woodall was the first permanent white settler to the region and managed Perangery Station in 1905. In 1906 Matt Farrell first came to Perangery carting goods from Rothsay to Yalgoo and Mount Magnet. He marked trees where he wished to take up land in the area. The four Farrell brothers, Thomas, William, Matthew, George, then took up the land. The Lands Department approved agricultural lots of 1,000 acres, instead of huge pastoral leases granted previously.

The first crops from 1911 to 1913 were sown by hand and used largely for horse feed, home food, hay and seed wheat. When the railway line was officially opened in 1915, the town's estimated population was 100. Perenjori was officially announced as a town on February 16th, 1916.

Over time the spelling of the town and shire changed to Perenjori. Today it is one of the largest agricultural Shires in WA, with a combination of farming, pastoral and mining leases. In 2012 the town hosted a centenary celebration of its history.

Statistical trends for Perenjori show significant growth related to mining initiatives in the region. There has been significant positive impact on incomes, housing, education, employment and other socio-economic conditions.

Recent data analysis by the WA Local Government Association on the impact of the COVID19 Pandemic shows that Perenjori is dealing well placed in terms of aged and vulnerable people within the community and that awareness needs to be maintained on the potential economic impacts due to the relatively vulnerability of local industries to national a state economic fluctuations. Economic development is therefore a continuing priority..

Our Vision, Mission & Core Values

VISION FOR THE COMMUNITY

Perenjori will be dynamic and innovative and build on its key industries – mining, agriculture, energy and the environment to deliver sustained growth for its communities. The community and Council will build on its resilient, adaptive and strong community spirit to create a place that people want to live, work and invest in. In every regard, Perenjori will EMBRACE OPPORTUNITY

Mission for the Shire

The Shire of Perenjori will lead and partner the community to achieve its aspirational targets for the future. The Shire will work collaboratively with the community and partners and provide open deliberative decision making that empowers the community to participate. The Shire is the community's servant as well as its leader.

Values

Entrepreneurial and Resourceful

The key value that describes Perenjori is encapsulated in this question 'how can we help?' Perenjori is entrepreneurial and resourceful, and they like to add value and solve problems for people. They are keenly interested in making things happen without necessarily counting the benefit or how it's distributed. They have an appetite for risk, and they say yes to opportunities and then make them happen.

Resilient and adaptive

Perenjori has been a community that has faced very tough times. As a community it has a key value of learning how to respond to challenges and bouncing back from the most difficult of circumstances. It believes strongly in adapting and changing to get the best result.

Spirit and Independence

Perenjori is a community that values its independence and has a strong sense of identity. Its culture of resourcefulness and valuing hard work undoubtedly has its roots in its pioneering history and derives from the isolation and challenge to survive in a farming area that is on the edge of the pastoral zone. It also has generated the spirit of generosity and giving that creates the high levels of community spirit and volunteering.

Strength through Partnerships and Diversity

Whilst valuing its independence, Perenjori is a community that also values interdependence. It actively works to partner with other Shires, Regional organisations, business and industry and all parts of Government to achieve mutual goals. The Shire recognises that it alone cannot achieve the outcomes needed for the future prosperity of the community. Working together in a united fashion creates more strength for the future.

Ethical and upfront

The Shires commitment is to honesty, integrity and accountability. It believes it should be held to account for its performance and results that it generates. It also believes that the way in which it undertakes its leadership role is important and is committed to being accountable for its commitments and honest in all its dealings. Trust is a key ingredient in relationships and Perenjori believes people will want to do business with them if they hold true to their values.

Financial Sustainability

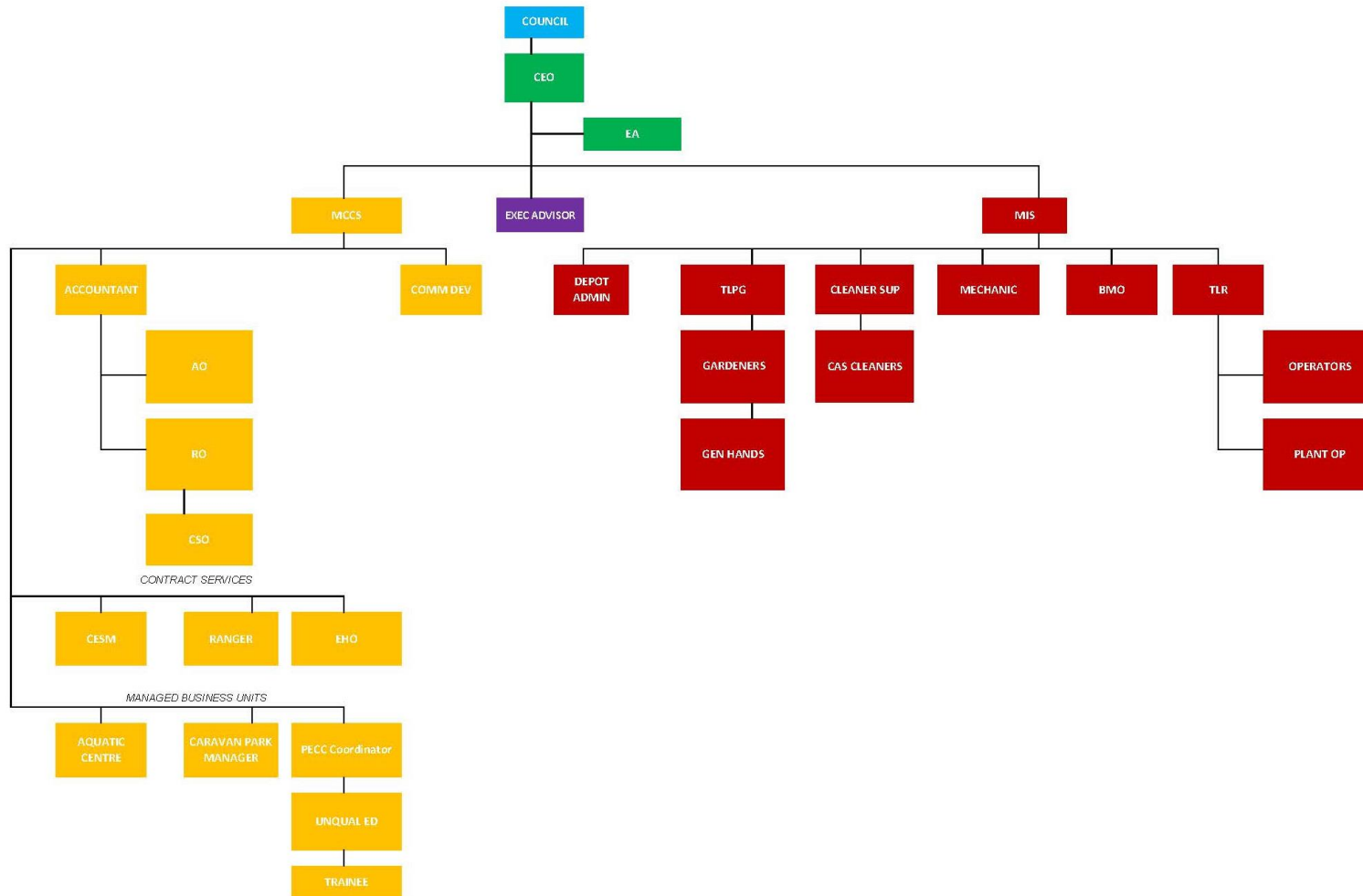
The Shire has a core value that it must have the capacity to manage its finances in the long-term to enable the community's expectations to be met and growth to be delivered on. It will manage its resources to create the greatest net gain and invest strategically in projects and programs that bring the greatest long term good.

Function & Service Areas

For the purposes of financial and general reporting local government functions (activities) have been classified into Service Areas. The Shire of Perenjori is dedicated to providing high quality services to the community through the various services and facilities which it has established. Each function/service is divided into programs which in turn are made up of line items for revenue and expenditure.

- **General Purpose Funding** -Rates, interest revenue, bank fees and general finance.
- **Governance** – Council Members Expenses, General Administrative, grant funding and interest from reserves.
- **Law, Order & Public Safety** -Supervision of various local laws, fire prevention and animal/vermin control.
- **Education - provide** care of families and children including the Perenjori Early Childhood Centre, Provide Youth Activities, provide support to School & Playgroup.
- **Health** - Environmental Health services (food control), Support the Perenjori Medical Centre Services to provide ongoing Medical Services, Support towards the St John Ambulance building maintenance, Preventative Pest Control (mosquito control).
- **Housing** – maintenance of staff and rental housing.
- **Community Amenities** - Rubbish collection services, maintenance of various refuse sites, control and co-ordination waste management, cemeteries and public conveniences. The administration of the Town Planning Scheme. Community Development Services including functions and projects, community bus/transport, support to local groups, Community Resource Centre building maintenance and support.
- **Recreation & Culture** – Maintenance of halls and sporting facilities. Operation and maintenance of the Perenjori Aquatic Centre. Operation of the Perenjori Library. Club Development Officer services. Operation and maintenance of the Perenjori Gym. Support and staging of Cultural events and assets including Blues for the Bush, Perenjori Tourist Centre, Perenjori Agricultural Show.
- **Transport** - Construction and maintenance of streets, roads, footpaths, parking facilities, cleaning and lighting of streets, traffic control/signage and depot maintenance. Maintenance of Perenjori Air Strip.
- **Economic Services** – Tourism and area promotion services, building control, Operation and maintenance of the Perenjori Caravan Park, support towards Rural Services and other Economic services including Standpipe/Dam maintenance. Economic Development Projects including the Business Incubator and regional business support services.
- **Other Property Services** - Private works operations, plant repairs, operations costs and the allocation of overheads.

Shire of Perenjori – Organisation Structure



Our Council

The Shire of Perenjori will consist of seven (7) Councillors including the Shire President. Ordinarily, Councillors are elected for a four-year term with four members retiring in one election and remaining Councillors retiring at the next.

Elections are usually held in October of every second year, the next Council Election will be held on 16 October 2021. The President of the Council is elected by the Councillors at the first meeting following the ordinary election. Extraordinary elections are held to fill any vacancies which may have occurred during the year.

The Council is the elected governing body that sets the direction and policies of the Local Government and consists of a President and Councillors, (*acknowledging the current circumstances where the role of the Council is being performed by a Commissioner*)

The role of the Council is to:

- govern the local government's affairs;
- be responsible for the performance of the local government's functions;
- oversee the allocation of the local government's finances and resources; and
- determine the local government's policies.

The role of the President is to:

- preside at meetings in accordance with the Local Government Act 1995;
- provide leadership and guidance to the community in the district;
- carry out civic and ceremonial duties on behalf of the local government;
- speak on behalf of the local government;
- perform such other functions as are given to the president by the Local Government Act 1995 or any other written law; and
- liaise with the Chief Executive Officer on the local government's affairs and the performance of its functions.

The role of Councillors is to:

- represent the interests of electors, ratepayers and residents of the district;
- provide leadership and guidance to the community in the district;
- facilitate communication between the community and the Council;
- participate in the local government's decision-making processes at Council and committee meetings; and
- perform such other functions as are given to a councillor by the Local Government Act 1995 or any other written law.

The Council sets the direction and policies of the Local Government whereas the administration, managed by the Chief Executive Officer, must ensure Council decisions and policies are implemented.

Administration

Each Local Government has an administration that is responsible for implementing Council decisions and managing Local Government operations.

The Chief Executive Officer is employed by the Council to head the administration, manage day to day operations and ensure that Council decisions are implemented.

The functions of the Chief Executive Officer are to:

- To implement the strategic goals and objectives of the organisation.
- To lead and manage the people, infrastructure and assets of the Shire.
- Meet corporate objectives.
- Ensure that delegations are exercised within statutory requirements, Council Policies and strategic objectives.
- Lead the organisation in providing a high level of service to the Community and Elected Members.
- Administer the Legal and Statutory obligations of the Council's operation and be the chief adviser to Council on these matters.
- Foster a Corporate approach to ensure effective financial controls operate within and across each functional area.
- Ensure that records and documents of the local government are properly kept for the purposes of the Local Government Act 1995 and any other written law; and perform any other function specified or delegated by the local government or imposed under the Local Government Act 1995 or any other written law as a function to be performed by the Chief Executive Officer.
- Council may delegate to the Chief Executive Officer certain of its powers and duties. The Chief Executive Officer may delegate powers and duties of his/her office to other employees (Local Government Act 1995 s 5.42 and 5.45).

Council Decision Making & Committees

Council is the decision-making body for all policy matters.

Ordinary meetings of full Council are generally held on the third Thursday of every month (except in January when Council is in recess) and commence at 3:00 pm. A briefing session is usually held on the Second Thursday of each month (the week before the Ordinary Council Meeting) from 3:00 pm and is open to members of the public. Members of the public are welcome to attend Council meetings, and Public Question Time is available at the commencement of each meeting.

The main business of the meeting is to consider and make resolutions including recommendations on matters which have first been dealt with by the appropriate Standing Committee.

The Council has established a register of delegations of authority to the Chief Executive Officer who, in turn, has delegated certain functions to staff.

STATUTORY COMMITTEES

<p>Finance Committee</p> <p>Council appoints the CEO, MCCS, Accountant and four elected members to this Finance committee.</p>	<p>Perenjori Public Benefit Fund</p> <p>Council appoints one elected member as the delegate to the Perenjori Public Benefit Fund Committee.</p>
<p>Audit Committee</p> <p>Council appoints seven elected members to the Audit Committee.</p>	<p>Bush Fire Advisory Committee</p> <p>Council appoints the CEO (<i>or delegate</i>) and one elected member to the Bush Fire Advisory Committee</p>

COUNCIL DELEGATES TO EXTERNAL COMMITTEES

Northern Country Zone	North Midland Sub-Regional Road Group
Wildflower Country Tourism Group	Local Emergency Management Committee

COUNCIL DELEGATES TO COMMUNITY COMMITTEES

Perenjori Tourism Townscape Committee	
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APPOINTMENTS UNDER THE BUSH FIRES ACT 1954

Chief Bush Fire Control Officer (CBFCO) and Deputy CBFCO	Fire Control Officers inclusive of Permit Issuing;
Fire Weather Officer	

Legislation Administered

The Shire of Perenjori was established under and operates in accordance with the Local Government Act 1995. Other legislation and regulations affecting the functions and operations of the Shire of Perenjori include:

- | | |
|---|---|
| <ul style="list-style-type: none"> ➤ Building Act 2011 ➤ Building Regulations 2012 ➤ Bush Fires Act 1954 ➤ Bush Fire (Infringements) Regulations 1978 ➤ Bush Fire Regulations 1954 ➤ Caravan Parks & Camping Grounds Act 1995 ➤ Caravan Parks & Camping Grounds Regulations 1997 ➤ Cat Act 2011 ➤ Cemeteries Act 1986 ➤ Disability Services Regulations 2004 ➤ Dividing Fences Act 1961 ➤ Dog Act 1976 ➤ Dog Regulations 1976 ➤ Dog (Restricted Breeds) Regulations (No 2) 2002 ➤ Emergency Management Act 2005 ➤ Environmental Protection Act 1986 ➤ Environmental Protection Act Regulations 1987 ➤ Equal Opportunity Act 1984 ➤ Fire and Emergency Services Authority of Western Australia Act 1998 ➤ Freedom of Information Act 1992 ➤ Freedom of Information Regulations 1972 ➤ Health Act 1911 ➤ Industrial Relations Act 1979 ➤ Land Administration Act 1997 | <ul style="list-style-type: none"> ➤ Local Government Act 1995 ➤ Local Government (Administration) Regulations 1996 ➤ Local Government (Audit) Regulations 1996 ➤ Local Government (Constitution) Regulations 1998 ➤ Local Government (Elections) Regulations 1997 ➤ Local Government (Financial Management) Regulations 1996 ➤ Local Government (Functions and General) Regulations 1996 ➤ Local Government (Miscellaneous Provisions) Act 1960 ➤ Local Government Grants Act 1978 ➤ Occupational Safety & Health Act 1984 ➤ Occupational Safety & Health Regulations 1996 ➤ Planning & Development Act 2005 ➤ Planning & Development (Local Government Planning Fees) Regulations 2000 ➤ Public Interest Disclosure Act 2003 ➤ Rates and Charges (Rebates and Deferments) Act 1992 ➤ Road Traffic Act 1974 ➤ State Records Act 2000 ➤ State Records Principles & Standards 2002 ➤ Strata Titles Act 1985 ➤ Strata Titles General Regulations 1996 |
|---|---|

<ul style="list-style-type: none"> ➤ Library Board of Western Australia Act 1951 ➤ Liquor Licensing Act 1988 	<ul style="list-style-type: none"> ➤ Town Planning Regulations 1967 ➤ Town Planning and Development (Subdivisions) Regulations 2000 ➤ Transfer of Land Act 1893 ➤ Western Australia Disability Services Act 1993 ➤ Workers' Compensation and Injury Management Act 1981 ➤ Workers' Compensation and Injury Management Regulations 1982
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Additionally, the Shire administers the following Shire of Perenjori Local Laws:

- Standing Orders Local Law 2000
- Local Government Property Local Law 2001
- Dog Local Laws 2005
- Health Local Laws 2001
- Noxious Weeds Local Law 1968
- Caravan Parks and Camping Grounds Model By-Law No. 2 – 1971
- Fencing Local Law 2001
- Activities on and trading in thoroughfares and public places Local Law 2001
- Perenjori and Latham Cemeteries Local Law 2001 (Cemeteries Act 1986)
- Extractive Industries Local Law 2013

Public Participation

Members of the public are invited to put forward their views to council in several ways.

These include:

Attendance at Council Meetings

Ordinary Council meetings are open for the public to attend. The agenda for the meeting is available before the meeting date and can be obtained from the Shire of Perenjori Administration building on Fowler St or on the Shire of Perenjori's website. Each Council agenda includes Public Question Time and Petitions / Deputations / Presentations / Submissions as standard items.

- *Public Question Time* - Members of the public are able to ask questions (preferably in writing) on any matter affecting the Shire in the time set aside for this purpose at meetings of the Council and Committees open to the public, prior to the commencement of the meeting.
- *Petitions* - Written petitions to be presented to the Council must be addressed to the Shire President and comply with Council's requirements detailed within its Meeting Procedures Local Law.
- *Deputations* - Where a member of the Community has an interest in an item listed for discussion at a Council or Committee meeting, upon prior written application to the Chief Executive Officer they are entitled to give a deputation.

Written Requests

Members of the public can write to the Council on any policy, activity or service of the Council.

Community Consultation

The Shire of Perenjori has a Community Engagement Strategy which outlines opportunities for community members to have their say on a range of Shire activities and initiatives.

Strategy Objective

To ensure that all members of the community have the opportunity to engage with Council on issues and decisions that affect them.

Elected Members

Elected members contact details are made available to the public on the Shire of Perenjori website should anyone wish to discuss issues relevant to the Council.

Membership of Council Advisory Committees

The following committees consist of Councillors and interested members of the public:

- Bush Fire Advisory Committee
- Perenjori Tourism Townscape Committee

Council Documents

The following documents are available for inspection by electors, residents and other stakeholders of the Shire of Perenjori, at the Council's Administration Centre:

- Annual financial statement – at least seven days prior to the Annual General Meeting;
- Annual budget;
- FOI Information Statement;
- Register of Delegated Authority;
- Shire of Perenjori Local Planning Scheme;
- Policy Manual;
- Tender Register (*Local Government Act 1995 Local Government (Functions and General) Regulations 1996 No.17*);
- Code of Conduct;
- Register of financial interests;
- Register of gifts and travel disclosures;
- Annual Report;
- Annual Budget;
- Schedule of fees and charges;
- Proposed local law of which the local government has given State-wide public notice under Section 3.12 (3) of the Local Government Act 1995;
- Local laws made by the local government in accordance with Section 3.12 of the Local Government Act 1995;
 - Health
 - Cemeteries
 - Fencing
 - Dogs
 - Bushfires
 - Meeting Procedures
 - Trading in Thoroughfares & Public Places
- Regulations made by the Governor under Section 9.6 of the Local Government Act 1995 that operates as if they were local laws of the local government.
- Any written law having a provision in respect of which the local government has a power or duty to enforce;
- Rates records;
- Confirmed Minutes of Council or Committee meetings;
- Minutes of Electors' meetings;

- Notice papers and Agenda relating to any Council and Committee meeting and reports and other documents that have been:
 - Tabled at a Council or Committee meeting; or
 - Produced by the Local Government or a Committee for presentation at a Council or Committee meeting and which have been presented at the meeting;
- Report of a review of a local law prepared under Section 3.16 (3) of the Local Government Act 1995;
- Corporate Business Plan prepared under Section 3.59 of the Local Government Act 1995;
- Strategic Community Plan;
- Register of owners and occupiers under Section 4.32 (6) of the Local Government Act 1995 and electoral rolls;
- Contract under Section 5.39 of the Local Government Act 1995 and variation of such contract;
- Such other information relating to the Local Government:
 - Requires by a provision of this Act to be available for public inspection; or
 - As may be prescribed.
 - In the form or medium in which it may for the time being be held by the Local Government.

Retention of Council Documents

All Council records are retained in accordance with the State Records Advisory Council approved Local Government Retention and Disposal Schedule. This schedule stipulates how long a record must be kept and is available for inspection.

Freedom of Information – Access to Information

While the Council endeavours to respond to information requests informally, Freedom of Information Legislation may be used to request access to information not available by any other means.

Allows access to documents to be obtained promptly and at the lowest reasonable costs; and Assists the public to ensure that personal information contained in documents is accurate, complete, up to date and is not misleading.

While the Act provides for general right of access to documents it also recognizes that some documents require protection – these exemptions are listed in Schedule 1 of the Act and include:

- Personal information;
- Information concerning trade secrets;
- Other commercially valuable information; or
- Any other information concerning the business, professional, commercial or financial affairs of a third party who is not the applicant.

Access to the Shire of Perenjori records (Personal or Non-Personal), can be made by application to the Chief Executive Officer at the Council's Administration Centre (Refer to 'Freedom of Information Procedures' for full application details).



Shire of
Perenjori
Embrace Opportunity

ATTACHMENT
Item 16.3 (a)

Draft Employee Housing Policy No. 5005

ORDINARY COUNCIL MEETING 15 JULY 2021

5005 – STAFF HOUSING

POLICY STATEMENT:

Objectives

To provide an incentive to attract, retain, and provide equity between Shire employees.

Policy

Employee housing shall be based on the following principals:

- The requirements of the *Residential Tenancies Act 1987* are met.
- The requirements of the *Shire of Perenjori Enterprise Agreement 2019* are met.
- All housing allocations are approved by the CEO as determined by staff requirements in relation to housing availability at any given time.
- This policy does not apply to Managers or employees where housing is negotiated as part of their employment terms and conditions.
- That where a Manager relinquishes their negotiated housing as per the above point, then this policy will apply.
- Council staff housing, when available, will be provided to full time and permanent part time employees at a subsidy of 50% of the market rental value.
- Where an employee is entitled to a Council house but has alternative housing arrangements, Council will pay a Housing Allowance of \$4.43 per standard hour (ie. not payable for overtime hours). Should more than one employee reside at one residence, only one allowance will be paid.
- Should the Council housing not be maintained to an acceptable standard (both inside and outside), the Chief Executive Officer reserves the right to discontinue the weekly rental subsidy.
- All employees shall sign a Residential Tenancy Agreement at the commencement of any rental arrangement.
- The employee is responsible for all utility costs unless otherwise stipulated on their Contract of Employment.
- It is the responsibility of the tenant to regularly water and maintain gardens to an acceptable standard.

Housing Inspections

Annual inspections of Council housing, including yards, shall be conducted by a person authorised by the CEO. These inspections shall coincide with the annual inspection of all Council dwellings to determine the budget allocation for the housing maintenance program. The tenant will receive a minimum of 72 hours' notice of such inspection.

• POLICY ADMINISTRATION

Date Adopted:

Item No. _____ 15th July 2021