Perenjori
Embrace Opportunity

NOTICE OF MEETING

Dear Elected Member

The next Ordinary Council Meeting of the Shire of Perenjori will be held on Thursday 15th November 2018 the Council Chambers, Fowler Street, Perenjori commencing at 7.00 pm.

Stephen Tindale
Acting Chief Executive Officer
9th November 2018

Shire of Perenjori
Ordinary Council Meeting
15th November 2018

Agenda

9th November 2018
Copies forward to:

All Councillors

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

Shire of Perenjori

AGENDA

Ordinary Council Meeting

To be held in the Shire of Perenjori Council Chambers, Fowler Street, Perenjori on the 15th November 2018**, commencing at 7.00 pm.**

Table of Contents

18111 PRELIMINARIES 2
18111.1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS 2
18111.2 OPENING PRAYER 2
18111.3 DISCLAIMER READING 2
18111.4 RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE 2
18111.5 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE 2
18111.6 PUBLIC QUESTION TIME 2
18111.7 NOTATIONS OF INTEREST 2
18111.8 APPLICATIONS FOR LEAVE OF ABSENCE 2
18111.9 CONFIRMATION OF MINUTES 2
18111.10 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION 2
18111.11 PETITIONS / DEPUTATIONS / PRESENTATIONS 2
18112 CORPORATE AND DEVELOPMENT SERVICES 3
18112.1 FINANCIAL STATEMENTS – OCTOBER 2018 3
18112.2 ACCOUNTS FOR PAYMENT – OCTOBER 2018 5
18112.3 PROPOSED NEW FEES PECC 2018/19 8
18112.4 APPOINTMENT OF FIRE OFFICERS 12
18112.5 REVIEW OF DELEGATIONS REGISTER 14
18114 INFRASTRUCTURE SERVICES 21
18114.1 ROAD MAINTENANCE – OCTOBER 2018 21
18114.2 APPLICATION TO COLLECT NATIVE SEEDS 24
18114.3 MAYA EAST ROAD - BUDGET VARIATION 27
18115 GOVERNANCE 28
18115.2 CODE OF CONDUCT 30
18115.3 CHRISTMAS CLOSURE, COUNCIL AND STAFF FUNCTION 2018 32
18115.4 REQUEST TO WAIVE PERENJORI SPORTS PAVILION HIRE FEE 34
18116 STATUS REPORT 35
18117 OTHER BUSINESS 36
18117.1 MOTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN 36
18117.2 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN 36
18117.3 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION 36

18117.4 MATTERS BEHIND CLOSED DOORS 36

18117.5 DATE OF NEXT MEETING 36

18117.6 CLOSURE 36

18111 PRELIMINARIES

18111.1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

18111.2 OPENING PRAYER

18111.3 DISCLAIMER READING

18111.4 RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

18111.5 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

18111.6 PUBLIC QUESTION TIME

18111.7 NOTATIONS OF INTEREST

FINANCIAL INTEREST – LOCAL GOVERNMENT ACT S 5.60A

PROXIMITY INTEREST – LOCAL GOVERNMENT ACT S 5.60B

INTEREST AFFECTING IMPARTIALITY – LOCAL GOVERNMENT - CODE OF CONDUCT.

18111.8 APPLICATIONS FOR LEAVE OF ABSENCE

18111.9 CONFIRMATION OF MINUTES

Minutes from the deferred Ordinary Council Meeting held on the 18th October 2018 are attached.

Officer Recommendation – Item 18111.9.1
That Council accepts the Minutes from the Ordinary Council Meeting held on the 18th October 2018 as a true and correct record of that Meeting.

18111.10 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

18111.11 PETITIONS / DEPUTATIONS / PRESENTATIONS

18112 CORPORATE AND DEVELOPMENT SERVICES

18112.1 FINANCIAL STATEMENTS – OCTOBER 2018

APPLICANT:	**SHIRE OF PERENJORI**
FILE:	**ADM 0081**
DISCLOSURE OF INTEREST:	**NIL**
AUTHOR:	**ALLY BRYANT - SFO**
RESPONSIBLE OFFICER	**JOELENE DENNIS - MCDS**
REPORT DATE:	**15th NOVEMBER 2018**
ATTACHMENTS	**MONTHLY FINANCIAL REPORT**

Executive Summary

This item recommends that Council accepts the Financial Activity Statement for the period ending 31st October 2018.

Background

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

Details

Presented is the Financial Activity Statement Report for the period ending 31st October 2018.

The following statements are presented to Council:

- Monthly Summary Information - Charts
- Statement of Financial Activity (Program and Nature& Type) - This provides the budget and actual income and expenditure for operating and non- recurrent as well and the closing surplus to date. (FM Reg 34(1))
- Statement of Capital Acquisitions and Capital Funding
- Net Current (Assets) Funding Position (Note 3). This provides the amount of assets over liabilities within the Balance Sheet. (FM Reg 34 (1)(e))
- Notes to the Financial Statements include:
    - Note 1.- Significant Accounting Policies
    - Note 2. - Explanation of Material Variances
    - Note 3. – Net Current Funding Position
    - Note 4. – Cash & Investments
    - Note 5. – Budget Amendments
    - Note 6. – Receivables
    - Note 7. – Cash Back Reserves
    - Note 8. – Capital Disposals
    - Note 9. – Rating Information
    - Note 10. – Information on Borrowings
    - Note 11. – Grant and Contributions
    - Note 12.- Trust Fund
    - Note 13.- Details of Capital Acquisition

Legal Compliance

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

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —

(a) Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1) (b) or (c);

(b) budget estimates to the end of the month to which the statement relates;

(c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;

(d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and

(e) the net current assets at the end of the month to which the statement relates.

(2) Each statement of financial activity is to be accompanied by documents containing —
(a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
(b) an explanation of each of the material variances referred to in subregulation (1) (d); and (c) such other supporting information as is considered relevant by the local government.

(3) The information in a statement of financial activity may be shown —

(a) according to nature and type classification; or

(b) by program; or

(c) by business unit

(4) A statement of financial activity, and the accompanying documents referred to in subregulation 34 (2), are to be —
(a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and

(b) recorded in the minutes of the meeting at which it is presented.

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

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

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

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Area 5: Investing in Councils Leadership

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

Consultation

Liaison with CEO, SFO, & MIS.

Voting Requirements - Simple Majority

Committee Recommendation – Item 18112.1
That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, accepts the Financial Activity Statement Report for the period ending 31st October 2018.

18112.2 ACCOUNTS FOR PAYMENT – OCTOBER 2018

APPLICANT:	**SHIRE OF PERENJORI**
FILE:	**1306P**
DISCLOSURE OF INTEREST:	**NIL**
AUTHOR:	**LIZ MARKHAM - AO**
RESPONSIBLE OFFICER:	**ALLY BRYANT - SFO**
REPORT DATE:	**15th NOVEMBER 2018**
ATTACHMENTS:	**ACCOUNTS FOR PAYMENT**

Executive Summary

This item recommends that the schedule of accounts for payment for the month ending 31st October 2018 be confirmed.

Background

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

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

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

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

a) The payee's name;
b) The amount of the payment
c) The date of the payment; and
d) Sufficient information to identify the transaction

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

Legal Compliance

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

6.10. financial management regulations

Regulations may provide for —

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

(i) the municipal fund; and

(ii) the trust fund,

of a local government.

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

13. Lists of Accounts

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

(a) the payee's name;

(b) the amount of the payment;

(c) the date of the payment; and

d) sufficient information to identify the transaction.

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

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

(b) recorded in the minutes of that meeting.

Policy Implications

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

Financial Implications

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

Strategic Implications

Area 5: Investing in Councils Leadership

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

Consultation

Nil

Comment

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

Voting Requirements – Simple Majority

Committee Recommendation – Item 18112.2

That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 (as amended), confirms the accounts paid for the month ending

31st October 2018 as attached to and forming part of this report.

Municipal Account	
EFT	$385,993.43
Direct Debits	$84,538.73
Cheques	$32,070.83
Corporate MasterCard	$2,559.65
Bank Fees	$925.02
Total	**$506,087.66**

Trust Account - Shire	
EFT	$400.00
Cheques	$2,950.00
Bank Fees	$
Total	**$3,350.00**

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

Totalling **$509,437.66 from** *Municipal and Trust Accounts for* the month ending **31st October 2018.**

18112.3 PROPOSED NEW FEES PECC 2018/19

APPLICANT:	**SHIRE OF PERENJORI**
FILE:	**ADM 0047**
DISCLOSURE OF INTEREST:	**NIL**
AUTHOR:	**JOELENE DENNIS - MCDS**
RESPONSIBLE OFFICER	**JOELENE DENNIS - MCDS**
REPORT DATE:	**15th NOVEMBER 2018**
ATTACHMENTS:	**NIL**

Executive Summary

A recommendation is made to advertise a new fee structure for the Perenjori Early Childhood Care Centre (PECC) to accommodate changes to the Commonwealth Government's Child Care Subsidy scheme.

Background

Changes were made to the Child Care Subsidy scheme on the 1st July 2018.

Centres now have until the 1st of January 2019 to implement practices that accurately record drop-off and pick-up times into the records management system. This system is used to create the statements and control the parents accounts. It includes other management functions.

The PECC is licensed for operation from 7.00am until 5.30pm.

Currently the Centre opens at 7:30am. By prior arrangement some children attend from 7:00am. Under the current published fee structure, the Shire is unable to charge a fee for this first half an hour of attendance.

In response to demand, it has been decided to increase PECC operational hours and open at 7:00am daily as of the 14th January 2019 immediately after the normal Christmas Closure.

For this to occur and for the Centre to meet the Government's reporting requirement a new fee structure is proposed which covers the first half hour as shown below.

Fee Structure

	Proposed Fee	Current Fee
Before School Care Session: 7:00am- 8:30am	$15.00	$12.00
Half Day Morning Session (AM): 7:00am- 12:00 noon	$50.00 (5 hours max)	$45.00 (4 hours max)
Half Day Afternoon Session (PM): 12:00noon- 5:00pm	$50.00 (5 hours max)	$45.00 (4 hours max)
Afterschool Care Session (Mon, Tues, Thurs, Fri): 3:00pm- 5:00pm	$15.00	$15.00
Afterschool Care Session- Early Closure (Weds): 2:30pm- 5:00pm	$20.00	$20.00

Full Day Session: 7:00am- 5:00pm	$75.00	$75.00
Hourly rate:	$12.00	$12.00

Comment

In discussions with the PECC team the new fee structure was drafted to allow the centre to meet the change in reporting requirements only.

No fee increases have been made to PECC fees since the opening of the Centre over three years ago and the above table reflects this. It does not propose an increase in the full day fee. This would make the full day more attractive than the half day fee and potentially makes the rostering of staff easier.

It would also allow for full utilisation of ratios for the whole day, rather than the centre being at capacity for half of the day. It also avoids a situation where the centre may be over ratio due to an overlap in children attending the morning or afternoon session.

If the Council believes that an increase is required to cover the earlier opening, then it may want to alter the proposed table of fees by increasing the daily fee to $80.

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.

6.19. Local Government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of:

(a) its intention to do so; and

(b) the date from which it is proposed the fees or charges will be imposed.

1.7. Local public notice

(1) Where under this Act local public notice of a matter is required to be given, a notice of the matter is to be —

(a) published in a newspaper circulating generally throughout the district; and

(b) exhibited to the public on a notice board at the local government's offices; and

(c) exhibited to the public on a notice board at every local government library in the district.

(2) Unless expressly stated otherwise it is sufficient if the notice is —

(a) published under subsection (1)(a) on at least one occasion; and

(b) exhibited under subsection (1)(b) and (c) for a reasonable time, being not less than —

(i) the time prescribed for the purposes of this paragraph; or

(ii) if no time is prescribed, 7 days.

Policy Implications

Nil

Financial Implications:

Allow for fees to accurately reflect the hours utilised.

Strategic Implications

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

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

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.*

Risk Management

Risk Statement	Level of Risk	Risk Mitigation Strategy
Council not adopting the proposed fees and charges leading to non-compliance with the Child Care Subsidy.	High consequence and medium risk.	Council adopt the fees and charges to support new requirements.

Consultation

CEO, MCDS, Coordinator PECC

Voting Requirements – Simple Majority

Officer Recommendation – Item 18112.3

That Council give local public notice of its intention to adopt the following new fee structure for the Perenjori Early Childhood Care Centre effective as of the 14th January 2019;

Before School Care Session: 7:00am- 8:30am	$15.00
Half Day Morning Session (AM): 7:00am- 12:00 noon	$50.00
Half Day Afternoon Session (PM): 12:00noon- 5:00pm	$50.00
Afterschool Care Session (Mon, Tues, Thurs, Fri):	$15.00
3:00pm- 5:00pm	
Afterschool Care Session- Early Closure (Weds):	$20.00
2:30pm- 5:00pm	
Full Day Session: 7:00am- 5:00pm	$75.00
Hourly Rate:	$12.00

18112.4 APPOINTMENT OF FIRE OFFICERS

APPLICANT:	**SHIRE OF PERENJORI**
FILE:	**ADM 0468**
DISCLOSURE OF INTEREST:	**NIL**
AUTHOR:	**RICK RYAN – CESM**
RESPONSIBLE OFFICER:	**JOELENE DENNIS - MCDS**
REPORT DATE:	**15th NOVEMBER 2018**
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.

Background

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

Comment

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

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.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

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

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

Risk Management

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

Voting Requirements – Simple Majority

Officers Recommendation – Item 18112.4

That Council appoint the following bush fire control officers for the 2018/19 year:

POSITION	**NAME**
Chief Bush Fire Control Officer	Phil Page
Deputy Chief Bush Fire Control Officer	Acting CEO Pascoe Durtanovich
Fire Control Officers	Peter Waterhouse Phil Page Ken Markham Rick Ryan Brian Campbell

18112.5 REVIEW OF DELEGATIONS REGISTER

APPLICANT:	**SHIRE OF PERENJORI**
FILE:	**ADM 0202**
DISCLOSURE OF INTEREST:	**NIL**
AUTHOR:	**JOELENE DENNIS – MCDS**
RESPONSIBLE OFFICER:	**JOELENE DENNIS – MCDS**
REPORT DATE:	**15TH NOVEMBER 2018**
ATTACHMENTS	**DELEGATIONS REGISTER**

Executive Summary

This Item recommends the Council approves the updated Delegation Register for 2018.

Background

The local Government Act (s5.42) permits the local government to delegate certain powers and the discharge of some duties contained in the Act and associated regulations to the CEO. Such delegations also include the delegation of powers and discharge of some duties included in the Planning & Development Act 2005, the Bush Fires Act 1954 and the Local Government Miscellaneous Provisions Act 1960 (Strata Titles Act 1995).

To enable efficient functioning of the local government, Section 5.44 of the Act empowers the CEO to delegate some of these powers and the discharge of some duties to any employee of the local government nominated by the CEO.

There are some powers the local government holds and these cannot be delegated to the CEO or any other employee and these are contained in Section 5.43 of the Act. None of the powers contained in this section of the Act are included in this Delegation Register.

The Act also requires the delegations to be reviewed by the delegator (the Council) at least once each financial year.

The attached Delegation Register has been updated in accordance with the Department of Local Government Guidelines for Delegations and the document also includes those delegations made by the CEO to other employees of the Shire.

The sections recommended for amendment are:

Added the Title of CESM to the abbreviations list

1001 Local Laws Administration – Remove the wording 'and to do all other things that is necessary or convenient to be done for, or in connection with, performing its functions under the Local Government Act 1995' and replace with 'subject to regard being taken of sections 9.1(1) and 9.4 of the Local Government Act 1995'.

1004 Powers of Entry – Remove 'In an emergency the CEO is delegated authority to lawfully enter any land, premises or thing immediately and without notice and perform any of its functions as it considers appropriate to deal with the emergency as determined by the CEO.

Where practical the CEO will give notice to the landowner'.

Change title from 1004 EMERGENCY ENTRY TO LAND to 1004 Powers of Entry

'The CEO is delegated authority to;

1. Give a Notice of Entry.

2. Seek and execute an Entry under Warrant.

3. Execute an Entry in an Emergency.

4. Give notice and execute the Opening of a Fence'.

1006 Disposing of Confiscated or uncollected goods – Remove –'If any goods have not been collected in accordance with a notice the CEO is delegated authority to sell or otherwise dispose of them' replace with 'Sell or otherwise dispose of any confiscated or impounded goods in accordance with [s3.47 of the Local Government Act 1995 (the Act)].

2. Destroy an impounded animal where it is determined to be too ill or injured to treat [s3.47A(1) of the Act].

3. Where an offender is convicted, recover from the offender expenses incurred for removing, impounding and disposing confiscated or impounded goods [s3.48 of the Act].'

Change title from 1006 Sale of impounded goods to 1006 disposing of confiscated or uncollected goods.

Delete 1007 IMPOUNDING PERIODS, and 1008 IMPOUNDED GOODS – COST RECOVERY, these are covered by the local Government Act 1995 and delegated under 1006.

1018 Expressions of interest and tenders – For supply of Goods and Services – Remove 'The CEO is delegated authority to invite tenders on the Council's behalf as required by the Act and Regulations and as determined by the Council's Annual Budget' and change to 'The CEO is delegated authority to; Determine:

1. When to call tenders or not to call tenders [s3.57(1) of the Local Government Act 1995 (the Act) and Reg.11 of the Local Government (Functions and General) Regulations 1996 (the Regulations].

2. The circumstances to invite tenders, though not required to do so [Reg.13 of the Regulations];

3. Selection criteria for the acceptance of tenders [Reg.14(2a) of the Regulations];

4. The information to be disclosed to those interested in submitting a tender [Reg.14(4)(of the Regulations];

5. Minor variations before entering into a contract [Reg.20 of the Regulations];

6. Appropriate circumstances (for application of the Expression of interest process) and to call for Expressions of Interest [Reg.21 of the Regulations]; and,

7. Where the successful tenderer does not want to accept the contract and a variation or agreement cannot be reached, determine to select the next most appropriate tenderer [Reg.20 of the Regulations].

Change title from 1018 Calling for tenders to 1018 Expressions of interest and tenders – For supply of Goods and Services.

Delete; 1019 CONSIDERATION OF TENDERS NOT REJECTED

1020 RIGHT TO NEGOTIATE A MINOR VARIATION OF TENDER

1021 REFUSAL OF TENDERER TO ACCEPT A VARIATION

1022 SEEKING OF EXPRESSIONS OF INTEREST

1023 CONSIDERING EXPRESSIONS OF INTEREST

1024 PREPARING A REGIONAL PRICING POLICY – Delete this as policy 4006 covers this.

1025 TENDER ACCEPTANCE CRITERIA

The change to the functions to be performed as noted above and the reference to the Local Government Act and various regulations covers all of the functions the CEO is to perform in regard to Expressions of Interest and Tenders. This item has been consolidated for ease of understanding.

2001 Road Closures –

2001.1 Temporary road Closures - Change 'The CEO is delegated authority to temporarily close a thoroughfare or a portion of a street for a period not exceeding 28 days (without providing local public notice) of the opinion that by reason of heavy rain a street is likely to be damaged by the passage of traffic generally or traffic of any particular class.

The CEO is delegated authority to close a thoroughfare for a period in excess of 28 days by providing local public notice in accordance with Section 3.50 of the Local Government Act 1995' and replace with 'The CEO is delegated authority to:

a) temporarily close a thoroughfare to vehicles;

i) In cases of emergency

ii) Where, in the opinion of the CEO that, due to adverse weather conditions it is likely to be damaged by the passage of traffic generally or traffic of any particular class.

iii) For the conduct of an event, in accordance with the Road Traffic (Events on Roads) Regulations 1991; and

iv) Where the local government is undertaking repair and maintenance works to a thoroughfare,

Subject to having regard for the requirements of Section 3.50 and 3.50A of the Local Government Act 1995 and for clauses 4, 5 and 6 of the Local Government (Functions and General) Regulations 1996.

b) To revoke an order to close a road or thoroughfare subject to the provisions of section 3.50(6) of the Local Government Act 1995'.

This change is to simplify the delegations by including all situations under the Local Government Act where the CEO has delegation to temporary close a road.

2009 Events on roads – delete as this is covered by 2001.1 Temporary Road Closures

2010 Permits, Heavy haulage Vehicles – this has been changed to 2009 – Support or oppose restricted access vehicle heavy haulage applications.

Change 'The CEO is delegated authority to make recommendations to Main Roads WA on the issue of permits for access by Class 1 Restricted Access Vehicles (over size and over mass) to Shire roads' to 'Authority to support or oppose restricted access heavy vehicle haulage applications'. This has been reviewed in line with other Councils and the wording changed to reflect this.

2011 Private Works – change policy 3008 to 3003 to reflect correct policy.

2015 continue to carry out work not carried out by owner - add MCDS as a delegate in cases regarding Environment Health and CESM.

2016 Authority to carry out work on private land – add MCDS as a delegate in cases regarding Environment Health and CESM.

2017 AUTHORITY TO ENTER LAND OR PREMISES WITHOUT CONSENT – delegated as the CEO has delegate authority under 1004 Powers of Entry.

2018 Payment of Subsidies – Include in the delegations register.

Replaces 2018 REQUIREMENT TO CONSTRUCT AND REPAIR CROSSING

Replaces 2019 PRIVATE WORKS ON, OVER OR UNDER PUBLIC PLACES

2020 AUTHORITY TO MAKE OPENING IN A FENCE – this has been deleted as the CEO has delegate authority under 1004 Powers of Entry.

3001 Payment of Accounts – Add Council's conditions on delegation;

This delegation may only be exercised in accordance with

policies or strategies formally adopted by Council.

1. Payment of salaries up to the amount required to

meet employee entitlements obligations;

and

2. Authorisation of payments made by Electronic Funds Transfer (EFT):

(i) A list of payments made is presented to Council each month as part of the Agenda.

3. In accordance with Council policies and adopted

budget.

4. Contract Variations are not to exceed $500,000, and

must be within the approved Council Budget for the project.

Add MIS as a delegate as two people are required to approve payments.

3002 Amend the Rate Record – change the title from RATE RECORD OBJECTION – TIME EXTENSION.

Change the function from 'extend the time for making the objection' and replace with 'amend a rate record up to 5 years preceding the current financial year'. This follows best practice, by coming into line with the 5 years we place a workable cap on the period.

Delete 3003 CONSIDERATION OF RATE OBJECTION and 3004 RATE OBJECTION – WRITTEN NOTICE OF DECISION – this is covered by 3002 and s6.76 of the Local Government Act.

3005 AGREEMENT AS TO PAYMENT OF RATES AND SERVICE CHARGES changed title from 3005 Rates payments by Agreement.

3006 UNPAID RATES OR SERVICE CHARGES (SECTION 6.64) changed title from 3006 OUTSTANDING RATES RECOVERY. Change function from 'If a rate or service charge remains unpaid after it becomes due and payable, the CEO is delegated authority to recover it, as well as the costs of proceedings, if any, for that recovery, in a court of competent jurisdiction. As part of the legal recovery of rates and charges in court, documents such as summonses and warrants are required to be duly authorised' to 'To take possession of land, and hold the land as against a person having an estate or interest in the land if any rates or service charges which are due in respect of ratable land have been unpaid for at least 3 years and —

(a) from time to time lease the land; or

(b) sell the land; or

(c) cause the land to be transferred to the Crown; or

(d) cause the land to be transferred to itself; or

(e) lodge a caveat to preclude dealings in respect of the

land, and may withdraw caveats so lodged by it.'

Update reference from section 6.56 (1) Local Government Act to section 6.64 local Government Act.

3007 TAKING POSSESSION OF OR HOLDING LAND FOR UNPAID RATES, SERVICE CHARGES 3008 LODGING CAVEATS FOR UNPAID RATES OR SERVICE CHARGES – delete these two delegations as they are covered by 3006 Unpaid Rates or Service Charges (Section 6.64).

Delete 3010 LAND UNABLE TO BE SOLD FOR RATES AND TRANSFER TO CROWN, and 3011 LAND REVESTED IN CROWN FOR UNPAID RATES, these are covered by 3006 Unpaid Rates or Service Charges (Section 6.64).

Add reference to Councils Investment Policy to 3012 PROCEEDURES FOR CONTROL OVER INVESTMENTS and 3013 INVESTMENT OF SURPLUS FUNDS.

Correct 3014 Council Purchasing Authority to refer to Perenjori Purchasing Policy amended from 4009.

3018 AUTHORITY TO WAIVE, GRANT DISCOUNTS, DEFER OR WRITE OFF DEBTS change the function from 'The CEO is delegated authority to waive or grant concessions in relation to any amount of money or write off any amount of money that it is owed to the local government (subject to section 6.12(2) of the Local Government Act 1995' to 'The CEO is delegated authority to;

- To waive or grant concessions in relation to any amount of money (Does not apply to rates and service charges); or

- Write off any amount of money owed to the City;

- Determine conditions to be imposed when granting Concessions'.

3019.1 PRESCRIBED EXPENSE REIMBURSEMENTS TO ELECTED MEMBERS - change function performed wording from 'The CEO is delegated authority to approve reimbursements of prescribed expenses to a Council member subject to Section 5.98 (3) of the Local Government Act 1995' to 'The CEO is delegated authority to;

1. To reimburse a council member who incurs an expense of a kind prescribed as being an expense-

- to be reimbursed by all local governments; or

- which may be approved for reimbursement

Is entitled to be reimbursed for the expense in accordance with subsection (3).

2. The local Government may approve reimbursement of an expense either generally or in a particular case.

Local Government Act (Administration Regulations)1996

32. (1) (a)-(c) Expenses that may be approved for reimbursement.'

This was to include the previous item 3019.2 to consolidate and make it clearer.

4001 FIREBREAK ORDER, VARIATION TO add section of the Bush Fires Act to the reference. Add Deputy Bushfire Control Officer as delegate.

4002 Burning of Roadsides – add CESM as delegate.

Delete 4003 BURNING, PROHIBITED TIMES (VARIATIONS) as this is covered by 4001 Firebreak order, Variation to.

Change 5003 SWIMMING POOL INSPECTIONS to 5003 Private Swimming Pools. Change the function from 'The CEO is delegated authority to ensure that all privately owned swimming pools within the shire are inspected at least every four years to ensure they comply with the relevant Swimming Pool legislation' to '1 Approve alternative requirements to r. 50(4)(b) of the Building Regulations 2012 (the Regulations) if satisfied that the alternative requirements will restrict access by young children to the swimming pool as effectively as if there were compliance with Australian Standard AS 1926.1 [r.51(2) of the Regulations]

2 Approve a door for the purposes of r.50(4)(c)(ii) of the Regulations if the door is in accordance with the requirements of Australian Standard AS 1926.1 and the conditions in r.51(3) are satisfied [r.51(3) of the Regulations]

3 Arrange for an authorised person to inspect the enclosures of private swimming pools in the district at intervals of no more than 4 years for the purpose of monitoring whether the provisions in rr.50 and 52 the Regulations are complied with [rr.50, 52 and 53(1) of the

Regulations]'.

5004 BREACHES OF THE HEALTH ACT AND REGULATIONS has been deleted as the CEO has delegation to administer local laws 1001 and also under the Public Health act 2016.

5005 DELEGATIONS UNDER BUILDING ACT 2011 – the functions to perform wording has been changed to add 'S17- Uncertified application to be considered by building surveyor,

S18 - Require further information from applicant, S27 - Conditions imposed by permit authority and S145A – Issue certificates. This now covers all of the functions the CEO performs in respect to the Building Act 2011.

Delete 6002 DOG REGISTRATION and 6003 DOG ACT (1976) - INFRINGEMENTS this is included in 6001 Enforcement of dog act and Local Laws. Change to the function performed from 'The CEO is authorised to make such arrangements as is considered necessary for staff, temporary, part-time or otherwise, to effectively administer the Dog Act 1976 within the limitations of the adopted Annual Budget' to 'By providing this delegation the local government expressly authorises the chief executive officer to further delegate the power or duty'.

Delete 6005 CAT ACT 2011 – MICROCHIPPING AND STERILISATION, 6006 CAT REGISTRATION and

6007 CAT ACT 2011 - INFRINGEMENTS, the delegation of this function is included in 6002 Enforcement of the Cat Act.

Delete 7001 RESPONDING TO APPEALS AND REQUESTS FOR RECONSIDERATION, 7002 LAND SUBDIVISIONS/AMALGAMATIONS, 7003 WESTERN AUSTRALIAN PLANNING COMMISSION ACT, 1985, and 7005 AUTHORITY TO SERVE INFRINGEMENT NOTICES ON MINOR OR CLEAR CUT ENFORCEMENT MATTERS. This has been done to simplify the register and to refer it to 7001 Shire of Perenjori Planning Scheme No. 2 and 7002 Planning and Development Act 2005 – OTHER DELEGATIONS. Recommendations have been added to 7002 Planning and Development Act 2005 – OTHER DELEGATIONS and listed in detail in the delegations register to offer more scope and guidance.

Statutory Environment

Local Government Act s5.42, s5.44, s5.46(2)

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Area 5: Investing in Councils Capacity – Our Leadership

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

Risk Management

Risk Statement	Level of Risk	Risk Mitigation Strategy
The Council delegates to the CEO certain authorities to ensure the efficient and effective management of the local government. The CEO is to keep a register of delegations and sub delegations. Such delegations must be reviewed annually by the delegator.	Low	Provided the Council fully understands the delegated authorities and ensures that the delegations are complied with, the risk of misuse is low.

Consultation

CEO
Local Government Act & Regulations
MIS

Comment

Nil

Voting Requirements – Absolute Majority

Officers Recommendation – Item 18112.5
That Council approves the Delegation Register with the recommended amendments for 2018.

18114 INFRASTRUCTURE SERVICES

18114.1 ROAD MAINTENANCE – OCTOBER 2018

APPLICANT:	**SHIRE OF PERENJORI**
FILE:	**R999**
DISCLOSURE OF INTEREST:	**NIL**
AUTHOR:	**KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES**
RESPONSIBLE OFFICER:	**KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES**
REPORT DATE:	**15th NOVEMBER 2018**
ATTACHMENTS:	**NIL**

Executive Summary

This item seeks Council's acceptance of the road maintenance report for October 2018.

Background

Listed are the roads that were graded for the month of October.

- McDonald Road
- Tremlett Road
- Maya South West Road
- Bryant Road
- Carmichael Road
- Jackson Road
- Willder Road
- Burgess Road
- Maya East Road
- Chisholm Road
- Quinn Road
- Perenjori Rothsay Road
- Warriedar Coppermine Road
- Karara Road

Comment

The access roads to Karara mine were again graded along with a couple of school bus routes.

Statutory Environment

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

Policy Implications

As per Road Maintenance Policy

Financial Implications

As per road maintenance budget

Strategic Implications

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

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

Risk Management

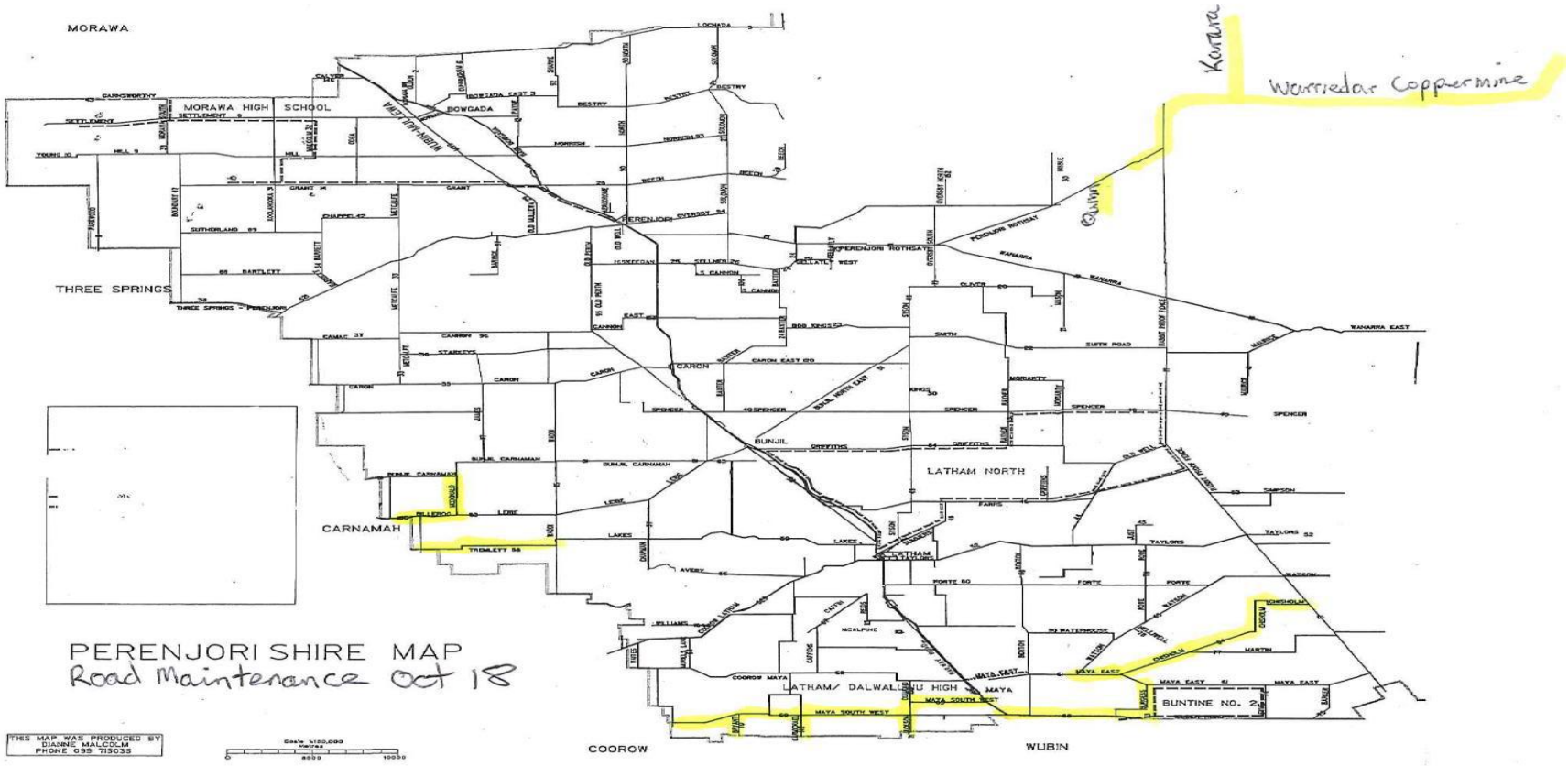
Risk Statement	Level of Risk	Risk Mitigation Strategy
Not maintaining roads will lead to deterioration of the asset and safety issues for users	High	To maintain roads to a standard and implementation of a Road Maintenance Plan.

Consultation

Team Leaders
Grader Operators

Voting Requirements – Simple Majority

Officers Recommendation – Item 18114.1
That the road maintenance report for October 2018 be accepted as received.


MORAWA
MORAWA HIGH SCHOOL SETTLEMENT
BOWGADA
PERENJORI
THREE SPRINGS
CARNAMAH
CARON
BUNJIL
LATHAM NORTH
LATHAM/ DALWALLINU HIGH
BUNTINE NO. 2
COOROW
WUBIN
Kantira
Warriedar Coppermine
PERENJORI SHIRE MAP
Road Maintenance Oct 18
THIS MAP WAS PRODUCED BY
DIANNE MALCOLM
PHONE 095 715035

18114.2 APPLICATION TO COLLECT NATIVE SEEDS

APPLICANT:	**TIM EMMOTT – ESCAPES ENVIRONMENTAL**
FILE:	**ADM 0159**
DISCLOSURE OF INTEREST:	**NIL**
AUTHOR:	**KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES**
RESPONSIBLE OFFICER:	**KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES**
REPORT DATE:	**15th NOVEMBER 2018**
ATTACHMENTS	**LETTER**

Executive Summary

This item seeks Council's consideration on an application from E-Scapes Environmental for the collection of native seed.

Background

A letter has been received from Tim Emmott on behalf of E- Scapes Environmental requesting permission form the Shire of Perenjori to collect seed from native vegetation from roads and reserves managed by the Shire.

E- Scapes Environmental abides by the appropriate DPAW licensing conditions and have stated that they will abide by any conditions imposed by the Shire of Perenjori.

The seed is being collected for use in the local revegetation projects where there is a desire to utilise local provenance seed.

Comment

If the seed is being used for local rehabilitation projects it would be of benefit to the region to be regenerating local flora.

Statutory Environment

NIL

Policy Implications

Policy 6001 states: Permission to collect flora (including fire wood and seed harvesting) from land under the control of the Shire (i.e. road reserves, vested reserves, freehold etc.) may only be granted by resolution by the Council and will be subject to the applicant obtaining the necessary approval form the Department of Environment and Conservation or its successor.

Financial Implications

NIL

Strategic Implications

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

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

Risk Management

Risk Statement	Level of Risk	Risk Mitigation Strategy
Native seed stocks reduced	low	Requirements of Department Biodiversity, Conservation and Attractions adhered to.

Consultation

Voting Requirements – Simple Majority

Officers Recommendation – Item 18114.2
That Council permits E- Scapes Environmental to collect native seed from Shire of Perenjori managed roads and reserves with conditions regarding Department of Biodiversity, Conservation and Attractions requirements (formally DPAW) being met.

E-SCAPES ENVIRONMENTAL

ABN 34137 008 103

10 Dunster St
Karrinyup WA 6018
Mob: 0429 106 289
E: tim.emmott@iinet.net.au

10th September 2018

Chief Executive Officer
Shire of Perenjori
PO Box 22
Perenjori WA 6620

RE: Permission to collect native seed

Dear Sir

E-Scapes Environmental Pty (ESE) is requesting permission from the Shire of Perenjori to collect seed from native vegetation from roads and reserves managed by the Shire of Perenjori

ESE abides by the appropriate DPAW licensing conditions and will adhere to any conditions imposed by the Perenjori Shire.

Seed is being collected for use in local revegetation projects where there is a desire to utilise local provenance seed.

If you would like further information, please contact me on the numbers above. I thank you for your consideration of this request and look forward to your reply.

Yours sincerely

Tim Emmott
Director
E-Scapes Environmental Pty Ltd

18114.3 MAYA EAST ROAD - BUDGET VARIATION

APPLICANT:	**SHIRE OF PERENJORI**
FILE:	**R999**
DISCLOSURE OF INTEREST:	**NIL**
AUTHOR:	**KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES**
RESPONSIBLE OFFICER:	**KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES**
REPORT DATE:	**15th NOVEMBER 2018**
ATTACHMENTS	**NIL**

Executive Summary

This item seeks that Council note a budget variation for the Maya East Road project which is to be reflected in the February Budget review.

Background

The budgeted project to gravel sections of Maya East Road is under way and it is projected that the budget will not be enough to complete the job.

The project was budgeted at $140,423 and to date we have spent $107,485 with still two to three weeks work left. We have spent more time than anticipated on clearing and forming of the road sections and water is now coming from further away.

The funds for the project came from our FAGS allocation. When the budget was adopted we did not know our full allocation but since then we were notified of our amount.

It is proposed that the extra allocation of the FAGS be used to fund the shortfall in the Maya East Road project and that this be reflected in the February budget review.

Comment

Unfortunately it has taken longer to prepare the road sections with widening, removal of soil and vegetation which have increased the costs of the project along with water having to come from further away.

Statutory Environment

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

Policy Implications

Policy 249- BUDGETARY CONTROL MEASURES

Budget variations

Any necessary budget variations should be bought to the attention of the Council at the earliest possible opportunity. Senior officers, when seeking budget variations, should identify variations in other projects or programs within that same schedule that could offset any shortfall or surplus.

Where no surplus or adequate surplus can be identified in the same schedule area, senior staff and the CEO need to identify surpluses in the other schedule areas.

Financial Implications

Shortfall in budget to be offset from extra funds from FAGS.

Strategic Implications

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

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

Risk Management

Risk Statement	Level of Risk	Risk Mitigation Strategy
Not increasing budget for project would mean stopping before completed.	Mid/high	Use identified funds from FAGS to be allocated to the project to allow completion

Consultation
Team Leader
CEO

Voting Requirements – Simple Majority

Officers Recommendation – Item 18114.3

That Council note the budget variation for the Maya East Road project and that the shortfall is to be offset from the extra FAGS funding received which is to be reflected in the February Budget review.

18115 GOVERNANCE

18115.1 COMMUNICATIONS AND SOCIAL MEDIA POLICY

APPLICANT:	**SHIRE OF PERENJORI**
FILE:	**NIL**
DISCLOSURE OF INTEREST:	**NIL**
AUTHOR:	**STEPHEN TINDALE – ACTING CEO**
RESPONSIBLE OFFICER:	**STEPHEN TINDALE – ACTING CEO**
REPORT DATE:	**15th NOVEMBER 2018**
ATTACHMENTS:	**1. DRAFT COMMUNICATIONS AND SOCIAL MEDIA POLICY** **2. WALGA TEMPLATE POLICY** **3. DRAFT SHIRE OF PERENJORI POLICY** **4. EXISTING POLICIES**

Executive Summary
This item recommends Council's adoption of a new Communications and Social Media Policy.

Background

On 29 October 2018 WALGA's Governance Advisor, Lyn Fogg, sent out an update to all local governments on social media, cyber bullying and abuse (see Attachment 1).

The update referred to an updated Elected Member and Social Media template policy (Attachment 2) which is now recommended to Council for adoption subject to amendment to suit local circumstances and existing policy.

Once adopted the new policy (Attachment 3) will replace the following Council policies (Attachment 4);

- 1004 – Social Media Policy
- 1006 – Authority to Speak on Behalf of President
- 9005 – Elected Member Email Use

Comment

The WALGA template policy is shown as Attachment 2. The template policy has been modified by;

- deleting 5.1.1 - *Shire President/Mayoral Social Media Official Accounts*
- absorbing 5.1.2 - *Use of Social Media in Emergency Management and Response* into the body of Part 5 of the template policy and adapting it to reflect the protocol contained in the Shire of Perenjori's *Local Emergency Management Arrangements*.
- adding a new 7.2 to WALGA's template policy i.e. *Councillor Email Communications with Shire of Perenjori Employees.* This addition simplifies and absorbs existing Council Policy 9005 – Elected Member Email Use.

The new replacement policy effectively consolidates existing policy into a one-stop email and social media policy.

Statutory Environment

Local Government (Rules of Conduct) Regulations 2007

State Records Act 2000 – SRC Standard 8 – Managing Digital Information

Shire of Perenjori Standing Orders Local Law 2015

Policy Implications

The proposed new policy will replace the following policies:

- 1004 – Social Media Policy
- 1006 – Authority to Speak on Behalf of President
- 9005 – Elected Member Email Use

Financial Implications

Nil

Strategic Implications

Area 5: Investing in Councils Capacity – Our Leadership

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

Risk Management

Risk Statement	Level of Risk	Risk Mitigation Strategy
If not managed properly, the content of email and social media communications may reflect poorly on the Shire of Perenjori's professionalism, misrepresent the situation leading to a negative public perception of the Shire.	Medium	The establishment and implementation of protocols in relation to the Shire of Perenjori's official communications.

Consultation
Nil

Voting Requirements – Simple Majority

Officers Recommendation – Item 18115.1

That Council:

1. **Adopt the proposed new Communications and Social Media Policy;**
2. **Delete the following policies:**

- **1004 – Social Media Policy**
- **1006 – Authority to Speak on Behalf of President**
- **9005 – Elected Member Email Use**

18115.2 CODE OF CONDUCT

APPLICANT: **SHIRE OF PERENJORI**

FILE: **ADM 0311**

DISCLOSURE OF INTEREST: **NIL**

AUTHOR: **STEPHEN TINDALE – ACTING CEO**

RESPONSIBLE OFFICER: **STEPHEN TINDALE – ACTING CEO**

REPORT DATE: **15TH NOVEMBER 2018**

ATTACHMENTS: **DRAFT UPDATED CODE OF CONDUCT**

Executive Summary
This item recommends Council's adoption of an updated Code of Conduct.

Background

On 29 October 2018 WALGA's Governance Advisor, Lyn Fogg, sent out an update to all local governments on social media, cyber bullying and abuse (see previous agenda item).

On reviewing the Shire of Perenjori's existing Code of Conduct the Acting CEO noted that the Shire of Perenjori's 2015 Code of Conduct is based word-for-word on WALGA's Model Code of Conduct but lacks clauses, or parts of clauses, that now appear in WALGA's Model Code of Conduct.

These clauses have been highlighted in blue font in the Attachment to this agenda item and relate to;

- Principles affecting the employment of employees of the Shire (p.4)
- Use of Confidential Information (p.7)
- Improper or Undue Influence (p.7)
- Personal Communications and Social Media (p.11)

Comment

Councillors may have prior knowledge of instances in the past where the conduct of Councillors or employees has impinged or bordered upon on being a contravention of the clauses that are now being recommended to Council.

The Shire of Perenjori is not alone in that regard and an increasing number of local governments now find themselves in the public spotlight where the inappropriate disclosure of confidential information, the exercise of improper or undue influence, abusive personal communications and/or hostile social media has come to the forefront.

Unfortunately, that sort of conduct by Councillors or employees can do irreparable damage to the image and standing of the Council within the community no matter how righteous an action may have seemed at the time by any individual.

The conduct should be discouraged actively rather than passively tolerated.

Statutory Environment

Local Government Act 1995

Local Government (Rules of Conduct) Regulations 2007

Local Government (Administration) Regulations 1996

Corruption, Crime and Misconduct Act 2003

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Area 5: Investing in Councils Capacity – Our Leadership

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

Risk Management

Risk Statement	Level of Risk	Risk Mitigation Strategy
If not managed properly, the conduct of Councillors, committee members and employees may reflect poorly on the Shire of Perenjori's professionalism, leading to a	High	The establishment and implementation of protocols in relation to the conduct of Councillors, committee members and employees of the Shire of Perenjori.

negative public perception of the Shire.		

Consultation

Nil

Voting Requirements – Simple Majority

Officers Recommendation – Item 18115.2
That Council adopt the draft updated Code of Conduct.

18115.3 CHRISTMAS CLOSURE, COUNCIL AND STAFF FUNCTION 2018

APPLICANT:	**SHIRE OF PERENJORI**
FILE:	**NIL**
DISCLOSURE OF INTEREST:	**NIL**
AUTHOR:	**BIANCA PLUG – EA**
RESPONSIBLE OFFICER	**STEPHEN TINDALE – A/CEO**
REPORT DATE:	**15TH NOVEMBER 2018**
ATTACHMENTS:	**NIL**

Executive Summary

This item seeks Council's endorsement of the closure of the administration building between Christmas and the New Year and the conduct of an annual Christmas Party for all Shire staff, Councillors and their immediate families.

Background

Office Closure:

In previous years the administration staff observed a Christmas/New Year stand down in which the main administration building was closed during the period between Christmas and New Year. It would be proposed that a similar Christmas stand down be observed over the period between Christmas and New Year 2018/19.

The proposal would be that the Christmas stand down is advertised to the general public and that alternative contact numbers are provided in the event that urgent action needs to be undertaken by resident staff.

Where a Christmas stand down is invoked, all staff will be expected to take that time off either using rostered days off or annual leave, otherwise those staff in positions able to continue to work can do so with their supervisor's permission. The proposed closure will be from 3.00 pm Friday, 21st December and re-opening at 8.00am Thursday, 3rd January 2019.

Christmas Function:

The Council has traditionally put on a single end of year staff and Council Christmas function in order to recognise the efforts of all throughout the calendar year. This event in 2017 was held at the

Perenjori Sports Club and is proposed for a similar event to be held on Thursday 20th December 2018 following directly after the December Ordinary Council Meeting.

Comment:

Office Closure:

The annual administration Christmas/New Year stand down would appear to be an appropriate response where there is not a high volume of counter or telephone enquiries, and where there is no particular need to have the administration building open at what is otherwise considered a very quiet part of the year.

End of Year Function:

This event provides opportunity for all Councillors and staff to join together and have a Christmas meal and drinks. The function signifies the end of the calendar year and acknowledges the efforts by all to achieve over the year.

Statutory Environment

Nil

Policy Implications:

Nil

Financial Implications:

Funds for the Christmas function are included in the existing budget allocations for Council functions.

Strategic Implications:

Area 5: Investing in Councils Capacity – Our Leadership

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

Risk Management

Notifying the community will be important to ensure people are well prepared and not surprised by the closure. The Administration building has a history of closing, so it is expected the community would be aware.

Consultation:

Internal and external staff

Voting Requirements:

Simple Majority

Officer Recommendation – Item 18115.3

That the Council –

1. **Note the observance of a Christmas stand-down for staff with the office to be closed from 3.00 pm Friday 21st December 2018 and re-opening at 8.00 am on Thursday, 3rd January 2018.**
2. **Support a Councillor and Staff Christmas function on Thursday 20th December 2018 commencing at 5.30 pm, at the Perenjori Sports Club.**

18115.4 REQUEST TO WAIVE PERENJORI SPORTS PAVILION HIRE FEE

APPLICANT:	**PERENJORI CRC**
FILE:	**ADM 0176**
DISCLOSURE OF INTEREST:	**NIL**
AUTHOR:	**BIANCA PLUG - EA**
RESPONSIBLE OFFICER:	**STEPHEN TINDALE – A/CEO**
REPORT DATE:	**15TH NOVEMBER 2018**
ATTACHMENTS:	**LETTER**

Executive Summary

This item recommends that Council endorses the waiving of fees for the hire of the Perenjori Sports Pavilion for the upcoming Christmas Markets held by the Perenjori Resource Centre.

Background

The Perenjori CRC has requested the use of the Perenjori Sports Pavilion for their upcoming Christmas Markets. The markets will be held on the 8th December 2018 from 4.00 pm – 10.00 pm.

The Christmas Markets will be a BYO event and recommends that the following conditions be met:

- The alcohol will not be sold
- The alcohol must not be taken out of the designated area (Perenjori Pavilion and lawn area)
- The alcohol must not be consumed by people under the age of 18
- The Perenjori Sports Pavilion be left in a clean and tidy matter

Comment

Nil

Statutory Environment

Local Government Act 6.15

Policy Implications

Donations Policy 1011

Financial Implications

The cost for a night event in the Hall is $180. A refundable bond for functions with Alcohol is $250.00

Strategic Implications

Area 3: People and place – Our Community

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

Risk Management

Risk Statement	Level of Risk	Risk Mitigation Strategy
There is always some risk that damage could occur to the building and equipment therein or at worse people could be injured while attending.	Low	A well-managed event will minimise any risk to the building or persons attending. The building is also insured and Council is covered by public liability insurance.

Consultation

CRC

Comment

Nil

Voting Requirements – Simple Majority

Officers Recommendation – Item 18115.4

That Council agrees to waive the fees for the hire of the Perenjori Sports Pavilion for the Perenjori Community Resource Centre's Christmas Markets to be held on the 8th December 2018 on the conditions that:

1. **The alcohol will not be sold**
2. **The alcohol must not be taken out of the designated area (Perenjori Pavilion and lawn area)**
3. **The alcohol must not be consumed by people under the age of 18**
4. **The Perenjori Sports Pavilion be left in a clean and tidy manner**

18116 STATUS REPORT

APPLICANT: **SHIRE OF PERENJORI**

FILE: **NIL**

DISCLOSURE OF INTEREST: **NIL**

AUTHOR: **STEPHEN TINDALE – A/CEO**

RESPONSIBLE OFFICER **STEPHEN TINDALE – A/CEO**

REPORT DATE: **15th NOVEMBER 2018**

ATTACHMENTS **STATUS REPORT**

Executive Summary

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

Background
Nil

Comment

Nil

Statutory Environment

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

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Area 5: Investing in Councils Capacity – Our Leadership

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

Consultation
Staff

Officer Recommendation – Item 18116
Council accepts the Status Report as presented for the month of October 2018.

18117 OTHER BUSINESS

18117.1 MOTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN

18117.2 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

18117.3 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

18117.4 MATTERS BEHIND CLOSED DOORS

18117.5 DATE OF NEXT MEETING

The date of the next Council meeting will be held on Thursday 20th December 2018 commencing at 3.00 pm.

18117.6 CLOSURE

Perenjori

Embrace Opportunity

Attachments

Ordinary Council Meeting
15th November 2018

Perenjori

Embrace Opportunity

Attachment 18112.1

Financial Statements October 2018

Ordinary Council Meeting
15th November 2018

SHIRE OF PERENJORI

MONTHLY FINANCIAL REPORT

For the Period Ended 31 October 2018

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Compilation Report

Monthly Summary Information

Statement of Financial Activity by Program

Statement of Financial Activity By Nature or Type

Statement of Capital Acquisitions and Capital Funding

Statement of Budget Amendments

Note 1 Significant Accounting Policies

Note 2 Explanation of Material Variances

Note 3 Net Current Funding Position

Note 4 Cash and Investments

Note 5 Budget Amendments

Note 6 Receivables

Note 7 Cash Backed Reserves

Note 8 Capital Disposals

Note 9 Rating Information

Note 10 Information on Borrowings

Note 11 Grants and Contributions

Note 12 Trust

Note 13 Details of Capital Acquisitions

Appendix A Detailed Schedules

Shire of Perenjori
Compilation Report
For the Period Ended 31 October 2018

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

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

Statement of Financial Activity by reporting program
Is presented on page 7 and shows a surplus as at 31 October 2018 of $2,960,432.

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

Preparation
Prepared by: Ally Bryant
Reviewed by: Joelene Dennis
Date prepared: 9/11/2018

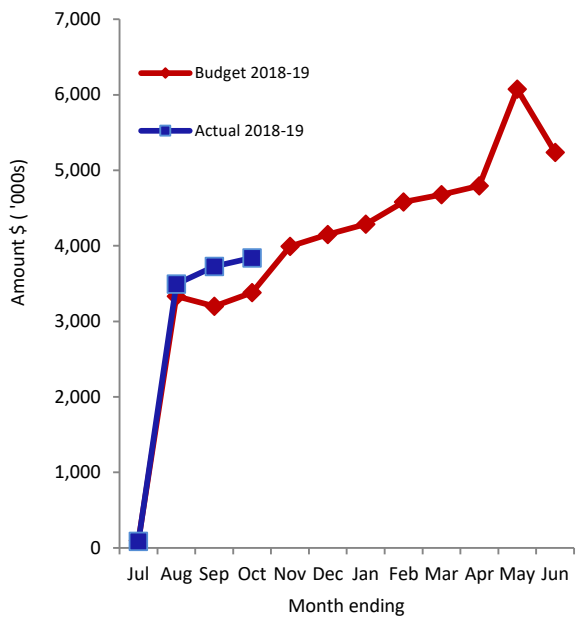
Shire of Perenjori

Monthly Summary Information

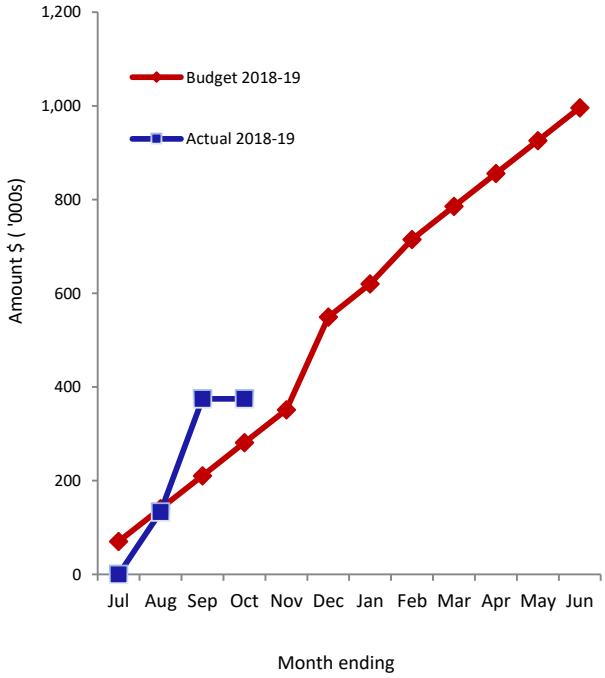
For the Period Ended 31 October 2018

Revenues

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

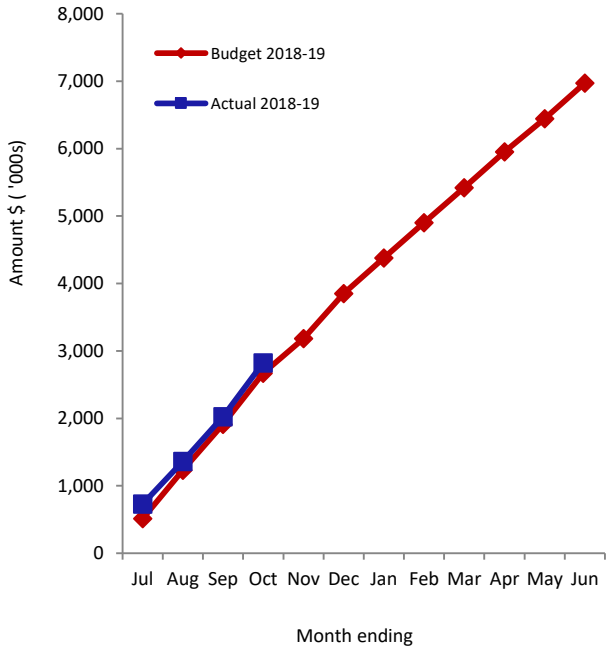


Budget Capital Revenue -v- Actual (Refer Note 2)

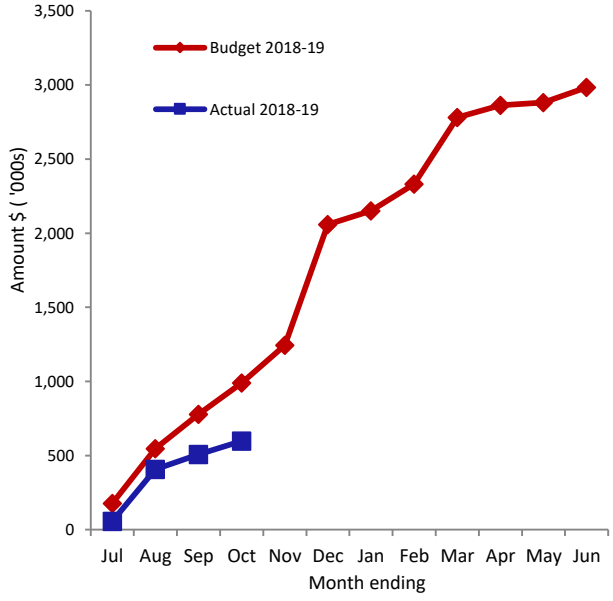


Expenditure

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



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



Comments

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

SHIRE OF PERENJORI
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 October 2018

	Note	Current Annual Budget	Current YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		$	$	$	$	%	
Governance		55,300	19,000	10,532	(8,468)	(44.57%)	
General Purpose Funding - Rates	9	2,674,113	2,599,851	2,699,407	99,556	3.83%	
General Purpose Funding - Other		933,300	228,900	251,827	22,927	10.016%	▲
Law, Order and Public Safety		148,225	58,824	65,641	6,817	11.59%	
Health		2,400	600	636	36	6.00%	
Education and Welfare		201,500	83,832	94,139	10,307	12.29%	▲
Housing		200,000	66,668	62,373	(4,295)	(6.44%)	
Community Amenities		44,500	42,168	54,405	12,237	29.02%	▲
Recreation and Culture		504,530	100,832	131,204	30,372	30.12%	▲
Transport		131,559	40,936	193,895	152,959	373.65%	▲
Economic Services		241,000	86,000	200,607	114,607	133.26%	▲
Other Property and Services		154,000	51,332	75,972	24,640	48.00%	▲
Total Operating Revenue		**5,290,427**	**3,378,943**	**3,840,639**	**461,696**		
Operating Expense							
Governance		(171,052)	(120,361)	(53,594)	66,767	55.47%	▼
General Purpose Funding		(141,102)	(49,368)	(45,820)	3,548	7.19%	
Law, Order and Public Safety		(313,648)	(103,903)	(102,552)	1,352	1.30%	
Health		(111,707)	(30,536)	(28,179)	2,357	7.72%	
Education and Welfare		(444,093)	(143,924)	(148,563)	(4,639)	(3.22%)	
Housing		(381,612)	(132,662)	(123,680)	8,982	6.77%	
Community Amenities		(369,706)	(125,566)	(161,372)	(35,806)	(28.52%)	▲
Recreation and Culture		(1,509,451)	(693,263)	(700,312)	(7,049)	(1.02%)	
Transport		(2,589,976)	(879,582)	(1,078,751)	(199,169)	(22.64%)	▲
Economic Services		(813,070)	(268,602)	(311,723)	(43,121)	(16.05%)	▲
Other Property and Services		(126,824)	(121,148)	(70,538)	50,610	41.78%	▼
Total Operating Expenditure		**(6,972,241)**	**(2,668,915)**	**(2,825,082)**	**(156,167)**		
Funding Balance Adjustments							
Add back Depreciation		2,402,250	800,688	871,081	70,393	8.79%	
Adjust (Profit)/Loss on Asset Disposal	8	10,442	0	0	0		
Movements in Non Current Assets		0	0		0		
Net Cash from Operations		**730,878**	**1,510,716**	**1,886,638**	**375,922**		
Capital Revenues							
Grants, Subsidies and Contributions	11	943,207	281,064	374,694	93,630	33.31%	▲
Proceeds from Disposal of Assets	8	53,000	0	0	0		
Total Capital Revenues		**996,207**	**281,064**	**374,694**	**93,630**		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(716,126)	(321,126)	(277,051)	44,075	13.73%	▼
Infrastructure - Roads	13	(1,459,607)	(357,313)	(222,147)	135,166	37.83%	▼
Infrastructure - Parks, Ovals, & Dam	13	(360,000)	(40,000)	(4,293)	35,707	89.27%	▼
Infrastructure - Other	13	(188,000)	(3,332)	0	3,332	100.00%	
Infrastructure - Footpaths	13	0	0	0	0		
Plant and Equipment	13	(447,650)	(271,650)	(94,045)	177,605	65.38%	▼
Furniture and Equipment	13	0	0	0	0		
Total Capital Expenditure		**(3,171,383)**	**(993,421)**	**(597,537)**	**395,884**		
Net Cash from Capital Activities		**(2,175,176)**	**(712,357)**	**(222,843)**	**489,514**		
Financing							
Proceeds from New Debentures	10	200,000	0	0	0		
Transfer from Reserves	7	350,000	0	0	0		
Repayment of Debentures	10	(270,595)	(99,933)	(99,957)	(24)	(0.02%)	
Transfer to Reserves	7	(30,000)	0	(4,508)	(4,508)		
Net Cash from Financing Activities		**249,405**	**(99,933)**	**(104,465)**	**(4,532)**		
Net Operations, Capital and Financing		**(1,194,893)**	**698,426**	**1,559,330**	**860,904**		
Opening Funding Surplus(Deficit)	3	**1,211,330**	**1,211,330**	**1,401,102**	**189,772**	15.67%	▲
Closing Funding Surplus(Deficit)	3	**16,437**	**1,909,756**	**2,960,432**	**1,050,676**		

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

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

SHIRE OF PERENJORI
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 October 2018

	Note	Current Annual Budget	Current YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		$	$	$	$	%	
Rates	9	2,674,113	2,599,851	2,699,407	99,556	3.83%	
Operating Grants, Subsidies and Contributions	11	1,732,496	464,368	564,641	100,273	21.59%	▲
Fees and Charges		708,800	267,232	380,900	113,668	42.54%	▲
Service Charges		0	0	0	0		
Interest Earnings		47,500	10,000	13,077	3,077	30.77%	
Other Revenue		118,775	37,492	182,613	145,121	387.07%	▲
Profit on Disposal of Assets	8	8,743	0	0	0		
Total Operating Revenue		**5,290,427**	**3,378,943**	**3,840,639**	461,696		
Operating Expense							
Employee Costs		(2,486,257)	(879,390)	(912,417)	(33,027)	(3.76%)	
Materials and Contracts		(1,307,339)	(642,931)	(725,496)	(82,565)	(12.84%)	▲
Utility Charges		(235,610)	(74,604)	(87,360)	(12,756)	(17.10%)	▼
Depreciation on Non-Current Assets		(2,402,250)	(800,688)	(871,081)	(70,393)	(8.79%)	
Interest Expenses		(52,660)	(21,422)	(25,235)	(3,813)	(17.80%)	
Insurance Expenses		(124,740)	(114,184)	(91,254)	22,930	20.08%	▲
Other Expenditure		(344,200)	(135,696)	(112,238)	23,458	17.29%	▼
Loss on Disposal of Assets	8	(19,185)	0	0	0		
Total Operating Expenditure		**(6,972,241)**	**(2,668,915)**	**(2,825,082)**	(156,167)		
Funding Balance Adjustments							
Add back Depreciation		2,402,250	800,688	871,081	70,393	8.79%	
Adjust (Profit)/Loss on Asset Disposal	8	10,442	0	0	0		
Movement in Non Current Assets		0	0	0	0		
Net Cash from Operations		**730,878**	**1,510,716**	**1,886,638**	**375,922**		
Capital Revenues							
Grants, Subsidies and Contributions	11	943,207	281,064	374,694	93,630	33.31%	▲
Proceeds from Disposal of Assets	8	53,000	0	0	0		
Total Capital Revenues		**996,207**	**281,064**	**374,694**	93,630		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(716,126)	(321,126)	(277,051)	44,075	13.73%	▼
Infrastructure - Roads	13	(1,459,607)	(357,313)	(222,147)	135,166	37.83%	▼
Infrastructure - Parks, Ovals, & Dam	13	(360,000)	(40,000)	(4,293)	35,707	89.27%	▼
Infrastructure - Others	13	(188,000)	(3,332)	0	3,332	100.00%	
	13	0	0	0	0		
Plant and Equipment	13	(447,650)	(271,650)	(94,045)	177,605	65.38%	▼
Furniture and Equipment	13	0	0	0	0		
Total Capital Expenditure		**(3,171,383)**	**(993,421)**	**(597,537)**	395,884		
Net Cash from Capital Activities		**(2,175,176)**	**(712,357)**	**(222,843)**	**489,514**		
Financing							
Proceeds from New Debentures	10	200,000	0	0	0		
Transfer from Reserves	7	350,000	0	0	0		
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(270,595)	(99,933)	(99,957)	(24)	(0.02%)	
Transfer to Reserves	7	(30,000)	0	(4,508)	(4,508)		
Net Cash from Financing Activities		**249,405**	**(99,933)**	**(104,465)**	**(4,532)**		
Net Operations, Capital and Financing		**(1,194,893)**	**698,426**	**1,559,330**	**860,904**		
Opening Funding Surplus(Deficit)	3	**1,211,330**	**1,211,330**	**1,401,102**	**189,772**	15.67%	▲
Closing Funding Surplus(Deficit)	3	**16,437**	**1,909,756**	**2,960,432**	**1,050,676**		

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

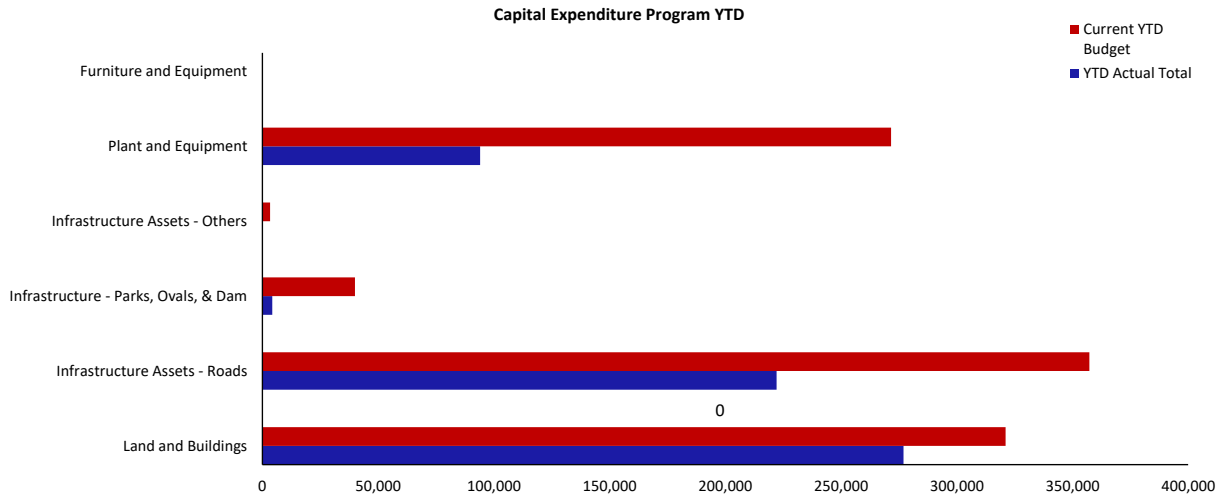
This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF PERENJORI
STATEMENT OF CAPITAL ACQUSITIONS AND CAPITAL FUNDING
For the Period Ended 31 October 2018

Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Current YTD Budget (d)	YTD 31 10 2018 Current Annual Budget	Variance (d) - (c)
		$	$	$	$		$
Land and Buildings	13	564	276,488	277,051	321,126	716,126	(44,075)
Infrastructure Assets - Roads	13	222,147	0	222,147	357,313	1,459,607	(135,166)
Infrastructure - Parks, Ovals, & Dam	13	4,293	0	4,293	40,000	360,000	(35,707)
Infrastructure Assets - Others	13	0	0	0	3,332	188,000	(3,332)
Plant and Equipment	13	94,045	0	94,045	271,650	447,650	(177,605)
Furniture and Equipment	13	0	0	0	0	0	0
Capital Expenditure Totals		**321,049**	**276,488**	**597,537**	**993,421**	**3,171,383**	**(395,884)**

Funded By:

Capital Grants and Contributions	Note 11	**374,694**	**281,064**	**943,207**	**93,630**
Borrowings	Note 10	**0**	**0**	**200,000**	**0**
Other (Disposals & C/Fwd)	Note 8	**0**	**0**	**53,000**	**0**
Own Source Funding - Cash Backed Reserves					
Plant Replacement Reserve		0	0	100,000	**0**
Water Harvesting Control Reserve		0	0	0	**0**
Community Bus & Maintenance Reserve		0	0	0	**0**
Total Own Source Funding - Cash Backed Reserves	Note 7	**0**	**0**	**350,000**	**0**
Own Source Funding - Operations		222,843	712,357	**1,625,176**	**(489,514)**
Capital Funding Total		**597,537**	**993,421**	**3,171,383**	**395,884**



1. SIGNIFICANT ACCOUNTING POLICIES

(a)

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

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

Critical Accounting Estimates

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

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

(b) The Local Government Reporting Entity

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

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

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

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

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

(g) Trade and Other Receivables

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

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

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

(h) Inventories

General

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

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

Land Held for Resale

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

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

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

(i) Fixed Assets

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

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

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

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

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

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

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

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

Borrowing Costs

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

(n) Provisions

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

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

(o) Current and Non-Current Classification

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

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

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

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

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

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

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

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

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

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

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

Utilities (Gas, Electricity, Water, etc.)
Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

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

Loss on asset disposal
Loss on the disposal of fixed assets.

Depreciation on non-current assets
Depreciation expense raised on all classes of assets.

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

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

(r) Statement of Objectives

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

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

The Strategic Community Plan defines the key objectives of the Shire as:
"Economic: A strong, resilient and balanced economy.
Environment: Our unique natural and built environment is protected and enhanced.
Social: Our community enjoys a high quality of life.
Civic Leadership: A collaborative and engaged community."

(s) Reporting Programs

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

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

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

LAW, ORDER, PUBLIC SAFETY
Enforcement of Local Laws, fire prevention, animal control and provision of ranger services.

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

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

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

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

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

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

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

OTHER PROPERTY & SERVICES
Plant works, plant overheads and stock of materials.

SHIRE OF PERENJORI
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

Note 2: EXPLANATION OF MATERIAL VARIANCES

Reporting Program	Var. $	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues					
Governance	(8,468)	-45%			Under Reporting Threshold
General Purpose Funding	122,483	4%	▲		Rates GRV and Ex Gratia over budget by $84,011, Discount allowed is down $7,829, Fags grant over budget by $18,959.
Law Order & Public Safety	6,817	12%			Under Reporting Threshold
Health	36	6%			Under Reporting Threshold
Education & Welfare	10,307	12%	▲	Timing	Childcare Centre Fees over budget. $10,160
Housing	(4,295)	-6%			Under Reporting Threshold
Community Amenities	12,237	29%	▲		Planning Approval Income up compared to budget by $13255
Recreation and Culture	30,372	30%	▲		Gym Memberships up $6954, Remainder is a timing issue with B4B
Transport	152,959	374%	▲	Permanent	Direct grant and Regional road group funding above budget.
Economic Services	114,607	133%	▲	Permanent	Caravan park income over budget by $89,000. Standpipe income over budget by $3012 and business Incubator over income budget by $15472.
Other Property and Services	24,640	48%	▲	Permanent	Workers Compensation income up $46,423
Operating Expense					
Governance	66,767	55.47%	▼		$24,000 under in Members of Council , $30,000 under Allocations, $19,000 CEO Recruitment.
General Purpose Funding	3,548	7.19%			Under Reporting Threshold
Law, Order and Public Safety	1,352	1.30%			Under Reporting Threshold
Health	2,357	7.72%			Under Reporting Threshold
Education and Welfare	(4,639)	(3.22%)			Under Reporting Threshold
Housing	8,982	6.77%		Timing	Under Reporting Threshold
Community Amenities	(35,806)	(28.52%)	▲	Timing	Refuse site Maintance Expense up $18,296, CDO Vehicle Expence up $3,000 and Public convenience mntce & cleaning up $5,400, Cemetry Maintenance Exp up $4400.
Recreation and Culture	(7,049)	(1.02%)			Under Reporting Threshold
Transport	(199,169)	(22.64%)	▲	Timing	Road Maintenance is $118k higher and depreciation is 58K higher than YTD budget.
Economic Services	(43,121)	(16.05%)	▲	Timimg	Midwest Transportables expense is $44,000 over budget
Other Property and Services	50,610	41.78%	▼		Workers Compensation salary exp up $17,000 Plant operating costs up $40,000
Capital Expenses					
Land and Buildings	44,075	14%	▼		Budget Timing
Infrastructure - Roads	135,166	38%	▼	Timing	Road Construction works expenditure is lower than YTD budget due to the timing of the budget, These works will be carried out over future months.
Infrastructure - Parks, Ovals, & Dam	35,707	89%	▼		Oval renewal water program $40k budgeted for Oct 18, Caron Dam $300k works March 19, Standpipe $20k works budgeted June 19 $4,293 connection exp.
Infrastructure - Other	3,332	1			
Plant and Equipment	177,605	65%	▼	Timing	Budget Timing
Surplus/(Deficit)					
Opening Funding Surplus(Deficit)	189,772	16%	▲		

SHIRE OF PERENJORI
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

Note 3: NET CURRENT FUNDING POSITION

		Positive=Surplus (Negative=Deficit)			
	Note	YTD 31 Oct 2018	Prior Year End 30th June 2018	YTD 31 Oct 2017	Original Budget 2019
		Actual YTD			
		$	$	$	$
Current Assets					
Cash Unrestricted	4	2,128,362	1,033,293	1,869,432	970,252
Cash Restricted	4	2,104,895	2,100,387	1,892,954	2,100,387
Receivables - Rates & Rubbish	6	636,441	49,762	666,573	349,427
Receivables -Other	6	194,071	414,002	485,174	0
Interest / ATO Receivable/Trust/Others		15,408	15,952	55,395	0
Inventories		30,862	21,324	28,206	30,710
		5,110,039	3,634,720	4,997,734	3,450,776
Less: Current Liabilities					
Payables		(212,838)	(403,827)	(282,613)	(409,564)
Provisions		(242,720)	(242,720)	(232,390)	(232,390)
		(455,558)	(646,547)	(515,003)	(641,954)
Less: Adjustments					
Cash Reserves - Restricted	7	(2,104,205)	(2,100,387)	(1,892,954)	(2,100,387)
For Current Leave Provisions		242,720	242,720	232,390	232,390
For Current Borrowings		170,638	270,595	154,606	270,505
		(1,690,847)	(1,587,072)	(1,505,958)	(1,597,492)
Net Current Funding Position		**2,963,634**	**1,401,102**	**2,976,774**	**1,211,330**

Note 3 - Liquidity graph over 3 years - excluded for upgrade

SHIRE OF PERENJORI
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

Note 4: CASH AND INVESTMENTS

			Interest Rate	Unrestricted $	Restricted $	Trust $	Investments $	Total Amount $	Institution	Maturity Date
(a)	**Cash Deposits**									
	Municipal Bank Account	5375008	0.05%	147,146				147,146	Bankwest	At Call
	Telenet Saver Account	0542587	1.10%	1,985,227				1,985,227	Bankwest	At Call
	Mt Gibson Infrastructure Account	0860049	1.00%		723,249			723,249	Bankwest	At Call
	Trust Bank Account	5373006	0.00%			2,857		2,857	Bankwest	At Call
	Community Dev Projects Account	0856328	1.10%	10,596				10,596	Bankwest	At Call
	Mt Gibson Public Benefit Account	903351	1.10%			109,176		109,176	Bankwest	At Call
	Reserve Funds - Operating	816902	1.05%		181,646			181,646	Bankwest	At Call
	Petty Cash		0.00%	300				300	On hand	
	Term Deposit 3		2.75%		700000			700,000	Bankwest	4/6/19
	Term Deposit 1		2.75%			100,000		100,000	Bankwest	4/6/19
	Term Deposit 2		2.65%		500,000			500,000	Bankwest	6/11/18
	Total			2,143,268	2,104,895	212,033	0	4,460,196		

Note 4A: CASH INVESTMENTS

Comments/Notes - Investments

Note 5: BUDGET AMENDMENTS

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

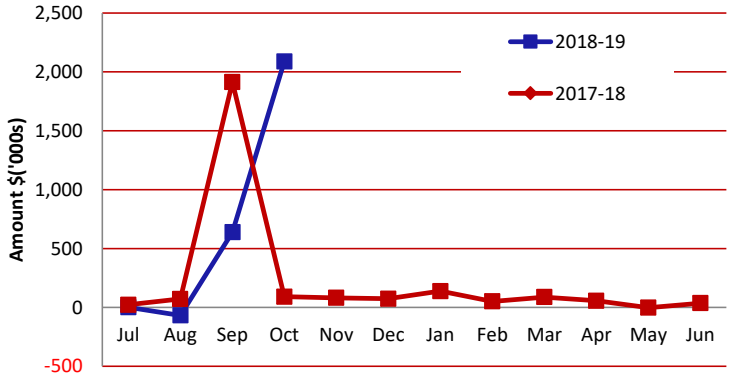
Program		Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
					$	$	$	$
		Budget Adoption		Opening Surplus(Deficit)				**16,437**
	Amended Budget Cash Position as per Council Resolution				**0**	**0**	**0**	**0**

SHIRE OF PERENJORI
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

Note 6: RECEIVABLES

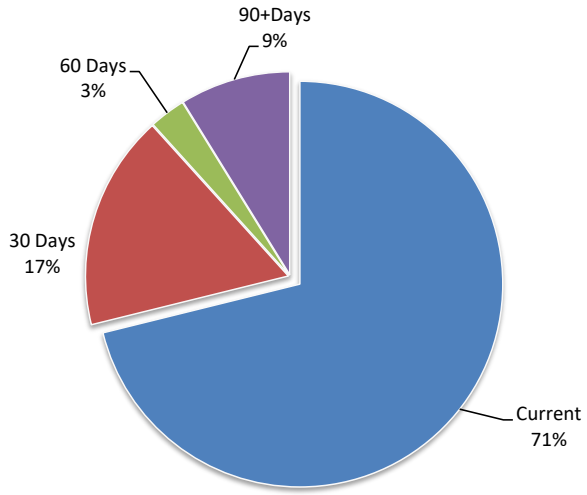
Receivables - Rates Receivable	YTD 31 Oct 2018	30 June 2018
	$	$
Rates Debtors brought Forward	45,061	44,475
Levied this year	2,678,716	2,632,164
Less Collections to date	(2,074,275)	(2,631,578)
Equals Current Outstanding	**649,502**	**45,061**
Net Rates Collectable	**649,502**	**45,061**
% Collected	76.15%	98.32%
Non Current Assets:		
Rates Non-Current	0	0
Total Rates Outstanding	**649,502**	**45,061**

Note 6 - Rates Collectable



Receivables - General	Current	30 Days	60 Days	90+Days	Credit Payments
	$	$	$	$	$
Receivables - General	133,254	32,143	5,416	16,500	
Total Receivables General Outstanding				**187,313**	

Note 6 - Accounts Receivable (non-rates)



0

Comments/Notes - Receivables Rates

Total Rates Outstanding does not include Rubbish & ESL Levy

Comments/Notes - Receivables General

Credit Payments are income and or reimbursements.

SHIRE OF PERENJORI
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

Note 6A - RECEIVABLES GENERAL

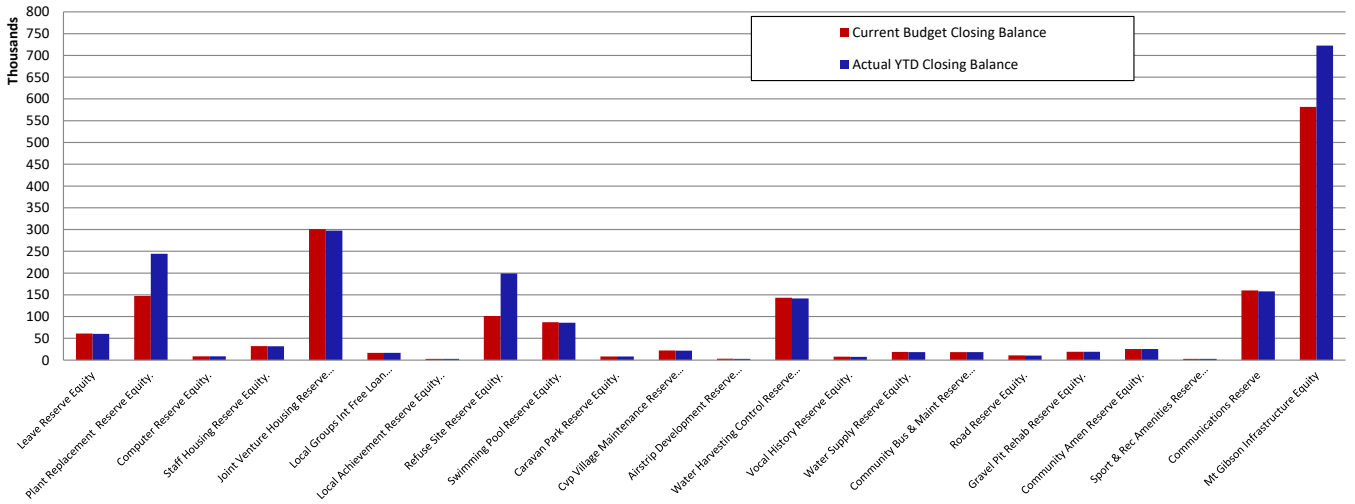
Debtors Trial Balance						
Debtors	**GT 90 Days**	**Age**	**GT 60 Days**	**GT 30 Days**	**Current**	**Total**
80087				$ -	$ 3,048.31	$ 3,048.31
80092				$ 12,976.04	$ -	$ 12,976.04
80103					$ 900.00	$ 900.00
80110				$ 100.00		$ 100.00
80121					$ 240.00	$ 240.00
80123	$ 3,922.60	145			$ 20,873.09	$ 24,795.69
80128				$ 1,005.00	$ -	$ 1,005.00
80149	$ 229.20	524				$ 229.20
80219				$ 40.00	$ -	$ 40.00
80236					$ 600.00	$ 600.00
80342				$ 8,454.60	$ -	$ 8,454.60
80445				$ 100.00		$ 100.00
80468					$ 1,300.00	$ 1,300.00
80496					$ 1,200.00	$ 1,200.00
80535					$ 400.00	$ 400.00
80542					$ 19,250.00	$ 19,250.00
80544					$ 200.00	$ 200.00
80555	$ 559.77	915				$ 559.77
80560				$ 100.00		$ 100.00
80562	$ 479.10	471				$ 479.10
80565	$ 7,820.00	174		$ 1,680.00	$ 19,610.00	$ 29,110.00
80573	$ 1,100.00	194	$ -			$ 1,100.00
80597	$ 35.71	93			$ 35.71	$ 71.42
80601			$ 179.45			$ 179.45
80642					$ 3,146.00	$ 3,146.00
80649	$ 800.00	105	$ 800.00	$ 400.00		$ 2,000.00
80666	$ 64.14	105				$ 64.14
80678					$ 250.00	$ 250.00
80683					$ 1,054.00	$ 1,054.00
80689					$ 5,000.00	$ 5,000.00
80696			$ 2,650.00			$ 2,650.00
80708	$ 8.11	230				$ 8.11
80709	$ 1,148.06	114	$ 227.00	$ 308.84	$ 813.51	$ 2,497.41
80711					$ 3,048.31	$ 3,048.31
80712	$ 3.00	100			$ 3,048.31	$ 3,051.31
80713					$ 311.60	$ 311.60
80727			$ 20.00			$ 20.00
80728			$ 863.13			$ 863.13
80729			$ 176.38			$ 176.38
80730			$ 200.00			$ 200.00
80734				$ 6,978.68	$ 29,615.00	$ 36,593.68
80738					$ 12,600.00	$ 12,600.00
80739					$ 210.00	$ 210.00
80741					$ 6,500.00	$ 6,500.00
81668	$ 330.00	111	$ 300.00			$ 630.00
Totals	**$ 16,499.69**		**$ 5,415.96**	**$ 32,143.16**	**$ 133,253.84**	**$ 187,312.65**

SHIRE OF PERENJORI
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

Note 7: Cash Backed Reserve

2018-19 Name	Budgeted Opening Balance	Current Budget Interest Earned	Actual Interest Earned	Current Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Council Resolution	Current Budget Closing Balance	Actual YTD Closing Balance
	$	$	$	$	$	$	$		$	$
Leave Reserve Equity	60,151	859	104	0	104	0	0		61,010	60,255
Plant Replacement Reserve Equity.	243,821	3483	421	0	421	(100,000)	0		147,304	244,242
Computer Reserve Equity.	8,672	124	15	0	15	0	0		8,796	8,687
Staff Housing Reserve Equity.	31,819	454	55	0	55	0	0		32,273	31,874
Joint Venture Housing Reserve Equity.	296,834	4240	512	0	512	0	0		301,074	297,346
Local Groups Int Free Loan Reserve Equity..	16,442	235	28	0	28	0	0		16,677	16,471
Local Achievement Reserve Equity..	2,693	38	5	0	5	0	0		2,731	2,697
Refuse Site Reserve Equity.	198,664	2838	343	0	343	(100,000)	0		101,502	199,007
Swimming Pool Reserve Equity.	85,838	1226	148	0	148	0	0		87,064	85,986
Caravan Park Reserve Equity.	8,312	119	14	0	14	0	0		8,431	8,327
Cvp Village Maintenance Reserve Equity.	21,823	312	38	0	38	0	0		22,135	21,860
Airstrip Development Reserve Equity.	3,033	43	5	0	5	0	0		3,076	3,038
Water Harvesting Control Reserve Equity.	141,181	2017	244	0	244	0	0		143,198	141,425
Vocal History Reserve Equity.	7,594	108	13	0	13	0	0		7,702	7,607
Water Supply Reserve Equity.	18,511	264	32	0	32	0	0		18,775	18,543
Community Bus & Maint Reserve Equity.	18,270	261	32	0	32	0	0		18,531	18,302
Road Reserve Equity.	10,484	150	18	0	18	0	0		10,634	10,502
Gravel Pit Rehab Reserve Equity.	19,110	273	33	0	33	0	0		19,383	19,143
Community Amen Reserve Equity.	25,262	361	44	0	44	0	0		25,623	25,306
Sport & Rec Amenities Reserve Equity.	2,755	39	5	0	5	0	0		2,794	2,760
Communications Reserve	157,830	2254	272	0	272	0	0		160,084	158,102
Mt Gibson Infrastructure Equity	721,286	10302	1,440	0	1,440	(150,000)	0		581,588	722,726
	$ 2,100,387	**$ 30,000**	**$ 3,819**	**$ -**	**$ 3,819**	**-$ 350,000**	**$ -**		**$ 1,780,387**	**$ 2,104,205**

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



SHIRE OF PERENJORI
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal					Current Budget YTD 31 10 2018				
Cost		Proceeds	Profit (Loss)		Net Book Value	Sale Proceeds	Profit	Loss	Comments
$	$	$	$		$	$		$	
				Plant and Equipment					
			0	PJ1525 Side Tipper	16,257	25,000	8,743		
			0	PJ1549 Isuzu Crew Cab Truck	47,185	28,000		(19,185)	
0	**0**	**0**	**0**		**63,442**	**53,000**	**8,743**	**(19,185)**	

Comments - Capital Disposal/Replacements

There have been no disposals to date

SHIRE OF PERENJORI
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

Note 9: RATING INFORMATION RATE TYPE	Rate in $	Number of Properties	Rateable Value $	Rate Revenue $	Interim Rates $	Back Rates $	Total Revenue $	Current Budget Rate Revenue $	Current Budget Interim Rate $	Current Budget Back Rate $	Amended Budget Total Revenue $
Differential General Rate											
UV Rural/Pastoral	1.9552	342	94,130,800	1,838,158	0	0	1,838,158	1,840,446	0	0	1,840,446
UV Mining	35.5711	39	1,832,926	651,992			651,992	651,992	0	0	651,992
GRV Townsites	8.1090	88	1,135,056	101,529	0	0	101,529	92,042	0	0	92,042
GRV Mining	8.1090	1	3,144,000	254,947	13,162		268,109	254,947	0	0	254,947
Exploration	25.0000	17	76,855	0	0	0	19,214	19,214			19,214
Sub-Totals		487	100,319,637	2,846,626	13,162	0	2,879,002	2,858,641	0	0	2,858,641
Minimum Payment	**Minimum $**										
GRV Townsites	342.00	35	28,241	11,970	0	0	11,970	11,970	0	0	11,970
GRV Mining	342.00	1	20	342	0	0	342	342	0	0	342
UV Rural/Pastoral	342.00	10	70,600	3,420	0	0	3,420	3,420	0	0	3,420
UV Mining	342.00	4	1,354	1,368	0	0	1,368	1,368	0	0	1,368
Exploration	342.00	16	12,312	5,472	0	0	5,472	5,472			5,472
Sub-Totals		66	112,527	22,572	0	0	22,572	22,572	0	0	22,572
							2,901,574				2,881,213
Discounts							(212,171)				(220,000)
Concession							0				0
Amount from General Rates							**2,689,403**				**2,661,213**
Ex-Gratia Rates							13,162				12,900
Totals							**2,702,564**				**2,674,113**

Comments - Rating Information

Rates were issued 29th August 2018

SHIRE OF PERENJORI
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Rate	Principal 1-Jul-18	New Loans	Lending Date	Term	Principal Repayments		Principal Outstanding		Interest Repayments		Maturity Date
	%					Actual $	Current Budget $	Actual $	Current Budget $	Actual $	Current Budget $	
Loan 94 Industrial Land	7.38%	0		9th June 2008	10 Years	0	0	0	0	31	0	9th June 2018
Loan 96 CHA Housing	6.44%	88,494		2nd February 2004	20 Years	6,140	12,481	82,354	76,013	3,160	5,502	2nd February 2024
Loan 97 Flat Pack Housing	4.68%	100,337		9th May 2012	10 Years	0	23,385	100,337	76,952	384	4,415	2nd May 2022
Loan 98 Subdivision John Street	6.97%	261,770		14th April 2008	20 Years	9,284	18,840	252,486	242,930	10,011	17,897	20th January 2028
Loan 99 Aquatic Centre	6.09%	119,221		15th September 2009	10 Years	38,555	78,283	80,667	40,938	4,208	6,086	15th September 2019
Loan 100 Aquatic Centre	4.81%	160,187		10th April 2012	10 Years	18,398	37,238	141,789	122,949	4,456	7,263	10th April 2022
Loan 101 2x Duplex Housing	4.68%	114,031		9th May 2012	10 Years	0	26,561	114,031	87,470	436	5,029	9th May 2022
Loan 102 Volvo Grader	2.65%	156,288		6th January 2016	5 Years	27,580	55,528	128,708	100,760	2,549	3,592	6th January 2021
Loan 103 Caron Dam (proposed)			200,000	TBA		0	18,279		181,721	0	2,876	TBA
Totals		1,000,328	200,000			99,957	270,595	900,371	929,733	25,235	52,660	

(b) New Debentures

All debenture repayments were financed by general purpose revenue.

SHIRE OF PERENJORI
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL			Grant Provider		Approval	2018-19 Amended Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status Received	Recoup Status Not Received
					(Y/N)	$	$	$	$	$	$
GENERAL PURPOSE FUNDING											
03300	Grants Commission Grant	30	Dept Local Government	operating	Y	501,600	0	501,600	0	144,359	357,241
03301	Untied Road Grant	30	Dept Local Government	operating	Y	412,800	0	412,800	0	96,539	316,261
GOVERNANCE											
04315	Grant Income	30			N	4,000	0	4,000	0	0	4,000
LAW, ORDER, PUBLIC SAFETY											
05100	Fesa Operating Grant	30	FESA	operating	Y	22,300	0	22,300	0	5,948	16,353
05106	Grant Income	32	FESA	non-operating	N	0	0		0	0	0
05801	Grant Income - Cesm	30	FESA	operating	Y	82,950	0	82,950	0	41,249	41,701
EDUCATION											
08427	Grant Income	30			Y	100,000	0	100,000	0	50,000	50,000
08551	Youth Activities Grant	30			N	0	0	0	0	0	0
HOUSING											
09287	Community Housing Project - Mt Gibson Funding	30			N	0	0	0	0	0	0
09312	Housing Grant Funding	32			N	0	0	0	0	0	0
COMMUNITY AMENITIES											
10509	Grant Income	32	Mt Gibson		N	0	0	0	0	0	0
10511	Cdo Project Income	30			N	0	0	0	0	0	0
11307	Lotterywest Stage Trailer Grant	32	Lotterywest	non-operating	N	0	0	0	0	0	0
RECREATION AND CULTURE											
11300	Govt Grant - Swimming Pool	30	Dept of Sport & Rec	operating	N	0	0	0	0	0	0
11306	Grant - Dept Of Sport & Rec.	30	Dept of Sport & Rec	operating	N	0	0	0	0	0	0
11521	Mt Gibson Funding Allocation	30	Mt Gibson	operating	Y	150,000	0	150,000	0	0	150,000
11823	Blues For The Bush Event Income.	30		operating	N	344,030	0	344,030	0	101,805	242,225
11824	Blues For The Bush Event - Cawa Grant	30		operating	N	0	0	0	0	0	0
11518	Grant Income Received	32		non-operating	N	0	0	0	0	0	0
TRANSPORT											
12300	Direct Grant	30	Main Roads	operating	Y	112,166	0	112,166	0	191,187	(79,021)
12301	Regional Road Group Funding.	32	Main Roads	non-operating	Y	300,000	0	0	300,000	241,194	58,806
12302	Mrd Street Lighting Subsidy	30	Dept of Inf and Transport	operating	Y	2,650	0	2,650	0	0	2,650
12303	Roads To Recovery Funding	32	Dept of Inf and Transport	non-operating	Y	389,207	0	0	389,207	133,500	255,707
12304	Black Spot Funding	32	Main Roads	non-operating	Y	154,000	0		154,000	0	154,000
12308	Main Roads Flood Damage Funding	30	Dept of Inf and Transport	operating	Y	0	0	0	0	0	0
12310	Flood Damage - Main Roads No. 3	30	Dept of Inf and Transport	operating	N	0	0	0	0	0	0
ECONOMIC SERVICES											
13612	Grant Funding Income	32		non-operating	Y	100,000	0		100,000	0	100,000
13703	Grant Income - Standpipe Controller	32	Mt Gibson	non-operating	N	0	0	0	0	0	0
TOTALS						**2,675,703**	**0**	**1,732,496**	**943,207**	**1,005,781**	**1,669,922**

Operating	30	1,732,496	631,087	
Non-operating	32	943,207	374,694	
Balance		2,675,703	1,005,781	1,669,922
				2,675,703

SHIRE OF PERENJORI
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

Note 12: TRUST FUND

not included in this statement are as follows:

Description	Opening Balance 1 Jul 18	Amount Received	Amount Paid	Closing Balance 31-Oct-18
	$	$	$	$
Sundry Income	410	0	0	410
Bus Bonds	200	800	(200)	800
Hall Bonds	150	950	(1,050)	50
Housing Bonds	4,266	350	(2,600)	2,016
Other Bonds	410	310		720
	5,436	2,410	(3,850)	3,996

Comments - Trust

Description	Opening Balance 1 Jul 18	Amount Received	Amount Paid	Closing Balance 31-Oct-18
Perenjori Public Benefit Bank Account	209,851	1,700	(21,687)	209,949
Closing Bank Balance	209,851	1,700	(21,687)	189,864

SHIRE OF PERENJORI
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

CQUISITIONS

Level of Completion Indicators	0%	○	40%	◔	80%	◕
	20%	◔	60%	◕	100%	●

Infrastructure Assets		Original Budget	Amended Annual Budget	Current YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
Capital Acquisitions by Program								
Governance								
Capital - Admin Building.	4258	150,000	150,000	0	0	0	0	
Governance Total		**150,000**	**150,000**	**0**	**0**	**0**	**0**	
Law, Order And Public Safety								
Latham Firestation & Ambulance Shed.	5150	0	0	0	0	0	0	
Perenjori Fire Brigade - Building.	5250	15,000	15,000	0	0	0	0	
Cctv	5601	0	0	0	0	0	0	
Law, Order And Public Safety Total		**15,000**	**15,000**	**0**	**0**	**0**	**0**	
Health								
Capital - Medical Centre Building.	07250	10,000	10,000	0	0	0	0	
Health Total		**10,000**	**10,000**	**0**	**0**	**0**	**0**	
Education & Welfare								
Capital Expenditure	7253		0	0	80	80	0	
Education & Welfare Total			**0**	**0**	**80**	**80**	**0**	
Housing								
Capital - Housing Expenditure.	09286	60,000	60,000	0	0	0	0	
Housing Total		**60,000**	**60,000**	**0**	**0**	**0**	**0**	
Community Amenities								
Capital Expenditure - Other Infrastructure	418	58,000	58,000	0	0	0	0	
Capital -Public Conveniences.	10850	0	0	0	0	0	0	
Community Amenities Total		**58,000**	**58,000**	**0**	**0**	**0**	**0**	

SHIRE OF PERENJORI
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2018

CQUISITIONS

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

Infrastructure Assets		Original Budget	Amended Annual Budget	Current YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
Recreation And Culture								
Capital - Swimming Pool	11250	0	0	0	0	0	0	
Capital - Perenjori Pavillion Building	11450	471,126	471,126	321,126	276,488	(44,638)	276,488	
Capital - Parks & Ovals.	11455	40,000	40,000	40,000	0	(40,000)	0	
Recreation And Culture Total		**511,126**	**511,126**	**361,126**	**276,488**	**(84,638)**	**276,488**	
Transport								
Road Construction Expense Council	12001	389,400	389,400	129,804	90,347	(39,457)	0	
Road Construction Expense Rrg	12003	450,000	450,000	80,820	0	(80,820)	0	
Road Construction Expense Black Spot - Job	12005	231,000	231,000	0	0	0	0	
Road Construction R2R	12006	389,207	389,207	146,689	131,800	(14,889)	0	
Plant & Equipment Purchase	12283	437,650	437,650	271,650	94,045	(177,605)	0	
Transport Total		**1,897,257**	**1,897,257**	**628,963**	**316,193**	**(312,770)**	**0**	
			948,776					
Economic Services								
Caravan Park - Buildings - Ablution Block.	13190	0	0	0	59	59	0	
Caravan Park - New Ablutions - Apron.	13192	10,000	10,000	0	0	0	0	
Caravan Park - Capital.	13194	0	0	0	425	425	0	
Standpipe Controller Expense	13602	20,000	20,000	0	4,293	4,293	0	
Capital - Caron Dam Roof.	14980	300,000	300,000	0	0	0	0	Project not commenced to date
Economic Services Total		**330,000**	**330,000**	**0**	**4,777**	**4,777**	**0**	
Capital Expenditure Total		3,031,383	3,031,383	990,089	597,537	(392,552)	276,488	

Perenjori

Embrace Opportunity

Attachment 18112.2

Accounts for Payment October 2018

Ordinary Council Meeting
15th November 2018

List of Accounts Due & Submitted to CommitteeDUMMY rdAccountList				
Chq/EFT	**Date**	**Name**	**Description**	**Amount**
PC041018	05/10/2018	SHIRE OF PERENJORI - CHQ	04/08/2018 - DVDS, 10/08/2018 - Sunrice Mini Bites, 16/08/2018 - Fruit for Council, 27/08/2018 Food and Crafts, 11/09/2018 - Ventolin, 13/09/2018 - Light Globes, 17/09/2018 - Water,	175.15
15	**10/10/2018**	**SHIRE OF PERENJORI - CHQ**	**TOTAL PAYMENTS**	**-175.15**
399	01/10/2018	BANK FEES - BANK FEES NO GST	BANK FEES NO GST	33.00
399	03/10/2018	EFT GST - EFTPOS FEES WITH GST	EFTPOS FEES WITH GST	125.83
399	03/10/2018	EFT GST - EFTPOS FEES WITH GST	EFTPOS FEES WITH GST	766.19
399	**01/10/2018**	**BANK FEES**	**TOTAL PAYMENTS**	**-925.02**
T566	04/10/2018	BOND ADMINISTRATOR	Housing Bond	1300.00
942	**12/10/2018**	**BOND ADMINISTRATOR**	**TOTAL PAYMENTS**	**-1300.00**
T186	12/10/2018	CBH GERALDTON	Bond for Latham Communtiy Centre - 19/09/2018	150.00
943	**12/10/2018**	**CBH GERALDTON**	**TOTAL PAYMENTS**	**-150.00**
T577	12/10/2018	JIM SYSON	Hire of Latham Community Centre - 20/09/2018	200.00
944	**12/10/2018**	**JIM SYSON**	**TOTAL PAYMENTS**	**-200.00**
T335	11/10/2018	BOND ADMINISTRATOR	23 HESFORD STREET - HOUSING AND PET BOND	1300.00
945	**24/10/2018**	**BOND ADMINISTRATOR**	**TOTAL PAYMENTS**	**-1300.00**
33	01/10/2018	AGRI SERVICES PERENJORI	Purchases made from closing down sale -Agri	580.95
26	01/10/2018	AGRI SERVICES PERENJORI	Purchases made from closing down sale -Agri	2622.51
24	01/10/2018	AGRI SERVICES PERENJORI	Purchases made from closing down sale -Agri	948.07
EFT11386	**05/10/2018**	**AGRI SERVICES PERENJORI**	**TOTAL PAYMENTS**	**-4151.53**
669892	01/10/2018	ARROW BRONZE	plaque for enterance statement wall	157.68
EFT11387	**05/10/2018**	**ARROW BRONZE**	**TOTAL PAYMENTS**	**-157.68**
261	01/10/2018	CCA PRODUCTION	Blues for the Bush - hire of cables and Amps, JVC Pro Camera and Tripod Stand, Technicians, Speakers	12225.00
EFT11388	**05/10/2018**	**CCA PRODUCTION**	**TOTAL PAYMENTS**	**-12225.00**
180930	01/10/2018	CHARLES JONES	Formidale vegetable CD sales x 4 B4B	80.00
EFT11389	**05/10/2018**	**CHARLES JONES**	**TOTAL PAYMENTS**	**-80.00**
160	01/10/2018	CUSTOM MADE TOURING AND ARTIST	CW Stoneking - final payment - Blues for the Bush	11000.00
EFT11390	**05/10/2018**	**CUSTOM MADE TOURING AND ARTIST**	**TOTAL PAYMENTS**	**-11000.00**
3686	01/10/2018	DONGARA BODY BUILDERS	Repairs to tri axle side tipper	3300.00
EFT11391	**05/10/2018**	**DONGARA BODY BUILDERS**	**TOTAL PAYMENTS**	**-3300.00**
B4B REFUND	01/10/2018	EMILY SUTHERLAND	Bush Poets - B4B, Perenjori Hotel drinks for performers - B4B,	1287.64
EFT11392	**05/10/2018**	**EMILY SUTHERLAND**	**TOTAL PAYMENTS**	**-1287.64**
67343#5	01/10/2018	GERALDTON MOWER & REPAIR SPECIALIST	Champ 5 brush cutter head	290.40
EFT11394	**05/10/2018**	**GERALDTON MOWER & REPAIR SPECIALIST**	**TOTAL PAYMENTS**	**-290.40**
TRAV	20/09/2018	GRAEME KINGSLEY REID	Cr Travel Fees Ordinary Council Meeting 20/09/2018	99.01
TRAV	17/09/2018	GRAEME KINGSLEY REID	Cr Travel Fees - CEO interviews - 17/09/2018	99.01
EFT11395	**05/10/2018**	**GRAEME KINGSLEY REID**	**TOTAL PAYMENTS**	**-198.02**
109418	01/10/2018	HERRINGS COASTAL PLUMBING & GAS	Replace section of pipe at Aquatic Centre	595.41
109415	01/10/2018	HERRINGS COASTAL PLUMBING & GAS	Tap at handwash station not stop dripping at PECC centre on	258.50
EFT11396	**05/10/2018**	**HERRINGS COASTAL PLUMBING & GAS**	**TOTAL PAYMENTS**	**-853.91**
46326	01/10/2018	JMH MECHANICAL SERVICES	Tornado Truck Wash 20L	86.92
EFT11397	**05/10/2018**	**JMH MECHANICAL SERVICES**	**TOTAL PAYMENTS**	**-86.92**
TRAV	17/09/2018	JOANNE MAUD HIRSCH	Cr Travel Fees - CEO interviews 17/09/2018	73.26
TRAV	20/09/2018	JOANNE MAUD HIRSCH	Cr Travel Fees Ordinary Council Meeting 20/09/2018	73.26
TRAV	18/09/2018	JOANNE MAUD HIRSCH	Cr Travel Fees Finance Committee Meeting 18/09/2018	73.26
EFT11398	**05/10/2018**	**JOANNE MAUD HIRSCH**	**TOTAL PAYMENTS**	**-219.78**
TRAV	20/09/2018	JOHN CUNNINGHAM	Cr Travel Fees Ordinary Council Meeting 20/09/2018	49.50
TRAV	17/09/2018	JOHN CUNNINGHAM	Cr Travel Fees - CEO interviews - 17/09/2018	49.50
EFT11399	**05/10/2018**	**JOHN CUNNINGHAM**	**TOTAL PAYMENTS**	**-99.00**
9564	01/10/2018	JURIEN BAY COMMUNITY RESOURCE CENTRE INC	Advertising for Blues for the Bush issue 327	400.00
EFT11400	**05/10/2018**	**JURIEN BAY COMMUNITY RESOURCE CENTRE INC**	**TOTAL PAYMENTS**	**-400.00**
64332	01/10/2018	KATS RURAL	Storage containers assorted colours 52L - B4B	74.95
64216	01/10/2018	KATS RURAL	Storage Containers - B4B	83.95
EFT11401	**05/10/2018**	**KATS RURAL**	**TOTAL PAYMENTS**	**-158.90**
3979	01/10/2018	KOORDA COMMUNITY RESOURCE CENTRE	Advertising for Blues for the Bush	50.00
EFT11402	**05/10/2018**	**KOORDA COMMUNITY RESOURCE CENTRE**	**TOTAL PAYMENTS**	**-50.00**
27	01/10/2018	Kelly's Catering	Kelly's Catering Gunduwa Morning Tea Fruit platters staff -Blues	465.00
25	01/10/2018	Kelly's Catering	Supply lunch for 11 people	220.00
EFT11403	**05/10/2018**	**Kelly's Catering**	**TOTAL PAYMENTS**	**-685.00**
TRAV	20/09/2018	LAURIE CHARLES BUTLER	Cr Travel Fees Ordinary Council Meeting 20/09/2018	11.33
TRAV	17/09/2018	LAURIE CHARLES BUTLER	Cr Travel Fees- CEO interviews - 17/09/2018	11.33
TRAV	18/09/2018	LAURIE CHARLES BUTLER	Cr Travel Fees - Finance Committee Meeting 18/09/2018	11.33
EFT11404	**05/10/2018**	**LAURIE CHARLES BUTLER**	**TOTAL PAYMENTS**	**-33.99**
ES112	01/10/2018	LEFT OF CENTRE CONCEPTS & EVENTS PTY LTD	Blues for the Bush Project Management - July 2018	7332.60
ES113	01/10/2018	LEFT OF CENTRE CONCEPTS & EVENTS PTY LTD	Blues for the bush Project Management - August 2018	7332.60
EFT11405	**05/10/2018**	**LEFT OF CENTRE CONCEPTS & EVENTS PTY LTD**	**TOTAL PAYMENTS**	**-14665.20**
TRAV	20/09/2018	LISA JANE SMITH	Cr Travel Fees Ordinary Council Meeting 20/09/2018	21.58
TRAV	17/09/2018	LISA JANE SMITH	Cr Travel Fees - CEO interviews - 17/09/2018	39.21
TRAV	18/09/2018	LISA JANE SMITH	Cr Travel Fees Finance Committee Meeting 18/09/2018	21.58
EFT11406	**05/10/2018**	**LISA JANE SMITH**	**TOTAL PAYMENTS**	**-82.37**
B4B	01/10/2018	LORRIMAR FAMILY TRUST	Performance - Blues for the Bush	330.00
EFT11407	**05/10/2018**	**LORRIMAR FAMILY TRUST**	**TOTAL PAYMENTS**	**-330.00**
5245	01/10/2018	MARKET CREATIONS	Managed Service Agreement - Premium Package for the	2831.40
EFT11408	**05/10/2018**	**MARKET CREATIONS**	**TOTAL PAYMENTS**	**-2831.40**
ABIGAIL ROSE	01/10/2018	MISS ABI ROSE	Professional fees aerial acts x 3 / travel B4B, Circus workshops x	2250.00
EFT11409	**05/10/2018**	**MISS ABI ROSE**	**TOTAL PAYMENTS**	**-2250.00**
3513	01/10/2018	MOORA EMBROIDERY	shirt to be logoed, 500g satchel	46.20
EFT11410	**05/10/2018**	**MOORA EMBROIDERY**	**TOTAL PAYMENTS**	**-46.20**
0679	01/10/2018	MOOREVIEW PLANTS & TREES	Purple Pride and Wanneroo Pink chamelaucium plants	302.40
EFT11411	**05/10/2018**	**MOOREVIEW PLANTS & TREES**	**Purple Pride and Wanneroo Pink chamelaucium plants**	**-302.40**

Chq/EFT	Date	Name	Description	Amount
186	01/10/2018	OSCAR AND EVE	3 x macrame workshops - Blues for the Bush	600.00
EFT11412	05/10/2018	OSCAR AND EVE	TOTAL PAYMENTS	-600.00
B4B	01/10/2018	PAINT STORM	Evening Performance - Blues for the Bush 23/09 - 25/09/2018, Community mural painting - Blues for the Bush, Travel 550Km @	2035.00
EFT11413	05/10/2018	PAINT STORM	TOTAL PAYMENTS	-2035.00
2056	01/10/2018	PERENJORI COMMUNITY RESOURCE CENTRE	Catering - 17/09/2018, Unreturned ceramic platter x 1 -	50.00
EFT11414	05/10/2018	PERENJORI COMMUNITY RESOURCE CENTRE	TOTAL PAYMENTS	-50.00
6246	01/10/2018	PERENJORI HOTEL	Dinner - Security Guards - Blues for the Bush	53.00
6244	01/10/2018	PERENJORI HOTEL	Council Fridge re - stock	40.00
EFT11415	05/10/2018	PERENJORI HOTEL	TOTAL PAYMENTS	-93.00
TRAV	20/09/2018	PETER JOHN WATERHOUSE	Cr Travel Fees Ordinary Council Meeting 20/09/2018	126.73
TRAV	17/09/2018	PETER JOHN WATERHOUSE	Cr Travel Fees - CEO interviews 17/09/2018	126.73
EFT11416	05/10/2018	PETER JOHN WATERHOUSE	TOTAL PAYMENTS	-253.46
5619	01/10/2018	RJ & LJ KING	Tyre repairs, new tyres, oil	1846.90
EFT11417	05/10/2018	RJ & LJ KING	TOTAL PAYMENTS	-1846.90
1	01/10/2018	SAGE TIPIS AND YURTS	Tipi and Yurt Hire from 21/09 - 23/09/2018 B4B	4000.00
EFT11418	05/10/2018	SAGE TIPIS AND YURTS	TOTAL PAYMENTS	-4000.00
7100	01/10/2018	SHIRE OF DALWALLINU	Hire of 200 chairs, 20 trestle tables for CDR	560.00
EFT11419	05/10/2018	SHIRE OF DALWALLINU	TOTAL PAYMENTS	-560.00
13938	01/10/2018	SHIRE OF THREE SPRINGS	Advertising for Blues for the Bush	40.00
EFT11420	05/10/2018	SHIRE OF THREE SPRINGS	TOTAL PAYMENTS	-40.00
81	01/10/2018	SIMPLY DESIGNED/ ANTON BLUME	Event Photography, Sculpture Creation and Festival Bulid, - $20 for Blues for the Bush T- Shirt	2980.00
EFT11421	05/10/2018	SIMPLY DESIGNED/ ANTON BLUME	TOTAL PAYMENTS	-2980.00
5957	01/10/2018	SPUDS MARQUEE HIRE	Hire of Marquee - 21 -23 September Blues for the Bush	13709.30
5959	01/10/2018	SPUDS MARQUEE HIRE	Lost Items - 3 x pin wheels with pins Blues for the Bush	33.00
EFT11422	05/10/2018	SPUDS MARQUEE HIRE	TOTAL PAYMENTS	-13742.30
DA3099	01/10/2018	ST JOHN AMBULANCE - DALWALLINU SUB CENTRE	Ambulance Cover 21/09/2018 -23/09/2018 B4B	800.00
EFT11423	05/10/2018	ST JOHN AMBULANCE - DALWALLINU SUB CENTRE	TOTAL PAYMENTS	-800.00
0373	01/10/2018	TOLL IPEC PTY LTD	Winc - 8 x 72kg, Water tests - 2 x 10Kg	49.29
EFT11424	05/10/2018	TOLL IPEC PTY LTD	TOTAL PAYMENTS	-49.29
11176	01/10/2018	TOTAL TOILETS GERALDTON	Hire of toilets, showers, hand wash stations, kitchen wash station, water supply tanks, grey water management Blues for	19716.76
EFT11425	05/10/2018	TOTAL TOILETS GERALDTON	TOTAL PAYMENTS	-19716.76
1435	01/10/2018	WCC Electrical & Air Conditioning.	RCD testing, RCD testing, RCD testing	220.00
1432	01/10/2018	WCC Electrical & Air Conditioning.	The hot water system at the campers kitchen keeps tripping the	132.00
1427	01/10/2018	WCC Electrical & Air Conditioning.	Septic pump not working.	1255.10
1433	01/10/2018	WCC Electrical & Air Conditioning.	Relocate air conditioners units to concrete slabs.	1326.66
1431	01/10/2018	WCC Electrical & Air Conditioning.	59 Russell St, TV connection plug has broken off.	76.49
EFT11426	05/10/2018	WCC Electrical & Air Conditioning.	TOTAL PAYMENTS	-3010.25
9025441798	01/10/2018	WINC AUSTRALIA PTY LIMITED	Huggie fabric softner 5L, box of red pens	99.23
EFT11427	05/10/2018	WINC AUSTRALIA PTY LIMITED	TOTAL PAYMENTS	-99.23
6307	01/10/2018	AO LETS GO POSTER DISTRIBUTION PTY LTD	A5 flyer flyering team member B4B	795.30
EFT11428	12/10/2018	AO LETS GO POSTER DISTRIBUTION PTY LTD	TOTAL PAYMENTS	-795.30
	30/09/2018	AVON WASTE	Waste collection for Blues for the Bush Event	1998.00
EFT11429	12/10/2018	AVON WASTE	TOTAL PAYMENTS	-1998.00
A287	10/10/2018	BUSH HERITAGE AUSTRALIA	Rates refund for assessment A287 GREAT NORTHERN HIGHWAY	73.12
EFT11430	12/10/2018	BUSH HERITAGE AUSTRALIA	TOTAL PAYMENTS	-73.12
271	01/10/2018	CANNON CARPENTRY	Removal of stoves and modify benchtops	1121.00
EFT11431	12/10/2018	CANNON CARPENTRY	TOTAL PAYMENTS	-1121.00
4879	16/10/2018	COUNTRY ARTS WA	Presenter Fee CAWA SOTG Shows on the Go 16th October 2018 - Great Danes / Aborigi-LOL	4389.00
EFT11432	12/10/2018	COUNTRY ARTS WA	TOTAL PAYMENTS	-4389.00
B4B	01/10/2018	DARCY HAY	Darcy Hay Music performance concert instrumental workshop B4B	500.00
EFT11433	12/10/2018	DARCY HAY	TOTAL PAYMENTS	-500.00
4021	14/10/2018	DELTAZONE NOMINEES PTY LTD	Service of Fire Extinguishers	127.60
EFT11434	12/10/2018	DELTAZONE NOMINEES PTY LTD	TOTAL PAYMENTS	-127.60
LEVYMAYJUNE18	01/10/2018	DEPARTMENT OF MINES, INDUSTRY	Bsl for May and June 2018	850.29
EFT11435	12/10/2018	DEPARTMENT OF MINES, INDUSTRY	TOTAL PAYMENTS	-850.29
00028845	30/09/2018	DONGARA DENISON RAG	Advertising for Blues for the Bush 05/09/2018 - 19/09/2018	600.00
EFT11436	12/10/2018	DONGARA DENISON RAG	TOTAL PAYMENTS	-600.00
094	01/10/2018	EARTHSIDE ASTRONOMY	Night sky telescope viewing evening and daytime solar observing B4B	1000.00
EFT11437	12/10/2018	EARTHSIDE ASTRONOMY	TOTAL PAYMENTS	-1000.00
J0612	01/10/2018	ECOWATER SERVICES PTY LTD	Quartly Maintenance on Biomax system - Pecc	607.30
J0611	01/10/2018	ECOWATER SERVICES PTY LTD	Quartly Maintenance on C10size Biomax system - Caravan Park	227.55
EFT11438	12/10/2018	ECOWATER SERVICES PTY LTD	TOTAL PAYMENTS	-834.85
115	01/10/2018	ELOISE GREEN	Eliose Green Circus Comedy Hulahoop performance $2000,Bernie Green Site Crew and per diems $4000 B4B	6000.00
EFT11439	12/10/2018	ELOISE GREEN	TOTAL PAYMENTS	-6000.00
109523	02/10/2018	HERRINGS COASTAL PLUMBING & GAS	Unblockage of toilets	121.00
109522	02/10/2018	HERRINGS COASTAL PLUMBING & GAS	Hot water system is hammering and toilets are leaking.	417.30
EFT11440	12/10/2018	HERRINGS COASTAL PLUMBING & GAS	TOTAL PAYMENTS	-538.30
SINV -13367	09/10/2018	INDUSTRIAL AUTOMATION GROUP	Standpipe remote access, sim card usage, software licence and phone support	214.50
EFT11441	12/10/2018	INDUSTRIAL AUTOMATION GROUP	TOTAL PAYMENTS	-214.50

Chq/EFT	Date	Name	Description	Amount
104	01/10/2018	JADE MILLS	Site Crew, Stiltwalking Professional fee B4B	1000.00
EFT11442	12/10/2018	JADE MILLS	TOTAL PAYMENTS	-1000.00
342993-10000983	21/09/2018	LANDGATE - VALUATIONS	Schedule No: M 2018/9 Dated 07/08/2018-05/09/2018	39.00
EFT11443	12/10/2018	LANDGATE - VALUATIONS	TOTAL PAYMENTS	-39.00
901029612	01/10/2018	LANDMARK OPERATIONS LIMITED	NUFA Gladiator CT 20L	112.20
EFT11444	12/10/2018	LANDMARK OPERATIONS LIMITED	TOTAL PAYMENTS	-112.20
26	03/10/2018	LATHAM GOLF & BOWLING CLUB INC	Round 12 new chairs and tables for the club	13900.00
EFT11445	12/10/2018	LATHAM GOLF & BOWLING CLUB INC	TOTAL PAYMENTS	-13900.00
A189	10/10/2018	MARC BENNETT	Rates refund for assessment A189 14 RUSSELL STREET PERENJORI 6620	70.84
EFT11446	12/10/2018	MARC BENNETT	TOTAL PAYMENTS	-70.84
B4B	01/10/2018	PAUL HAYES	2nd payment videography filming editing facebook administrator B4B	1200.00
EFT11447	12/10/2018	PAUL HAYES	TOTAL PAYMENTS	-1200.00
4306393193	15/08/2018	WURTH AUSTRALIA PTY LTD	Screws and washers	142.37
EFT11448	12/10/2018	WURTH AUSTRALIA PTY LTD	TOTAL PAYMENTS	-142.37
6307	30/09/2018	BLUEHILL COURIERS	26/09 - 1 x pallet pool cleaner - Sigma Chemicals	165.00
6305	30/09/2018	BLUEHILL COURIERS	18/09 - 2 x cash register - Budget Cash Register Co Blues for the Bush	55.00
EFT11449	18/10/2018	BLUEHILL COURIERS	TOTAL PAYMENTS	-220.00
1899	27/09/2018	CANINE CONTROL	Ranger Services for 26/09/2018	504.41
EFT11450	18/10/2018	CANINE CONTROL	TOTAL PAYMENTS	-504.41
188-618	01/10/2018	GERALDTON TROPHY CENTRE	Name plaques	35.00
EFT11451	18/10/2018	GERALDTON TROPHY CENTRE	TOTAL PAYMENTS	-35.00
1084	05/10/2018	ISOBEL LYALL	Circus Workshops,Flash Flock,Hula Hoop B4B	4550.00
EFT11453	18/10/2018	ISOBEL LYALL	TOTAL PAYMENTS	-4550.00
190	14/09/2018	JAMES ABBERLEY	Mt Magent workshop @ 6hrs, Astro rock festival - performance @ 1hr, PA system set up/ use Astro rock festival @ 6hrs	1250.00
EFT11454	18/10/2018	JAMES ABBERLEY	TOTAL PAYMENTS	-1250.00
64371	01/10/2018	KATS RURAL	Gal clouts, junction DWV	19.49
EFT11455	18/10/2018	KATS RURAL	TOTAL PAYMENTS	-19.49
	01/10/2018	KINGS CIVIL AND EARTHMOVING	semi water cart hire, 12T excavator hire, 6 wheel watercart hire,	7254.50
EFT11456	18/10/2018	KINGS CIVIL AND EARTHMOVING	TOTAL PAYMENTS	-7254.50
27	03/10/2018	LATHAM GOLF & BOWLING CLUB INC	Annual maintenance funding Latham Golf and Bowls Club	12500.00
EFT11457	18/10/2018	LATHAM GOLF & BOWLING CLUB INC	TOTAL PAYMENTS	-12500.00
B4BVOCH	01/10/2018	LEFT OF CENTRE CONCEPTS & EVENTS PTY LTD	Gift vouchers - 3 @ $257.50 each Blues for the Bush	772.50
EFT11458	18/10/2018	LEFT OF CENTRE CONCEPTS & EVENTS PTY LTD	TOTAL PAYMENTS	-772.50
5254	01/10/2018	MARKET CREATIONS	Records Management Solutions - Active Archive Cartons September,	530.75
5293	30/09/2018	MARKET CREATIONS	Office 365 Exchange Online Plan 2 Licenses Office 365 Enterprise E3 Licenses,	852.89
5291	30/09/2018	MARKET CREATIONS	vCPU, VRAM, Tier 2claoud starage, Windows Servier cloud license, Windows remote desktop services, Mircro worry free security services	817.55
5290	30/09/2018	MARKET CREATIONS	Technical Business hours	163.63
EFT11459	18/10/2018	MARKET CREATIONS	TOTAL PAYMENTS	-2364.82
3311	01/10/2018	MOORA EMBROIDERY	32 x Embroidery - Shire Logo	281.60
3389	01/10/2018	MOORA EMBROIDERY	17 Shirts & 1 Jacket - Logo Embroidery	149.60
EFT11460	18/10/2018	MOORA EMBROIDERY	TOTAL PAYMENTS	-431.20
105025	30/09/2018	MORAWA IGA	Purchases made for the month of September	148.46
EFT11461	18/10/2018	MORAWA IGA	TOTAL PAYMENTS	-148.46
2060	28/09/2018	PERENJORI COMMUNITY RESOURCE CENTRE	58 x A4 colour prints, 320 x A4 black and white prints, 2 x A3 colour prints	76.10
EFT11462	18/10/2018	PERENJORI COMMUNITY RESOURCE CENTRE	TOTAL PAYMENTS	-76.10
6254	28/09/2018	PERENJORI HOTEL	Voucher	50.00
EFT11463	18/10/2018	PERENJORI HOTEL	TOTAL PAYMENTS	-50.00
13752JUL	02/10/2018	PERENJORI MEDICAL CENTRE	Pre employment medical	250.00
EFT11464	18/10/2018	PERENJORI MEDICAL CENTRE	TOTAL PAYMENTS	-250.00
B4B	01/10/2018	PROMETHEUS	Site Crew Fire Shows Twirling - Blues for the Bush	1500.00
EFT11465	18/10/2018	PROMETHEUS	TOTAL PAYMENTS	-1500.00
5644	07/10/2018	RJ & LJ KING	New grader tire, Tire repair	1831.50
EFT11466	18/10/2018	RJ & LJ KING	TOTAL PAYMENTS	-1831.50
51	27/09/2018	TACOS LOCOS	42 Food vouchers Food vendor B4B	504.00
EFT11467	18/10/2018	TACOS LOCOS	TOTAL PAYMENTS	-504.00
45037	03/10/2018	THREE KINGS	Live music performance - Blues for the Bush	4300.00
EFT11468	18/10/2018	THREE KINGS	TOTAL PAYMENTS	-4300.00
0374	05/10/2018	TOLL IPEC PTY LTD	26/09 - Dangerous goods 1 x 1kg, 04/10 - Winc 3 x 43kg	46.26
EFT11469	18/10/2018	TOLL IPEC PTY LTD	TOTAL PAYMENTS	-46.26
694	10/10/2018	TREK CONTRACTING	Car Hire from 16th to 26th September 2018 B4B	385.00
EFT11470	18/10/2018	TREK CONTRACTING	TOTAL PAYMENTS	-385.00
16785	03/10/2018	WALLIS COMPUTER SOLUTIONS	ADSL - Internet 25g Internet Data Allownace - Depot - October	77.00
EFT11471	18/10/2018	WALLIS COMPUTER SOLUTIONS	TOTAL PAYMENTS	-77.00
2006060	01/10/2018	FENCE IT WA	Fencing fence crowd controll barrier - Blues for the Bush	1082.40
EFT11475	22/10/2018	FENCE IT WA	TOTAL PAYMENTS	-1082.40
4501	30/09/2018	GRUBO'S TRUCK'N'	Pick up Deliver Lighting Towers, gensets, junctions boxes Kennards hire B4B	2530.00
4451	30/09/2018	GRUBO'S TRUCK'N'	Return to Kennards Lighting, power equipment etc from Charles Darwin Reserve B4B	2530.00
EFT11476	22/10/2018	GRUBO'S TRUCK'N'	TOTAL PAYMENTS	-5060.00
2531	20/09/2018	N&M INDUSTRIES	Servicing of vehicle hoist in workshop	385.00
EFT11478	22/10/2018	N&M INDUSTRIES	TOTAL PAYMENTS	-385.00
4B03	17/10/2018	ANGELA JANE DRING	Catering and workshop preparation and delivery - Blues for the Bush	1486.50
EFT11481	26/10/2018	ANGELA JANE DRING	TOTAL PAYMENTS	-1486.50

Chq/EFT	Date	Name	Description	Amount
17943436/00002	15/10/2018	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LIMITED	Licence fee Concert Event 1.3750 % of ticket sales income - Blues for the Bush	720.43
EFT11482	**26/10/2018**	**AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LIMITED**	**TOTAL PAYMENTS**	**-720.43**
1007877166	03/10/2018	AUSTRALIA POST	Postage for September, Postage for 8,258 letter drops B4B	3051.85
EFT11483	**26/10/2018**	**AUSTRALIA POST**	**TOTAL PAYMENTS**	**-3051.85**
6338	30/09/2018	BLUEHILL COURIERS	21/9 pack flashings, Gton Lock & Key, Bndle timber	165.00
6339	30/09/2018	BLUEHILL COURIERS	14/9 x pvc fittings, 21/9 bag parts -Gton Mowers	40.70
6337	30/09/2018	BLUEHILL COURIERS	20lt detergent - Cleanpak, 20lt detergent, 1 x carton & broom handles	58.85
EFT11484	**26/10/2018**	**BLUEHILL COURIERS**	**TOTAL PAYMENTS**	**-264.55**
4020735488	28/09/2018	BOC LIMITED	GST -Free container serivce, GST - container serivce	53.00
5004070326	01/10/2018	BOC LIMITED	Annual container service - 01/07/2018 to 30/06/2019 mEDICALcENTRE	217.32
EFT11485	**26/10/2018**	**BOC LIMITED**	**TOTAL PAYMENTS**	**-270.32**
1	17/10/2018	BONA PIZZA	Volunteer food vouchers	856.00
EFT11486	**26/10/2018**	**BONA PIZZA**	**TOTAL PAYMENTS**	**-856.00**
AWWPS00215-003	15/10/2018	BORAL RESOURCES WA	supply and delivery of emulsion to North yard depot Perenjori	4895.00
EFT11487	**26/10/2018**	**BORAL RESOURCES WA**	**TOTAL PAYMENTS**	**-4895.00**
T578	12/10/2018	BRIAN EDWARD MCALPINE	Bus bond refund - B McAlpine	107.05
EFT11488	**26/10/2018**	**BRIAN EDWARD MCALPINE**	**TOTAL PAYMENTS**	**-107.05**
2355/99747366	01/10/2018	BUNNINGS WAREHOUSE	Gainsborough primrose hinged security door deadlock -, CCA pine fazia - plus 21M random -5 hardifle, CCA pine , Syneco white screen door closer -, Estilo serene white soft close toilet seat, Syneco white screeen door closer	376.02
2355/99747556	04/10/2018	BUNNINGS WAREHOUSE	Syneco white screen door closer - , Syneco white screen door closer -, Syneco white screen door closer	62.45
2355/99747548	04/10/2018	BUNNINGS WAREHOUSE	Tuff Turf 20L synthetic lawn adhesive I/N 3300307	170.05
EFT11489	**26/10/2018**	**BUNNINGS WAREHOUSE**	**TOTAL PAYMENTS**	**-608.52**
I304422	28/09/2018	CLEANPAK SOLUTIONS	20KG BLUEWASH LAUNDRY POWDER, BROOM COMPLETE, BLEACH,	256.93
EFT11490	**26/10/2018**	**CLEANPAK SOLUTIONS**	**TOTAL PAYMENTS**	**-256.93**
1680081464	01/10/2018	COVS PARTS PTY LTD	Stop/Tail/Indicator/Reverse Light LED 9 to 33V, KYB Macnaught Supergrip Coupler 1	413.29
EFT11491	**26/10/2018**	**COVS PARTS PTY LTD**	**TOTAL PAYMENTS**	**-413.29**
49059	01/10/2018	DIGGA WEST AND EARTHPARTS WA	Nose roller with square centre bearing and circlip	242.00
EFT11492	**26/10/2018**	**DIGGA WEST AND EARTHPARTS WA**	**TOTAL PAYMENTS**	**-242.00**
PPDS0006	24/09/2018	DOWNSYDE PTY LTD	Darren Reutens Flash Flock Badimaya workshops Morawa Perenjori performance school engagement hiphop music week2	3035.02
EFT11493	**26/10/2018**	**DOWNSYDE PTY LTD**	**TOTAL PAYMENTS**	**-3035.02**
B4B	05/10/2018	EMILY SUTHERLAND	Screws and materials for Blues for the Bush	164.35
EFT11494	**26/10/2018**	**EMILY SUTHERLAND**	**TOTAL PAYMENTS**	**-164.35**
67528#5	10/10/2018	GERALDTON MOWER & REPAIR SPECIALIST	Spindle assy	220.00
EFT11495	**26/10/2018**	**GERALDTON MOWER & REPAIR SPECIALIST**	**TOTAL PAYMENTS**	**-220.00**
3348	12/10/2018	GNC QUALITY PRECAST GERALDTON	headwall to suit 600mm dia concrete pipe single pipe 930kg	1271.60
EFT11496	**26/10/2018**	**GNC QUALITY PRECAST GERALDTON**	**TOTAL PAYMENTS**	**-1271.60**
TRAV	18/10/2018	GRAEME KINGSLEY REID	Cr Travel Fees Ordinary Council Meeting 18/10/2018	99.01
EFT11498	**26/10/2018**	**GRAEME KINGSLEY REID**	**TOTAL PAYMENTS**	**-99.01**
SI0023234	09/10/2018	HITACHI	Suction filter	188.71
EFT11499	**26/10/2018**	**HITACHI**	**TOTAL PAYMENTS**	**-188.71**
46508	17/10/2018	JMH MECHANICAL SERVICES	Hydraulic fitting	302.50
EFT11500	**26/10/2018**	**JMH MECHANICAL SERVICES**	**TOTAL PAYMENTS**	**-302.50**
TRAV	18/10/2018	JOANNE MAUD HIRSCH	Cr Travel Fees - Ordinary Council Meeting - 18/10/2018	73.26
EFT11501	**26/10/2018**	**JOANNE MAUD HIRSCH**	**TOTAL PAYMENTS**	**-73.26**
TRAV	18/10/2018	JOHN CUNNINGHAM	Cr Travel Fees - Ordinary Council Meeting - 18/10/2018	49.50
EFT11502	**26/10/2018**	**JOHN CUNNINGHAM**	**TOTAL PAYMENTS**	**-49.50**
43791	01/10/2018	JR & A HERSEY PTY LTD	Natures botanical cream	12.65
43790	01/10/2018	JR & A HERSEY PTY LTD	Gloves, sunscreen, grease flex, Bushman Areo sunscreen, bag of rags	584.60
EFT11503	**26/10/2018**	**JR & A HERSEY PTY LTD**	**TOTAL PAYMENTS**	**-597.25**
190	30/09/2018	KALBARRI TOWN TALK	Open Purchase Order for Kalbarri Town Talk B4tB advertising 2018	100.00
EFT11504	**26/10/2018**	**KALBARRI TOWN TALK**	**TOTAL PAYMENTS**	**-100.00**
19761700	01/10/2018	KENNARDS HIRE	Hire of Generator lead cable ramp light tower power adapter B4B	5849.00
EFT11505	**26/10/2018**	**KENNARDS HIRE**	**TOTAL PAYMENTS**	**-5849.00**
00004027	11/10/2018	KOORDA COMMUNITY RESOURCE CENTRE	Advertising for Blues for the Bush 4/09/18 and 18/09/2018	100.00
EFT11506	**26/10/2018**	**KOORDA COMMUNITY RESOURCE CENTRE**	**TOTAL PAYMENTS**	**-100.00**
901020448	01/10/2018	LANDMARK OPERATIONS LIMITED	8.5kg gas exchange	38.50
EFT11507	**26/10/2018**	**LANDMARK OPERATIONS LIMITED**	**TOTAL PAYMENTS**	**-38.50**
TRAV	18/10/2018	LAURIE CHARLES BUTLER	Cr Travel Fees Ordinary Council Meeting 18/10/2018	11.33
TRAV	16/10/2018	LAURIE CHARLES BUTLER	Cr Travel Fees - Finance Committee Meeting - 16/10/2018	11.33
EFT11508	**26/10/2018**	**LAURIE CHARLES BUTLER**	**TOTAL PAYMENTS**	**-22.66**
100-132849	03/10/2018	LGISWA	2018/2019 Contributions Credit Note - second instalment	-3515.20
100-132382	30/09/2018	LGISWA	Property insurance on all Shire buildings and fixtures	32999.02
100-132492	30/09/2018	LGISWA	LGIS Liability - 30/06/2018 - 30/06/2019	12885.76
100-132443	30/09/2018	LGISWA	LGIS Work Care second installment 30/06/2018 - 30/06/2019	46382.81
100-132943	04/10/2018	LGISWA	Unit 40B Russell Street - Unit 40A Russell Street - LGIS Property Insuarance	522.30
EFT11509	**26/10/2018**	**LGISWA**	**TOTAL PAYMENTS**	**-89274.69**
B4B	21/10/2018	LIANA JUVAN	Stage management Sunday 23/09/2018 - Blues for the Bush	700.00
EFT11510	**26/10/2018**	**LIANA JUVAN**	**TOTAL PAYMENTS**	**-700.00**

Chq/EFT	Date	Name	Description	Amount
TRAV	16/10/2018	LISA JANE SMITH	Cr Travel Fees - Finance Committee Meeting - 16/10/2018	21.58
EFT11511	**26/10/2018**	**LISA JANE SMITH**	**TOTAL PAYMENTS**	**-21.58**
A189	10/10/2018	MARC BENNETT	Rates refund for assessment A189 14 RUSSELL STREET PERENJORI 6620	247.50
EFT11512	**26/10/2018**	**MARC BENNETT**	**TOTAL PAYMENTS**	**-247.50**
66540	01/10/2018	MEDELECT BIOMEDICAL SERVICES	Service of Defibrillators, replacement of defirillator pads	860.20
66539	28/09/2018	MEDELECT BIOMEDICAL SERVICES	Programmed preventative maintenance of medical equipment	1287.00
66523	05/10/2018	MEDELECT BIOMEDICAL SERVICES	Repairs of medical equipment - Electronic ear syringe, replaced faulty DC socket, DC plug	302.50
EFT11513	**26/10/2018**	**MEDELECT BIOMEDICAL SERVICES**	**TOTAL PAYMENTS**	**-2449.70**
000P1	01/10/2018	NATALIE TONKIN	Floral workshops for Blues for the Bush	1000.00
EFT11514	**26/10/2018**	**NATALIE TONKIN**	**TOTAL PAYMENTS**	**-1000.00**
241018	24/10/2018	NITA VON ZIARNO	Site crew 19th - 24th September 2018 - Blues for the Bush	1000.00
EFT11515	**26/10/2018**	**NITA VON ZIARNO**	**TOTAL PAYMENTS**	**-1000.00**
TRAV	18/10/2018	PETER JOHN WATERHOUSE	Cr Travel Fees - Ordinary Council Meeting - 18/10/2018	126.73
EFT11516	**26/10/2018**	**PETER JOHN WATERHOUSE**	**TOTAL PAYMENTS**	**-126.73**
7628801	01/10/2018	PINNACLE EXPRESS	Advertising Blues for the bush - 16/03 , 20/07 - 03,17,31/08 - 14Sept	120.00
EFT11517	**26/10/2018**	**PINNACLE EXPRESS**	**TOTAL PAYMENTS**	**-120.00**
7316	12/10/2018	QK TECHNOLOGIES PTY LTD	Average active Children period starting 03/09/2018 - 07/10/2018	18.00
EFT11518	**26/10/2018**	**QK TECHNOLOGIES PTY LTD**	**TOTAL PAYMENTS**	**-18.00**
00003146	17/10/2018	R n R Auto Electrics	Fuel and cleaning fees - Dalwallinu bus hire	144.33
00003128	17/10/2018	R n R Auto Electrics	Bus Hire Dalwallinu Blues for the Bush	253.88
EFT11519	**26/10/2018**	**R n R Auto Electrics**	**Bus Hire Dalwallinu Blues for the Bush**	**-398.21**
92	01/10/2018	R.G MCCOSKER	Theakers Build Team - Blues for the Bush	3000.00
EFT11520	**26/10/2018**	**R.G MCCOSKER**	**TOTAL PAYMENTS**	**-3000.00**
20180262	30/09/2018	REDGUM REPORTS INC	Advertising for the 2018 Blues for the Bush	441.00
EFT11521	**26/10/2018**	**REDGUM REPORTS INC**	**TOTAL PAYMENTS**	**-441.00**
1017	01/10/2018	RHYTHMS MAGAZINE PTY LTD	1/2 Page ad- Sept - Oct Rhythms and Logo on Newletter and website - Blues for the Bush	605.00
EFT11522	**26/10/2018**	**RHYTHMS MAGAZINE PTY LTD**	**TOTAL PAYMENTS**	**-605.00**
5666	13/10/2018	RJ & LJ KING	Easy Shift 75W-90 20L, grease cartridges,	389.95
5688	20/10/2018	RJ & LJ KING	New tires, Wheel alignment, 20 Kls Grease, White Pen markers	1065.90
EFT11523	**26/10/2018**	**RJ & LJ KING**	**TOTAL PAYMENTS**	**-1455.85**
TRAV	16/10/2018	ROBIN LYN SPENCER	Cr Travel Fees - Finance Committee Meeting - 16/10/2018	17.82
TRAV	18/10/2018	ROBIN LYN SPENCER	Cr Travel Fees - Ordinary Council Meeting - 18/10/2018	17.82
EFT11524	**26/10/2018**	**ROBIN LYN SPENCER**	**TOTAL PAYMENTS**	**-35.64**
02019524	01/10/2018	ROTARY CLUB OF ASCOT INC	Lego play area at Blues for the Bush	2000.00
EFT11525	**26/10/2018**	**ROTARY CLUB OF ASCOT INC**	**TOTAL PAYMENTS**	**-2000.00**
1180	30/09/2018	RURAL TRAFFIC SERVICES PTY LTD	Traffic Management Blues for the Bush and Circle the Wagons	6394.50
EFT11526	**26/10/2018**	**RURAL TRAFFIC SERVICES PTY LTD**	**TOTAL PAYMENTS**	**-6394.50**
9338318452	11/10/2018	SETON AUSTRALIA	Appliance test tags	120.78
EFT11527	**26/10/2018**	**SETON AUSTRALIA**	**TOTAL PAYMENTS**	**-120.78**
8585	27/09/2018	SHIRE OF CHAPMAN VALLEY	Planning services undertaken on behalf of SOP for the month of July through September 2018	660.00
EFT11528	**26/10/2018**	**SHIRE OF CHAPMAN VALLEY**	**TOTAL PAYMENTS**	**-660.00**
T578	12/10/2018	SHIRE OF PERENJORI - EFT	refund of fuel costs - 25/09/2018	92.95
EFT11529	**26/10/2018**	**SHIRE OF PERENJORI - EFT**	**TOTAL PAYMENTS**	**-92.95**
9738	05/10/2018	SHIRE OF WONGAN-BALLIDU	Advertising for Blues for the Bush in Boomer from 25/07/2018 - 19/09/2018	417.00
EFT11530	**26/10/2018**	**SHIRE OF WONGAN-BALLIDU**	**TOTAL PAYMENTS**	**-417.00**
12053/01	01/10/2018	SIGMA CHEMICALS	Cables, guide wheel, timing track, handle	1346.92
EFT11531	**26/10/2018**	**SIGMA CHEMICALS**	**TOTAL PAYMENTS**	**-1346.92**
019016-4-18	24/10/2018	SKELETON GAMBLERS	Graphic design edits website content update open day flyer, photo editing up flyer newspaper advertisement B4B	4510.00
EFT11532	**26/10/2018**	**SKELETON GAMBLERS**	**TOTAL PAYMENTS**	**-4510.00**
0107020396905	19/09/2018	SPOTLIGHT PTY LTD	bedding underlays, pillowcases	250.67
EFT11533	**26/10/2018**	**SPOTLIGHT PTY LTD**	**TOTAL PAYMENTS**	**-250.67**
35	05/10/2018	STRATUM CUTTINGS EDGES	Cutting Edges 20 x 9J7701 Grader Blades	2345.20
EFT11534	**26/10/2018**	**STRATUM CUTTINGS EDGES**	**TOTAL PAYMENTS**	**-2345.20**
0376	19/10/2018	TOLL IPEC PTY LTD	16/10/18 - SLWA 3 x 30kg, 16/10/18 - SLWA 2 x 20kg, 17/10/18 - WINC 11 x 136kg, 26/09/18 - Larissa Groch B4B- 7 x 210kg, 16/10/18 - SLWA - 3 x 30kg	579.29
EFT11535	**26/10/2018**	**TOLL IPEC PTY LTD**	**TOTAL PAYMENTS**	**-579.29**
4132209-000004	17/10/2018	TRUCK CENTRE (WA) PTY LTD	Service Kits	836.39
EFT11536	**26/10/2018**	**TRUCK CENTRE (WA) PTY LTD**	**TOTAL PAYMENTS**	**-836.39**
6446996	12/10/2018	TRUCKLINE	Eco lip seal, O'ring oil seal carrier	112.86
EFT11537	**26/10/2018**	**TRUCKLINE**	**TOTAL PAYMENTS**	**-112.86**
1024985120180930	30/09/2018	WEST AUSTRALIAN NEWSPAPERS LIMITED	Advertising Blues for the Bush - Geraldton Garduian,Mid West Times	1259.25
EFT11538	**26/10/2018**	**WEST AUSTRALIAN NEWSPAPERS LIMITED**	**TOTAL PAYMENTS**	**-1259.25**
M427991	28/09/2018	WINC AUSTRALIA PTY LIMITED	Colour meter reading, Black and White meter reading	529.21
M427583	27/09/2018	WINC AUSTRALIA PTY LIMITED	Colour meter reading, Black and White meter reading	572.47
902523464672	01/10/2018	WINC AUSTRALIA PTY LIMITED	Adjustment Note for invoice 9024602369 6 any year diary A4 1 Day/page	-147.64
9025437292	01/10/2018	WINC AUSTRALIA PTY LIMITED	Cleaning gear,office supplies	582.40
9025519103	05/10/2018	WINC AUSTRALIA PTY LIMITED	Cleaning gear,office supplies	348.60
EFT11539	**26/10/2018**	**WINC AUSTRALIA PTY LIMITED**	**TOTAL PAYMENTS**	**-1885.04**

Chq/EFT	Date	Name	Description	Amount
148277	02/10/2018	DEPARTMENT OF FIRE & EMERGENCY SERVICES PERTH	2018/2019 ESL in accordance with the Fire and Emergency Services Act 1998	2542.00
EFT11541	**29/10/2018**	**DEPARTMENT OF FIRE & EMERGENCY SERVICES PERTH**	**TOTAL PAYMENTS**	**-2542.00**
PPE301018	30/10/2018	MARY BAKER	Pay Period ending 30/10/2018	1207.34
EFT11542	**30/10/2018**	**MARY BAKER**	**TOTAL PAYMENTS**	**-1207.34**
T560	12/10/2018	ANDREW KING	PA hire - 05/10/2018	200.00
EFT11543	**30/10/2018**	**ANDREW KING**	**TOTAL PAYMENTS**	**-200.00**
T579	30/10/2018	SHIRE OF PERENJORI - EFT	Km's on Bus - PJ to Perth	200.00
EFT11544	**30/10/2018**	**SHIRE OF PERENJORI - EFT**	**TOTAL PAYMENTS**	**-200.00**
00003314	12/10/2018	AUSTRALIA'S GOLDEN OUTBACK	2019 Australia's Golden Outback Holiday Planner	1675.00
EFT11545	**31/10/2018**	**AUSTRALIA'S GOLDEN OUTBACK**	**TOTAL PAYMENTS**	**-1675.00**
DEDUCTION	02/10/2018	AUSTRALIAN SERVICES UNION	Payroll Deduction for 02/10/2018	25.90
DEDUCTION	16/10/2018	AUSTRALIAN SERVICES UNION	Payroll Deduction for 16/10/2018	25.90
DEDUCTION	30/10/2018	AUSTRALIAN SERVICES UNION	Payroll Deduction for 30/10/2018	25.90
EFT11546	**31/10/2018**	**AUSTRALIAN SERVICES UNION**	**TOTAL PAYMENTS**	**-77.70**
6336	30/09/2018	BLUEHILL COURIERS	Freight from 19/09 -21/09/2018	869.00
EFT11547	**31/10/2018**	**BLUEHILL COURIERS**	**TOTAL PAYMENTS**	**-869.00**
ORD09	20/09/2018	GRAEME KINGSLEY REID	Cr Meeting Fees - Ordinary Council Meeting 20th September 2018	200.00
EFT11548	**31/10/2018**	**GRAEME KINGSLEY REID**	**TOTAL PAYMENTS**	**-200.00**
ORD09	20/09/2018	JOANNE MAUD HIRSCH	Cr Meeting Fees - Ordinary Council Meeting 20th September 2018,Finance Committee Meeting - 18/09/2018	318.00
EFT11549	**31/10/2018**	**JOANNE MAUD HIRSCH**	**TOTAL PAYMENTS**	**-318.00**
ORD09	20/09/2018	JOHN CUNNINGHAM	Cr Meeting Fees - Ordinary Council Meeting 20th September 2018	200.00
EFT11550	**31/10/2018**	**JOHN CUNNINGHAM**	**TOTAL PAYMENTS**	**-200.00**
ORD09	20/09/2018	LAURIE CHARLES BUTLER	Cr Meeting Fees - Ordinary Council Meeting 20th September 2018, Finance Committee Meeting - 18th September 2018	518.00
EFT11551	**31/10/2018**	**LAURIE CHARLES BUTLER**	**TOTAL PAYMENTS**	**-518.00**
ORD09	20/09/2018	LISA JANE SMITH	Cr Meeting Fees - Ordinary Council Meeting 20th September 2018, Finance Committee Meeting - 18th September 2018	318.00
EFT11552	**31/10/2018**	**LISA JANE SMITH**	**TOTAL PAYMENTS**	**-318.00**
MWDD2018	24/10/2018	MID WEST GROUP OF AFFILIATED AGRICULTURAL SOCIETIES	2018 Mid West District Display	250.00
EFT11553	**31/10/2018**	**MID WEST GROUP OF AFFILIATED AGRICULTURAL SOCIETIES**	**TOTAL PAYMENTS**	**-250.00**
SOPR98	18/10/2018	MIDWEST TRANSPORTABLES	Rental return - Midwest Transportables - September 2018	34147.68
EFT11554	**31/10/2018**	**MIDWEST TRANSPORTABLES**	**TOTAL PAYMENTS**	**-34147.68**
70	12/10/2018	MOORE STEPHENS (WA) PTY LTD	2 day workshop Finance Essential Workshop 2018	1595.00
EFT11555	**31/10/2018**	**MOORE STEPHENS (WA) PTY LTD**	**TOTAL PAYMENTS**	**-1595.00**
6283	18/10/2018	PERENJORI HOTEL	Re-stock of council fridge	97.00
6280	17/10/2018	PERENJORI HOTEL	Food For Great Dane Show	101.00
EFT11556	**31/10/2018**	**PERENJORI HOTEL**	**TOTAL PAYMENTS**	**-198.00**
ORD09	20/09/2018	PETER JOHN WATERHOUSE	Cr Meeting Fees - Ordinary Council Meeting 20th September 2018	200.00
EFT11557	**31/10/2018**	**PETER JOHN WATERHOUSE**	**TOTAL PAYMENTS**	**-200.00**
86850	22/10/2018	ROYAL LIFE SAVING (WA BRANCH)	12 month re- registation Watch Around the Water	150.00
EFT11558	**31/10/2018**	**ROYAL LIFE SAVING (WA BRANCH)**	**TOTAL PAYMENTS**	**-150.00**
ORD09	20/09/2018	RUSSELL LINDSAY WHITE	Cr Meeting Fees - Ordinary Council Meeting 20th September 2018 @ $200.00	200.00
EFT11559	**31/10/2018**	**RUSSELL LINDSAY WHITE**	**TOTAL PAYMENTS**	**-200.00**
95972820	19/10/2018	SEEK LIMITED	Advertising for Relief Diploma Childhood Educator	308.00
EFT11560	**31/10/2018**	**SEEK LIMITED**	**TOTAL PAYMENTS**	**-308.00**
122124/01	24/10/2018	SIGMA CHEMICALS	Pool chemicals, freight	1844.70
EFT11561	**31/10/2018**	**SIGMA CHEMICALS**	**TOTAL PAYMENTS**	**-1844.70**
0375	12/10/2018	TOLL IPEC PTY LTD	05/10 - Winc - 5 x 50kg	28.11
EFT11562	**31/10/2018**	**TOLL IPEC PTY LTD**	**TOTAL PAYMENTS**	**-28.11**
16925	22/10/2018	WALLIS COMPUTER SOLUTIONS	Annual Billing for Medical Centre 2018-2019 - Managed Services Agreement for IT support - Gold	3013.36
EFT11563	**31/10/2018**	**WALLIS COMPUTER SOLUTIONS**	**TOTAL PAYMENTS**	**-3013.36**
9025611642	16/10/2018	WINC AUSTRALIA PTY LIMITED	Reflex Copy Paper Carbon Neutral A4 Ultra White 500 Sheet Box 5, Esselte Document Pocket Wall Mount Foolscap Clear, Jetstream 101 Medium Pen 1.0mm Blue Box 12, Jetstream 101 Medium Pen 1.0mm Black Box 12, Brighton Professional Cleaning Wipes Antibacterial Alcohol Base Tub 100	379.45
EFT11564	**31/10/2018**	**WINC AUSTRALIA PTY LIMITED**	**TOTAL PAYMENTS**	**-379.45**
A78	10/10/2018	BERKSHIRE VALLEY NOMINEES	Rates refund for assessment A78 WANARRA ROAD PERENJORI 6620	73.12
19660	**12/10/2018**	**BERKSHIRE VALLEY NOMINEES**	**TOTAL PAYMENTS**	**-73.12**
A170	10/10/2018	DAHESY ENTERPRISES PTY LTD	Rates refund for assessment A170 1 NORTH ROAD PERENJORI 6620	1509.44
19661	**12/10/2018**	**DAHESY ENTERPRISES PTY LTD**	**TOTAL PAYMENTS**	**-1509.44**
A14875	05/10/2018	FMG RESOURCES PTY LTD	Rates refund for assessment A14875 E59/01360 MINING TENEMENT PERENJORI WA 6620	24.78
19662	**12/10/2018**	**FMG RESOURCES PTY LTD**	**TOTAL PAYMENTS**	**-24.78**
A431	10/10/2018	JAMES JOSEPH CASE	Rates refund for assessment A431 30 CHAPPLE STREET LATHAM 6616	58.19
A435	10/10/2018	JAMES JOSEPH CASE	Rates refund for assessment A435 32 CHAPPLE STREET LATHAM 6616	53.97
19663	**12/10/2018**	**JAMES JOSEPH CASE**	**TOTAL PAYMENTS**	**-112.16**

Chq/EFT	Date	Name	Description	Amount
A14978	10/10/2018	KILCONQUHAR PROPERTIES PTY LTD	Rates refund for assessment A14978 CARNAMAH/PERENJORI	3044.25
A18	10/10/2018	KILCONQUHAR PROPERTIES PTY LTD	Rates refund for assessment A18 5142 CARNAMAH/PERENJORI	672.59
A32	10/10/2018	KILCONQUHAR PROPERTIES PTY LTD	Rates refund for assessment A32 260 CARNAMAH/PERENJORI	531.81
A597	10/10/2018	KILCONQUHAR PROPERTIES PTY LTD	Rates refund for assessment A597 OLD PERTH ROAD PERENJORI 6620	138.82
A6	10/10/2018	KILCONQUHAR PROPERTIES PTY LTD	Rates refund for assessment A6 BAXTER ROAD PERENJORI 6620	1130.11
19664	**12/10/2018**	**KILCONQUHAR PROPERTIES PTY LTD**	**TOTAL PAYMENTS**	**-5517.58**
A14859	10/10/2018	MT GIBSON MINING LIMITED	Rates refund for assessment A14859 PERENJORI-ROTHSAY ROAD PERENJORI 6620	218.98
19665	**12/10/2018**	**MT GIBSON MINING LIMITED**	**TOTAL PAYMENTS**	**-218.98**
A14834	10/10/2018	PINECROFT PTY LTD	Rates refund for assessment A14834 E70/02858 MINING 6620	438.71
19666	**12/10/2018**	**PINECROFT PTY LTD**	**TOTAL PAYMENTS**	**-438.71**
A15141	05/10/2018	SHENTON RESOURCES LIMITED	Rates refund for assessment A15141 E70/04698 MINING TENEMENT PERENJORI WA 6620	25.54
19667	**12/10/2018**	**SHENTON RESOURCES LIMITED**	**TOTAL PAYMENTS**	**-25.54**
MH75132	12/10/2018	SHIRE OF PERENJORI - DOT	12 months registration MH 75132	48.10
19668	**12/10/2018**	**SHIRE OF PERENJORI - DOT**	**TOTAL PAYMENTS**	**-48.10**
368679540	01/10/2018	SYNERGY	Electricity usage - 16/08/2018 - 20/09/2018	3010.75
19669	**12/10/2018**	**SYNERGY**	**TOTAL PAYMENTS**	**-3010.75**
5803592100	01/10/2018	TELSTRA CORPORATION LIMITED	N9511924R - internet and data	50.00
5795333000	08/10/2018	TELSTRA CORPORATION LIMITED	Telstra Main Account Sept 2018	4481.71
2000479035303	01/10/2018	TELSTRA CORPORATION LIMITED	telephone charges	160.40
19670	**12/10/2018**	**TELSTRA CORPORATION LIMITED**	**TOTAL PAYMENTS**	**-4692.11**
A15052	10/10/2018	TIMOTHY WAYNE BROUN	Rates refund for assessment A15052 LOT 9697 OLD PERTH ROAD LATHAM 6616	138.98
A15050	10/10/2018	TIMOTHY WAYNE BROUN	Rates refund for assessment A15050 LOT 6757 OLD PERTH ROAD LATHAM 6616	54.63
19671	**12/10/2018**	**TIMOTHY WAYNE BROUN**	**TOTAL PAYMENTS**	**-193.61**
665877470	02/10/2018	SYNERGY	117 Street Lights - electricity usage from 25/08/2018 - 24/09/2018	1905.80
092612910	09/10/2018	SYNERGY	Credit, Business anytime consumption, Supply charge, paper bill, Over the counter fee, Over the counter fee	2255.65
SYNERGY ACCOUNTS	15/10/2018	SYNERGY	SYNERGY - Accounts 14/08/2018 - 10/10/2018	11869.35
19672	**24/10/2018**	**SYNERGY**	**TOTAL PAYMENTS**	**-16030.80**
SUPER	02/10/2018	SuperChoice Superannuation	Payroll deductions 02/10/2018	8567.69
DD11690.1	**02/10/2018**	**SuperChoice Superannuation**	**TOTAL PAYMENTS**	**-8567.69**
01	01/10/2018	WESTNET	Westnet billing for the month of October 2018	253.85
DD11717.1	**01/10/2018**	**WESTNET**	**TOTAL PAYMENTS**	**-253.85**
LANIER	02/10/2018	ALLEASING PTY LTD	Lanier photocopier lease	884.27
DD11718.1	**02/10/2018**	**ALLEASING PTY LTD**	**TOTAL PAYMENTS**	**-884.27**
100A	10/10/2018	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 100A Fixed Component - AQUATIC CENTRE	22250.51
DD11725.1	**10/10/2018**	**WESTERN AUSTRALIAN TREASURY CORPORATION**	**TOTAL PAYMENTS**	**-22250.51**
102	08/10/2018	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 102 Principal payment -, Loan No. 102 Interest payment -	14780.03
DD11726.1	**08/10/2018**	**WESTERN AUSTRALIAN TREASURY CORPORATION**	**TOTAL PAYMENTS**	**-14780.03**
SUPER	16/10/2018	SuperChoice Superannuation	Payroll deductions 16/10/2018	8469.33
DD11730.1	**16/10/2018**	**SuperChoice Superannuation**	**TOTAL PAYMENTS**	**-8469.33**
CESMSEPT	08/10/2018	WRIGHT EXPRESS FUEL	Fuel for September, Management fees for September	159.77
DD11733.1	**23/10/2018**	**WRIGHT EXPRESS FUEL**	**TOTAL PAYMENTS**	**-159.77**
PERES	14/10/2018	REFUEL AUSTRALIA	Fuel Card Purchases for month September 2018	18661.09
DD11749.1	**21/10/2018**	**REFUEL AUSTRALIA**	**TOTAL PAYMENTS**	**-18661.09**
1792	15/10/2018	SG FLEET AUSTRALIA PTY LIMITED	CESM - Lease rental 14/10/2018 - 13/11/2018, CESM - fuel charges, CESM - Regional Bull Module - 14/10/2018 - 13/11/2018	2495.64
DD11750.1	**15/10/2018**	**SG FLEET AUSTRALIA PTY LIMITED**	**TOTAL PAYMENTS**	**-2495.64**
MC	11/10/2018	BANKWEST MASTERCARD	22/08 - Dome Scarborough - DOT Training, 23/08 - Fortuna Chinese Restaurant - DOT Training, 24/08 - Jam Food Drink - DOT Training, 24/08 - Puma Gingers - DOT Training, 24/08 - Rendezvous Hotel - DOT Training, 31/08 - Project Management 2 day Course, 06/09 - Department of Planning, Land and Heritage - B4B, 10/09 - Modern Teaching Aids, 17/09 - St John Ambulance - CPR refresher course - PECC, 18/09 - Cleverpatch Pty Ltd - PECC, 19/09 - Morawa Pharmacy - PECC	2559.65
DD11752.1	**11/10/2018**	**BANKWEST MASTERCARD**	**TOTAL PAYMENTS**	**-2559.65**
SUPER	30/10/2018	SuperChoice Superannuation	Payroll deductions	8016.55
DD11766.1	**30/10/2018**	**SuperChoice Superannuation**	**TOTAL PAYMENTS**	**-8016.55**
			TOTAL PAYMENTS FOR THE MONTH OF OCTOBER 2018	**-509437.66**

Perenjori

Embrace Opportunity

Attachment 18112.5

Delegations Register

Ordinary Council Meeting
15th November 2018

Perenjori

Embrace Opportunity

DELEGATIONS REGISTER

LOCAL GOVERNMENT TO CHIEF EXECUTIVE OFFICER

RECORD OF REVIEWS

FULL REVIEW DATE	MINUTE REFERENCE
15th August 2013	13086.2
21st August 2014	14082.3
20th August 2015	
15th September 2016	16092.3
21st September 2017	17092.4
15th November 2018	

S5.46 Local Government Act 1995

WESTERN AUSTRALIA'S
WILDFLOWER COUNTRY

TABLE OF CONTENTS

1000 – ADMINISTRATION 5

1001 Local Laws Administration 5

1002 Functions Outside Own District 5

1003 Notices to Owners and Occupiers of Land 5

1004 Powers of entry 6

1005 Remove and Impound Goods 6

1005.1 AUTHORITY TO REMOVE AND IMPOUND ABANDONED VEHICLE 7

1005.2 PROVIDE NOTICE TO WHERE ABANDONED VEHICLE TO BE COLLECTED 7

1005.3 DECLARING A VEHICLE AN ABANDONEd WRECK 7

1006 DISPOSING OF CONFISCATED OR UNCOLLECTED GOODS 8

1007 Staff Employment 8

1008 Advertising of ceo position 8

1009 Senior Employee position to be advertised 9

1010 Advertising of adoption or modification of plan 9

1011 Certificate – Authorised Enforcement Person 10

1012 Prescribed information may be inspected 10

1013 Freedom Of Information 10

1013.1 FOI DECISION 10

1013.2 FOI INTERNAL REVIEW 11

1014 Providing information to the Minister 11

1014.1 ADVICE TO THE MINISTER WITHIN 35 DAYS 11

1014.2 COPIES OF ADVICE TO THE MINISTER MADE PUBLIC 12

1015 Authorisation of Officers 12

1016 Expression of interest & tenders – for the supply of goods & services 13

1017 Perenjori History books 14

2000 - WORKS 15

2001 Road Closures 15

2001.1 TEMPORARY ROAD CLOSURES 15

2001.2 PUBLIC NOTICE OF ROAD CLOSURE 15

2001.3 CLOSURE WITHOUT PUBLIC NOTICE FOR MAINTENANCE OR REPAIRS 16
2001.4 AFFECTED OWNERS TO BE NOTIFIED OF CERTAIN PROPOSALS 16
2001.5 Local government and parks and reserves act 1996 16
2002 Gates and Pipes Across Thoroughfares 17
2003 Altering Thoroughfare Alignments 17
2004 Dangerous Excavation 17
2005 Crossing From Public Thoroughfare to Private Land or Private Thoroughfare 18
2006 Disposal of property by auction 18
2007 Disposal of property by private treaty 19
2008 Licence to Deposit Materials on or Excavate Adjacent to a Street 19
2009 Support or oppose restricted access vehicle heavy haulage applications 19
2010 Private Works 20
2011 Damage to Roads, Kerbing, Footpaths etc. 20
2012 Compensation for damage caused by Local Government 21
2013 Making a person comply with a notice for certain things to be done on their land 21
2014 Continue to carry out work not carried out by owner 21
2015 Authority to carry out work on private land 22
2016 Payment of subsidies 22

3000 - FINANCE 22

3001 Payments of Accounts 22
3002 Amend the Rate Record 23
3003 Agreement as to payment of rates & service charges 23
3004 Unpaid rates or service charges (Section 6.64) 24
3005 Payment of outstanding debts and cancellation of proposed sale 24
3006 Proceedures for control over investments 25
3007 Investment of Surplus Funds 25
3008 Council Purchasing Authority 26
3009 Municipal Fund Accounting 26
3010 Application of Municipal Account Funds 27
3011 Referral of dispute with CBH to Minister 27
3012 Authority to waive, grant discounts, defer or write off debts 27

3013 EXPENSE REIMBURSEMENTS 28

3013.1 PRESCRIBED EXPENSE REIMBURSEMENTS TO ELECTED MEMBERS 28

3013.3 APPROVED EXPENSE REIMBURSEMENTS TO NON COUNCIL MEMBERS OF COMMITTEES 28

3013.4 EXPENSE REIMBURSEMENTS TO EMPLOYEES 29

3013.5 REIMBURSEMENTS- Cash Advance 29

4000 – BUSH FIRE CONTROL 30

4001 Firebreak Order, Variation to 30

4002 Burning of Roadsides 30

5000 – HEALTH & BUILDING 31

5001 Caravan Park and Camping Grounds 31

5002 Treatment of Sewage and Disposal of effluent and liquid waste 31

5003 Private Swimming Pools 31

5004 Delegations under the Building Act 2011 32

5005 Issuing notices (Section 3.25) of the local government act 1995 33

6000 – ANIMAL CONTROL 34

6001 Enforcement of Dog Act and local laws 34

6002 Enforcement of Cat Act 2011 34

7000 – PLANNING 36

7001 Shire of Perenjori Planning Scheme No. 2 36

7002 Planning and Development Act 2005 – Other Delegatins 36

TITLES - ABBREVIATIONS

ABBREVIATION	TITLE
CEO	Chief Executive Officer
ACM	Aquatic Centre Manager
BFCO	Bush Fire Control Officer
CESM	Community Emergency Services Manager
CBFCO	Chief Bush Fire Control Officer
CDO	Community Development Officer
CPM	Caravan Park Manager
EHO	Environmental Health Officer
MCDS	Manager Corporate and Development Services
MEC	Mechanic
MIS	Manager Infrastructure Services
SFO	Senior Finance Officer
OTHERS	Ranger, Customer Service Officer/s, Executive Officer etc.

1000 – ADMINISTRATION

1001 LOCAL LAWS ADMINISTRATION	
Function to be performed:	The CEO is delegated authority to administer the local government's Local Laws, subject to regard being taken of sections 9.1(1) and 9.4 of the Local Government Act 1995.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MCDS, CDO, MIS, CPM, ACM, Ranger
Reference:	Section 3.18(1) (2) and (3) Local Government Act 1995

Matrix

1002 FUNCTIONS OUTSIDE OWN DISTRICT	
Function to be performed:	The CEO is delegated authority over the performance of a local government's executive functions outside its own district, but before it can do anything on land outside its own district that is not local property of that local government, it is required to have obtained the consent of: (a) The owner of the land; (b) If the land is occupied, the occupier of the land; and (c) If the land is under the control or management of any other person, that other person.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MCDS, MIS
Reference:	Section 3.20 Local Government Act 1995

Matrix

1003 NOTICES TO OWNERS AND OCCUPIERS OF LAND	
Function to be performed:	The Chief Executive Officer is authorised to issue notices to owners or occupiers or land in accordance with the provisions of Schedule 3.1, Divisions 1 and 2 of the Local Government Act 1995.
Power or Duty Assigned:	Local Government

Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MCDS; MIS; Environmental Health Officer
Reference:	Section 3.25(1) & Schedule 3.1, Divisions 1 and 2 Local Government Act 1995.

Matrix

1004 POWERS OF ENTRY	
Function to be performed:	The CEO is delegated authority to; 1. Give a Notice of Entry. 2. Seek and execute an Entry under Warrant. 3. Execute an Entry in an Emergency. 4. Give notice and execute the Opening of a Fence.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MCDS, MIS, CESM
Reference:	Local Government Act 1995 s.3.31 General procedure for entering property s3.32 Notice of entry s3.33 Entry under warrant s3.34 Entry in an emergency s3.36 Opening Fences

Matrix

1005 REMOVE AND IMPOUND GOODS	
Function to be performed:	The CEO is delegated authority to remove and impound goods from a public place if the goods present a hazard to public safety or they obstruct the lawful use of any place.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes

Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MCDS, MIS
Reference:	Section 3.39 Local Government Act 1995
1005.1 AUTHORITY TO REMOVE AND IMPOUND ABANDONED VEHICLE	
Function to be performed:	The CEO is delegated authority to remove and impound an abandoned vehicle wreck.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MCDS, MIS
Reference:	Section 3.40A(1) Local Government Act 1995
1005.2 PROVIDE NOTICE TO WHERE ABANDONED VEHICLE TO BE COLLECTED	
Function to be performed:	The local government is to provide notice to the owner of a removed abandoned vehicle wreck, advising that the vehicle may be collected.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MCDS, MIS
Reference:	Section 3.40A(2) Local Government Act 1995
1005.3 DECLARING A VEHICLE AN ABANDONED WRECK	
Function to be performed:	The CEO is delegated authority to declare that a vehicle is an abandoned wreck.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MCDS, MIS
Reference:	Section 3.40A(4) Local Government Act 1995

Matrix

1006 DISPOSING OF CONFISCATED OR UNCOLLECTED GOODS	
Function to be performed:	Sell or otherwise dispose of any confiscated or impounded goods in accordance with [s3.47 of the Local Government Act 1995 (the Act)]. 2. Destroy an impounded animal where it is determined to be too ill or injured to treat [s3.47A(1) of the Act]. 3. Where an offender is convicted, recover from the offender expenses incurred for removing, impounding and disposing confiscated or impounded goods [s3.48 of the Act].
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MCDS
Reference:	Local Government Act 1995 s3.47 Disposing of confiscated or uncollected goods – subclauses (1), (2), (2a) s3.47A Disposal of sick or injured animals – subclause (1) s3.48 Recovery of impounding expenses

Matrix

1007 STAFF EMPLOYMENT	
Function to be performed:	The CEO is delegated authority to employ such other persons as the Council believes are necessary to enable the functions of the local government and the functions of council to be performed.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	nIL
Reference:	Section 5.36(1)(b) Local Government Act 1995

Matrix

1008 ADVERTISING OF CEO POSITION	
Function to be performed:	If the position of CEO becomes vacant, the CEO is delegated authority to advertise the position in the manner and containing such information as prescribed.

Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MCDS
Reference:	Section 5.36(4) Local Government Act

Matrix

1009 SENIOR EMPLOYEE POSITION TO BE ADVERTISED	
Function to be performed:	If the position of a senior employee becomes vacant, the CEO is delegated authority to advertise the position in the manner and containing such information as prescribed. The local government will prescribe which positions other than the CEO are to be designated Senior Positions. Currently these positions are: • Manager Corporate and Development Services; • Manager Infrastructure Services.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MCDS
Reference:	Section 5.37(3) Local Government Act 1995

Matrix

1010 ADVERTISING OF ADOPTION OR MODIFICATION OF PLAN	
Function to be performed:	The CEO is delegated authority to carry out local advertising when a new Community Strategic Plan is adopted or if the existing plan is modified.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MCDS

Reference:	Local Government (Administration) Regulations 19D(1)(2)

Matrix

1011 CERTIFICATE – AUTHORISED ENFORCEMENT PERSON	
Function to be performed:	The CEO is delegated authority to issue to each person authorised to enforce laws, a certificate stating that the person is so authorised, and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorised person.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MCDS with CEO approval
Reference:	Section 9.10(2) Local Government Act 1995

Matrix

1012 PRESCRIBED INFORMATION MAY BE INSPECTED	
Function to be performed:	The CEO is delegated authority to make available information prescribed as confidential that under Section 5.95(7) of the Local Government Act 1995, may be made available for inspection. The CEO may also refuse inspection of documents in accordance with Section 5.95 (1) where an unreasonable use of resources is required.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MCDS
Reference:	Local Government (Administration) Regulation 29A(2) & 5.95(1)

Matrix

1013 FREEDOM OF INFORMATION	
1013.1 FOI DECISION	
Function to be performed:	The CEO is delegated authority to make decisions in regards to applications submitted to the Shire under the Freedom of Information Act 1992.
Power or Duty Assigned:	Principal of the agency - Chief Executive Officer
Power to Delegate:	Yes

Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Nil
Reference:	Section 100(1) Freedom of Information Act 1992
1013.2 FOI INTERNAL REVIEW	
Function to be performed:	The CEO is delegated authority to deal with an application for an internal review made under the Freedom of Information Act 1992.
Power or Duty Assigned:	No person who is subordinate to the primary decision maker
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MCDS
Reference:	Section 41 Freedom of Information Act 1992

Matrix

101 PROVIDING INFORMATION TO THE MINISTER	
Function to be performed:	Upon receiving a request from the Minister for information, the CEO is delegated authority to provide the information to the Minister within the specified time of the notice.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MCDS
Reference:	Section 8.2(2) Local Government Act 1995
1014.1 ADVICE TO THE MINISTER WITHIN 35 DAYS	
Function to be performed:	The CEO is authorised to within 35 days after receiving the report or such longer period as the Minister allows, give the Minister written advice setting out the things that it has done or proposes to do to give effect to the recommendations of the authorised person.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes

Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MCDS
Reference:	Section 8.14(3) Local Government Act 1995
1014.2 COPIES OF ADVICE TO THE MINISTER MADE PUBLIC	
Function to be performed:	Within 35 days after receiving the report or such longer period as the Minister allows, the local government is to give the Minister written advice setting out — (a) the things that it has done or proposes to do to give effect to the recommendations in the report; or (b) if the report recommends that the council be dismissed, its comments on that recommendation.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MCDS
Reference:	Section 8.23(4) Local Government Act 1995

Matrix

1015 AUTHORISATION OF OFFICERS	
Function to be performed:	The CEO is delegated authority to authorise officers to make complaints and enforce the various Acts and Regulations for the Shire including, yet not limited to, those listed hereunder: • Local Government Act 1995 • Dog Act 1976 (as amended) and Regulations thereunder; • Cat Act 2011 & Regulations thereunder • Bushfire Act 1954 and Regulations thereunder; • Control of Vehicles (Off Road Areas) Act 1978 and Regulations thereunder; • Litter Act 1979 and Regulations thereunder; • Caravan Parks and Camping Act 1995 and Regulations thereunder. • Planning & Development Act 2006 • Building Act 2011 and Regulations thereunder

Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Nil
Reference:	Section 5.42 Local Government Act 1995

Matrix

1016 EXPRESSION OF INTEREST AND TENDERS – FOR SUPPLY OF GOODS OR SERVICES	
Function to be performed:	The CEO is delegated authority to; Determine: 1. When to call tenders or not to call tenders [s3.57(1) of the Local Government Act 1995 (the Act) and Reg.11 of the Local Government (Functions and General) Regulations 1996 (the Regulations]. 2. The circumstances to invite tenders, though not required to do so [Reg.13 of the Regulations]; 3. Selection criteria for the acceptance of tenders [Reg.14(2a) of the Regulations]; 4. The information to be disclosed to those interested in submitting a tender [Reg.14(4)(of the Regulations]; 5. Minor variations before entering into a contract [Reg.20 of the Regulations]; 6. Appropriate circumstances (for application of the Expression of interest process) and to call for Expressions of Interest [Reg.21 of the Regulations]; and, 7. Where the successful tenderer does not want to accept the contract and a variation or agreement cannot be reached, determine to select the next most appropriate tenderer [Reg.20 of the Regulations].
Power or Duty Assigned:	Local Government
Power to Delegate:	Chief Executive Officer

Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MCDS; MIS
Reference:	Local Government Act 1995 Section 3.57 Local Government (Function and General) Regulations 1996 Reg.11 Tenders to be invited for certain contracts Reg.13 Procedure when local government invites tenders though not required to do so Reg.14 (2a), (4) and (5) Requirements for publicly inviting tenders Reg.20 Variation of requirements before entry into contract Reg.21 Limitation may be placed on who can tender

Matrix

1017 PERENJORI HISTORY BOOKS	
Function to be performed:	The CEO is authorised to offer "Perenjori History Books" (those owned by the Shire only) in exchange for other history books being offered to the Shire for purchase.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Nil
Reference:	Section 5.42 Local Government Act 1995

Matrix

2000 - WORKS

2001 ROAD CLOSURES	
2001.1 TEMPORARY ROAD CLOSURES	
Function to be performed:	Subject to having regard for the requirements of Section 3.50 and 3.50A of the Local Government Act 1995 and for clauses 4, 5 and 6 of the Local Government (Functions and General) Regulations 1996 the CEO is delegated authority to: a) temporarily close a thoroughfare to vehicles; i) In cases of emergency ii) Where, in the opinion of the CEO that, due to adverse weather conditions it is likely to be damaged by the passage of traffic generally or traffic of any particular class. iii) For the conduct of an event, in accordance with the Road Traffic (Events on Roads) Regulations 1991; and iv) Where the local government is undertaking repair and maintenance works to a thoroughfare, b) To revoke an order to close a road or thoroughfare subject to the provisions of section 3.50(6) of the Local Government Act 1995.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	MIS, MCDS
Chief Executive Officer sub-delegates to:	MIS (in consultation with CEO, or the MCDS in the absence of the CEO).
Reference:	Section 3.50 Local Government Act 1995 Section 5.44 Local Government Act 1995
2001.2 PUBLIC NOTICE OF ROAD CLOSURE	
Function to be performed:	Before it makes an order in accordance with Section 3.50 of the Local Government Act 1995 wholly or partially closing a thoroughfare to the passage of vehicles for a period exceeding 4 weeks, the CEO is delegated authority to give local public notice of the proposal inviting submissions. In addition the local government is to give written notice to each person who either owns or occupies affected land or who is prescribed as having an interest. The CEO is delegated authority to close a thoroughfare to vehicles for up to 4 weeks without giving public notice.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes

Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MIS, MCDS
Reference:	Section 3.50(4) Local Government Act 1995
2001.3 CLOSURE WITHOUT PUBLIC NOTICE FOR MAINTENANCE OR REPAIRS	
Function to be performed:	Notwithstanding Section 3.50, the CEO is delegated authority to partially and temporarily close a thoroughfare, without giving local public notice, if the closure is: (a) For the purpose of carrying out repairs or maintenance; or (b) Unlikely to have a significant adverse effect on users of the thoroughfare.
Power or Duty Assigned:	Local government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MIS, MCDS
Reference:	Section 3.50(A) Local Government Act 1995
2001.4 AFFECTED OWNERS TO BE NOTIFIED OF CERTAIN PROPOSALS	
Function to be performed:	Before fixing, altering or realigning a public thoroughfare or draining water onto adjoining land, the CEO is delegated authority to give affected owners, notice of its proposal, invite submissions providing a reasonable time for submissions and consider those submissions.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MIS, MCDS
Reference:	Section 3.51 Local Government Act 1995
2001.5 LOCAL GOVERNMENT AND PARKS AND RESERVES ACT 1996	
Function to be performed:	The CEO is delegated authority to do anything it could do under the *Parks and Reserves Act 1895* if it were a Board appointed under that Act, to control and manage any land reserved under the *Land Act 1933* and vested in or placed under the control and management of the local government.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes

Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MIS, MCDS
Reference:	Section 3.54(1) Local Government Act 1995

Matrix

2002 GATES AND PIPES ACROSS THOROUGHFARES	
Function to be performed:	The CEO is delegated authority to approve the installation of gates across, or pipes under, Shire controlled thoroughfares with Council Policy, with a register of gates and pipes being kept in accordance with the requirements of the Local Government 1995.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MIS
Reference:	Section 5.42 Local Government Act 1995

Matrix

2003 ALTERING THOROUGHFARE ALIGNMENTS	
Function to be performed:	Before fixing or altering the level of alignment of a public thoroughfare, the CEO is delegated authority to give notice of the proposal inviting submissions from any person prescribed as having an interest.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes, If no objection
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MIS
Reference:	Section 3.51 (3) Local Government Act 1995

Matrix

2004 DANGEROUS EXCAVATION	
Function to be performed:	If there is, in a public thoroughfare or land adjoining a public thoroughfare, an excavation that the local government considers to be dangerous the CEO is delegated authority to fill in or fence the excavation or request the owner

	or occupier to fill or securely fence the excavation.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MIS
Reference:	Section 11(1) Local Government (Uniform Local Provisions) Regulations 1996

Matrix

2005 CROSSING FROM PUBLIC THOROUGHFARE TO PRIVATE LAND OR PRIVATE THOROUGHFARE	
Function to be performed:	The CEO is delegated authority to approve the construction of a crossing giving access from a public thoroughfare to the land, or a private thoroughfare serving the land.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MIS
Reference:	Section 12(1) Local Government (Uniform Local Provisions) Regulations 1996

Matrix

2006 DISPOSAL OF PROPERTY BY AUCTION	
Function to be performed:	The CEO is delegated authority to dispose of property to the highest bidder at public auction or by the most suitable public tender.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MIS, MCDS
Reference:	Section 3.58 (2) Local Government Act 1995

Matrix

2007 DISPOSAL OF PROPERTY BY PRIVATE TREATY	
Function to be performed:	The CEO is delegated authority to dispose of property by private treaty but must follow the process set out under section 3.58(3) Local Government Act 1995.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	
Reference:	Section 3.58 (3) Local Government Act 1995

Matrix

2008 LICENCE TO DEPOSIT MATERIALS ON OR EXCAVATE ADJACENT TO A STREET	
Function to be performed:	The Chief Executive Officer is delegated the authority to issue permits to deposit materials on a street, way or other public place and to excavate on land abutting or adjoining a street, way or other public place pursuant to the Activities on Thoroughfares Local Law.
Power or Duty Assigned:	Council
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MIS
Reference:	Section 5.42 Local Government Act 1995 & Activities on Thoroughfares Local Law Section 2.2

Matrix

2009 SUPPORT OR OPPOSE RESTRICTED ACCESS VEHICLE HEAVY HAULAGE APPLICATIONS	
Function to be performed:	Authority to support or oppose restricted access heavy vehicle haulage applications.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer

Chief Executive Officer delegates to:	MIS
Reference:	Section 3.18 Local Government Act 1995 Section 5.42 Local Government Act 1995 Section 5.44 Local Government Act 1995

Matrix

2010 PRIVATE WORKS	
Function to be performed:	The CEO is authorised to approve all private works applications in accordance with rates and charges set by the Council and always bearing in mind Policy Nos 2002, 3001 & 3003.
Power or Duty Assigned:	Council
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MIS
Reference:	Section 5.42 Local Government Act 1995 Section 5.44 Local Government Act 1995

Matrix

2011 DAMAGE TO ROADS, KERBING, FOOTPATHS ETC.	
Function to be performed:	The CEO is authorised to issue accounts for repairs to damage caused to roads, kerbing and footpaths. Where payment of the accounts is not received, the is authorised to take legal action to recover the cost. The Council is to be advised of the proposed legal action prior to taking action.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MIS for the issue of accounts only
Reference:	Section 5.42 Local Government Act 1995

Matrix

2012 COMPENSATION FOR DAMAGE CAUSED BY LOCAL GOVERNMENT	
Function to be performed:	The CEO is delegated authority to pay compensation to the owner or occupier of a property if the local government causes damage through the performance of its functions.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MIS
Reference:	Section 3.22 (1) Local Government Act 1995

Matrix

2013 MAKING A PERSON COMPLY WITH A NOTICE FOR CERTAIN THINGS TO BE DONE ON THEIR LAND	
Function to be performed:	In order to make a person comply with a notice, a local government may do anything it considers necessary (within the confines of the Act) to achieve the purpose for which the notice was given.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MIS, MCDS
Reference:	Section 3.26(2) Local Government Act 1995

Matrix

2014 CONTINUE TO CARRY OUT WORK NOT CARRIED OUT BY OWNER	
Function to be performed:	The CEO is delegated authority to continue to undertake works that are not carried out by the owner or occupier and recover the costs as a debt.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MIS, MCDS
Reference:	Section 3.26(3) Local Government Act 1995

Matrix

2015 AUTHORITY TO CARRY OUT WORK ON PRIVATE LAND	
Function to be performed:	The CEO is delegated authority go onto private land in the circumstances prescribed in Schedule 3.2 of the Local Government Act 1995 and carry out works, even if it does not have the consent of the owner.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MIS
Reference:	Section 3.27(1) Local Government Act 1995

Matrix

2016 PAYMENT OF SUBSIDIES	
Function to be performed:	The CEO is delegated authority to approve the construction of, and payment of subsidies for vehicular crossovers.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MIS
Reference:	Section 13(1) Local Government (Uniform Local Provisions) Regulations 1996 r12 Crossing from public thoroughfare to private land or private thoroughfare r13 Requirement to construct or repair crossing r15 Contribution to cost of crossing

3000 - FINANCE

3001 PAYMENTS OF ACCOUNTS	
Function to be performed:	**Municipal, Trust & Reserve Accounts:** The Chief Executive Officer is delegated authority to make payments from the Municipal Fund, Trust Fund and Reserve Fund (transfers only).
Power or Duty Assigned:	Local Government

Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Council's Conditions on Delegation	This delegation may only be exercised in accordance with policies or strategies formally adopted by Council. 1. Payment of salaries up to the amount required to meet employee entitlements obligations; and 2. Authorisation of payments made by Electronic Funds Transfer (EFT): (i) A list of payments made is presented to Council each month as part of the Agenda. 3. In accordance with Council policies and adopted budget. 4. Contract Variations are not to exceed $500,000, and must be within the approved Council Budget for the project.
Chief Executive Officer delegates to:	MCDS, SFO, MIS President (in the absence of the CEO, MCDS, MIS or SFO)
Reference:	Section 6.7 (2) the Local Government Act 1995 Local Government (Financial Management) Regulations 1996 Regulation 12(1)(a) Payments from municipal fund or trust fund. Finance Policy, Purchasing Policy

Matrix

3002 AMEND THE RATE RECORD	
Function to be performed:	The CEO is delegated authority to, on application by a person proposing to make an objection to the rate record, amend a rate record up to 5 years preceding the current financial year.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MCDS, SFO
Reference:	Section 6.39(2) Local Government Act 1995

Matrix

3003 AGREEMENT AS TO PAYMENT OF RATES AND SERVICE CHARGES	
Function to be performed:	The CEO is delegated authority to accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person.

Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MCDS, SFO
Reference:	Section 6.49 Local Government Act 1995 Section 5.44 Local Government Act 1995

Matrix

3004 UNPAID RATES OR SERVICE CHARGES (SECTION 6.64)	
Function to be performed:	To take possession of land, and hold the land as against a person having an estate or interest in the land if any rates or service charges which are due in respect of rateable land have been unpaid for at least 3 years and — (a) from time to time lease the land; or (b) sell the land; or (c) cause the land to be transferred to the Crown; or (d) cause the land to be transferred to itself; or (e) lodge a caveat to preclude dealings in respect of the land, and may withdraw caveats so lodged by it.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MCDS, SFO
Reference:	Section 6.64 Local Government Act 1995

Matrix

3005 PAYMENT OF OUTSTANDING DEBTS AND CANCELLATION OF PROPOSED SALE	
Function to be performed:	If a local government accepts payment of outstanding rates or service charges, under sections 6.69(1) or 6.69(2), the CEO is delegated authority to make such notifications and take such measures as are prescribed to cancel the proposed sale.

Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MCDS
Reference:	Section 6.69(3) Local Government Act 1995

Matrix

3006 PROCEEDURES FOR CONTROL OVER INVESTMENTS	
Function to be performed:	The CEO is delegated authority to establish and document internal control procedures to ensure control over investments.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MCDS, SFO
Reference:	Financial Management Regulations 19(1) Investment Policy

Matrix

3007 INVESTMENT OF SURPLUS FUNDS	
Function to be performed:	The Finance Committee is authorised to direct the investment of money held in any Shire fund, that is not required for immediate use, in an approved investment fund as defined by the Trustees Act sections 17,18 and 19, provided that sufficient working funds are retained at all times with conditions as per policy number 272.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Finance Committee
Chief Executive Officer delegates to:	Nil
Reference:	Section 6.14(1) Local Government Act 1995 Local Government Act 1995 (Section 5.16,5.17,5.18)

	Trustees Act sections 17,18 and 19 Investment Policy

Matrix

3008 COUNCIL PURCHASING AUTHORITY	
Function to be performed:	The CEO is authorised to carry out authorised purchasing on behalf of the Shire and within budgetary constraints and in accordance with the Shire of Perenjori Purchasing Policy.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Manager Corporate & Development Services $50,000 Manager Infrastructure Services $50,000 Mechanic $5,000 Senior Finance Officer $5,000
Reference:	Section 5.42 Local Government Act 1995 Section 5.44 Local Government Act 1995 Purchasing Policy

Matrix

3009 MUNICIPAL FUND ACCOUNTING	
Function to be performed:	The CEO is delegated authority to ensure that all money and the value of all assets received or receivable by a local government are held and brought to account in its municipal fund unless otherwise required by the Local Government Act 1995 or any other written law to be held in the trust fund.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MCDS, SFO
Reference:	Section 6.7(1) Local Government Act 1995

Matrix

3010 APPLICATION OF MUNICIPAL ACCOUNT FUNDS	
Function to be performed:	The CEO is delegated authority to ensure that money held in the municipal fund be applied towards the performance of the functions and the exercise of the powers conferred on the local government by this Act or any other written law.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MCDS; SFO
Reference:	Section 6.7(2) Local Government Act 1995

Matrix

3011 REFERRAL OF DISPUTE WITH CBH TO MINISTER	
Function to be performed:	If Co-operative Bulk Handling Ltd and the Shire cannot reach an agreement, under section 6.26(2)(i) of the Local Government Act 1995, the CEO is delegated authority to refer the matter to the Minister for determination.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MCDS
Reference:	Section 6.26(3) Local Government Act 1995

Matrix

3012 AUTHORITY TO WAIVE, GRANT DISCOUNTS, DEFER OR WRITE OFF DEBTS	
Function to be performed:	The CEO is delegated authority to; - To waive or grant concessions in relation to any amount of money (Does not apply to rates and service charges); or - Write off any amount of money owed to the City; - Determine conditions to be imposed when granting concessions. The limit of authority to the CEO is $300.
Power or Duty Assigned:	Local Government

Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MCDS
Reference:	Section 6.12(1)(b), (1) (c) and (3) Local Government Act 1995

Matrix

3013 EXPENSE REIMBURSEMENTS	
3013.1 PRESCRIBED EXPENSE REIMBURSEMENTS TO ELECTED MEMBERS	
Function to be performed:	The CEO is delegated authority to; 1. To reimburse a council member who incurs an expense of a kind prescribed as being an expense- - to be reimbursed by all local governments; or - which may be approved for reimbursement Is entitled to be reimbursed for the expense in accordance with subsection (3). 2. The local Government may approve reimbursement of an expense either generally or in a particular case. Local Government Act (Administration Regulations)1996 32. (1) (a)-(c) Expenses that may be approved for reimbursement.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MCDS
Reference:	Section 5.98 (2) and Section 5.98 (4) Local Government Act 1995
3013.3 APPROVED EXPENSE REIMBURSEMENTS TO NON COUNCIL MEMBERS OF COMMITTEES	
Function to be performed:	The CEO is delegated authority to approve of reimbursement of expenses of committee members who are not Council members.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes

Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MCDS
Reference:	Section 5.100(2) Local Government Act 1995
3013.4 EXPENSE REIMBURSEMENTS TO EMPLOYEES	
Function to be performed:	The CEO is delegated authority to approve reimbursements of employee expenses.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	MCDS
Reference:	Section 5.101(2) Local Government Act 1995
3013.5 Reimbursements- Cash Advance	
Function to be performed:	The CEO is delegated authority to approve a cash advance in relation to an expense that may be reimbursed.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Nil
Reference:	Section 5.102 Local Government Act 1995

4000 – BUSH FIRE CONTROL

4001 FIREBREAK ORDER, VARIATION TO	
Function to be performed:	Pursuant to the provisions of Council's Firebreak Order, the CEO and Chief Bushfire Control Officer are delegated joint authority to vary the requirements for the construction of firebreaks, the restricted burning period, and the issue of permits for burning on land within the Shire of Perenjori. The CEO in exercising this delegation is to liaise with the Chief Bush Fire Control Officer on each specific variation request.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Deputy Bushfire Control Officer (in the absence of the CEO).
Reference:	Bush Fires Act, 1954 s48 Section 5.44 Local Government Act 1995

Matrix

4002 BURNING OF ROADSIDES	
Function to be performed:	The CEO is delegated authority to approve applications submitted by the relevant Fire Control Officer to burn a road verge vested in the care, control and management of the Shire of Perenjori.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer Chief Bush Fire Control Officer
Chief Executive Officer delegates to:	Chief Bush Fire Control Officer; CESM; MIS
Reference:	Bush Fires Act, 1954; Activities on Thoroughfares & Trading in Thoroughfares and Public Places local Law; Environmental Protection Act 1986; Environmental Protection (Clearing of Native Vegetation) Regulations 2004; Section 5.44 Local Government Act 1995

Matrix

5000 – HEALTH & BUILDING

5001 CARAVAN PARK AND CAMPING GROUNDS	
Function to be performed:	The CEO is authorised to carry out the provisions of the Caravan Park and Camping Grounds Act 1995 and Caravan Parks and Camping Grounds Regulations 1997.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Caravan Park Manager, Environmental Health Officer, MCDS
Reference:	Caravan Park & Camping Grounds Act 1995 & Caravan Parks and Camping Grounds Regulations 1997.

Matrix

5002 TREATMENT OF SEWAGE AND DISPOSAL OF EFFLUENT AND LIQUID WASTE	
Function to be performed:	The CEO is authorised to carry out the provisions of the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Environmental Health Officer
Reference:	Health Act 1911, Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974

Matrix

5003 PRIVATE SWIMMING POOLS	
Function to be performed:	1 Approve alternative requirements to r. 50(4)(b) of the Building Regulations 2012 (the Regulations) if satisfied that the alternative requirements will restrict access by young children to the swimming pool as effectively as if there were compliance with Australian Standard AS 1926.1 [r.51(2) of the Regulations] 2 Approve a door for the purposes of r.50(4)(c)(ii) of the Regulations if the door is in accordance with the requirements of Australian Standard AS 1926.1 and the conditions in r.51(3) are satisfied [r.51(3) of the Regulations] 3 Arrange for an authorised person to inspect the enclosures of private

	swimming pools in the district at intervals of no more than 4 years for the purpose of monitoring whether the provisions in rr.50 and 52 the Regulations are complied with [rr.50, 52 and 53(1) of the Regulations].
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Environmental Health Officer
Reference:	Local Government Act 1995 Building Regulations 2012 rr.51 and 53

Matrix

5004 DELEGATIONS UNDER BUILDING ACT 2011	
Function to be performed:	The Chief Executive Officer is delegated the authority to exercise and discharge all or any of the powers and functions of the permit authority in regards to the following sections of the Building Act 2011: S17- Uncertified application to be considered by building surveyor S18 - Require further information from applicant S20 – Authority to grant or refuse to grant building permits; S21 – Authority to grant or refuse to grant demolition permits; S22 – Authority to grant or refuse building or demolition permits if 1. There appears to be an error in the documents or information provided in the application; 2. If an application is inconsistent with; i. A function that the permit authority has under written law or; ii. An agreement between the permit authority and the applicant. S27 - Conditions imposed by permit authority S32 – Extension of time during which a permit has effect. S58 – Authority to grant, modify or refuse to grant an Occupancy Permits or Building Approval Certificates. S65 – Authority to extend the periods of which the Occupancy Permit or modification or the Building Approval Certificate has effect. S96 – Authorise persons for the purpose of the Building Act 2011. S110 – Authority to issue Building Orders. S117 – Authority to revoke Building Orders. S139 – Authority to commence prosecution.

	S145A – Issue certificates
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Sections 17, 18, 20, 21, 22, 32, 58, 65, 110, 117, 139, 145A to the Building Surveyor and/or MCDS (in consultation with the CEO)
Reference:	Building Act 2011 Section 5.36 & 5.44 Local Government Act 1995

Matrix

5005 ISSUING NOTICES (SECTION 3.25) OF THE LOCAL GOVERNMENT ACT 1995	
Function to be performed:	The CEO is authorised to; give a person who is the owner or, unless Schedule 3.1 (of the Local Government Act 1995) indicates otherwise, the occupier of land a notice in writing relating to the land requiring the person to do anything specified in the notice that — (a) is prescribed in Schedule 3.1, Division 1; or (b) is for the purpose of remedying or mitigating the effects of any offence against a provision prescribed in Schedule 3.1, Division 2.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	EHO, MCDS, MIS
Reference:	Local Government Act 1995 Schedule 3.25.

Matrix

ADMINISTRATION MATRIX

6000 – ANIMAL CONTROL

6001 ENFORCEMENT OF DOG ACT AND LOCAL LAWS	
Function to be performed:	Enforcement of the provisions of the Dog Act 1976, subsidiary legislation and Dog Local Laws is delegated to the CEO. Court proceedings will be instituted administratively, with the provision that legal advice be obtained if necessary. By providing this delegation the local government expressly authorises the chief executive officer to further delegate the power or duty.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Authorised Officers – MCDS, MIS, Ranger Registered Officers – CEO, MCDS, Administration Staff
Reference:	Local Government Act 1995 10AA Dog Act 1976

Matrix

6002 ENFORCEMENT OF CAT ACT 2011	
Function to be performed:	Enforcement of the provisions of the Cat Act 2011 and subsidiary legislation and Cat Local Laws is delegated to the CEO. Court proceedings will be instituted administratively, with the provision that legal advice be obtained if necessary. The CEO is authorised to make such arrangements as is considered necessary for staff, temporary, part-time or otherwise, to effectively administer the Cat Act 2011, within the limitations of the adopted Annual Budget. The CEO is authorised to delegate employees of the local government to carry out certain functions of the Cat Act 2011.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Authorised Officers – MCDS, MIS and Ranger Registered Officers – CEO, MCDS and Administration Staff

Reference:	Local Government Act 1995 S44 Cat Act 2011 Cat Regulations 2012

Matrix

7000 – PLANNING

7001 SHIRE OF PERENJORI PLANNING SCHEME NO. 2	
Function to be performed:	The CEO is delegated authority to exercise all powers and duties under the Shire of Perenjori Local Planning Scheme No. 2.
Power or Duty Assigned:	Local Government
Power to Delegate:	Yes
Delegation Recommended:	Yes
Delegation to:	Chief Executive Officer
Chief Executive Officer delegates to:	Contracted Planner, MCDS
Reference:	Planning and Development Act 2005 Schedule 2, Part 10, Clause 82 Planning and Development (Local Planning Schemes) Regulations 2015

7002 PLANNING AND DEVELOPMENT ACT 2005 – OTHER DELEGATIONS		
Function to be performed:	Subdivision Recommendations	Authority to Progress
	Subdivision Clearances	Authority to Approve
	Public Works Planning Applications	Authority to Progress
	Clause 32 Planning Applications	Authority to Progress
	Licensed Premises Applications	Authority to Approve
	Notices	Authority to Issue
	Street Naming	Authority to Approve
	(As per the attachment)	
	Built Strata Subdivision Applications	Authority to Approve
Power or Duty Assigned:	Local Government	
Power to Delegate:	Yes	
Delegation Recommended:	Yes	
Delegation to:	Chief Executive Officer	
Chief Executive Officer delegates to:	Contracted Planner, MCDS	

Reference:	Planning and Development Act 2005 Schedule 2, Part 10, Clause 82 Planning and Development (Local Planning Schemes) Regulations 2015

1) SUBDIVISION RECOMMENDATIONS

Functions delegated

The authority to make the following recommendations to the Western Australian Planning Commission (WAPC) in respect to any application to subdivide, strata subdivide or amalgamate land in the district:

(a) To support an application to subdivide, strata subdivide or amalgamate land with or without conditions where the proposal is generally in conformity with TPS2, Residential Design Codes, Rural Land Strategy, City Planning Policy, Comprehensive Development Plan, Structure Plan, Integrated Development Guide Plan, Local Development Plan, Subdivision Guide Plan or Rural Concept Plan which has been approved by the Council as the basis for the subdivision of a defined area or precinct, subject to the imposition of the following:

(i) appropriate requirements and specifications under TPS2 and any applicable City Planning Policy;
(ii) any applicable conditions as set out under the City's 'Planning Procedure No. 1.1.3 – Model Subdivision Conditions Schedule for Subdivision Applications.
(iii) any other relevant non-standard conditions, subject to the criteria having regard to the subdivision design matters, land use matters, landscape matters and site planning and amenity issues.

(b) To refuse to support an application to subdivide, strata subdivide or amalgamate land where the proposal is contrary to TPS2, Residential Design Codes, Rural Land Strategy, City Planning Policy, Comprehensive Development Plan, Structure Plan, Integrated Development Guide Plan, Local Development Plan, Subdivision Guide Plan or Rural Concept Plan.

2) SUBDIVISION CLEARANCES

Functions delegated

The authority to issue a letter in support for subdivision clearance to the WAPC in respect to any application to subdivide or amalgamate land in the district, subject to the following conditions:

(a) Subdivision condition(s) imposed must be relevant to the City.
(b) The subdivision condition(s) must be fulfilled in accordance with all the Local Government conditions specified on the WAPC approval, to the satisfaction of the delegate, and the clearance advice is to be signed by the delegate.
(c) In the event of a dispute between the delegate and the applicant on the measures required to satisfy a condition, the matter must be referred to the WAPC for clearance, together with the City's advice on the matter.

3) BUILT STRATA SUBDIVISION APPLICATIONS

Functions delegated

The authority to determine applications for approval to subdivide land subject to built strata plan submitted under section 25 of the Strata Titles Act 1985. These applications relate to a strata plan for existing dwellings or buildings (or a building which is proposed to be constructed).

4) PUBLIC WORKS PLANNING APPLICATIONS

Functions delegated

The authority to make recommendations as deemed appropriate to the WAPC in respect of applications for the development of land referred to the City by public authorities for public works under the Metropolitan Region Scheme.

5) CLAUSE 32 PLANNING APPLICATIONS

Functions delegated

The authority to make recommendations as deemed appropriate to the WAPC in respect of applications for the use or development of land, which is of a type or in a locality the subject of a WAPC Notice of Clause 32 Declaration pursuant to the Metropolitan Region Scheme.

6) LIQUOR LICENCE APPLICATIONS

Functions delegated

The granting of a Section 40 Certificate under the Liquor Control Act 1988, with or without conditions for all liquor licence applications.

7) STREET NAMING

Functions delegated

The authority to approve street names that are consistent with an approved street naming theme.

8) NOTICES

Functions delegated

(1) Notice Requiring Certain Things to be Done by Owner or Occupier of Land

The determination under section 3.25(1)(a) of the Local Government Act 1995 whether to give a person a notice referred to in that section.

(2) Additional Powers when Notice Given

(a) The determination under section 3.26(2) of the Local Government Act 1995 whether to do anything that it considers necessary as referred to in that section.

(b) The determination under section 3.26(3) of the Local Government Act 1995 whether to recover costs as referred to in that section.

Matrix

Perenjori

Embrace Opportunity

Attachment 18115.1

1. Draft Communications and Social Media Policy
2. WALGA Template Policy
3. Draft Shire of Perenjori Policy
4. Existing Policies

Ordinary Council Meeting
15th November 2018

1004 – COMMUNICATIONS AND SOCIAL MEDIA POLICY

Policy Objective:

This policy establishes protocols for the Shire of Perenjori's official communications with our Councillors, employees and community to ensure the Shire of Perenjori is professionally and accurately represented and to maximise a positive public perception of the Shire.

Policy Scope:

This policy applies to:

1. Communications initiated or responded to by the Shire of Perenjori with our Councillors, employees and community; and
2. Councillors when making comment in either their Shire of Perenjori role or in a personal capacity.

Policy Statement:

1 Official Communications

The purposes of the Shire's official communications include:

- Sharing information required by law to be publicly available.
- Sharing information that is of interest and benefit to the Community.
- Promoting Shire of Perenjori events and services.
- Promoting Public Notices and community consultation / engagement opportunities.
- Answering questions and responding to requests for information relevant to the role of the Shire.
- Receiving and responding to community feedback, ideas, comments, compliments and complaints.

The Shire's official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Council. Our communications will always be respectful and professional.

The Shire will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the community or specific audience, including:

- Website;
- Advertising and promotional materials;
- Media releases prepared for the Shire President to promote specific Shire of Perenjori positions;
- Social media; and
- Community newsletters, letter drops and other modes of communications undertaken by the Shire's Administration at the discretion of the CEO.

2 Speaking on behalf of the Shire of Perenjori

The Shire President is the official spokesperson for the Shire of Perenjori and may represent the Shire in official communications, including; speeches, comment, print, electronic and social media. *[s.2.8(1)(d) of the Local Government Act 1995]*

Where the Shire President is unavailable, the Deputy Shire President may act as the spokesperson. [*s.2.9 and s.5.34 of the Local Government Act 1995]*

The CEO may speak on behalf of the Shire of Perenjori, where authorised to do so by the Shire President. *[s.5.41(f) of the Local Government Act 1995]*

The provisions of the *Local Government Act 1995* essentially direct that only the Shire President, or the CEO if authorised, may speak on behalf of the Local Government. It is respectful and courteous to the office of Shire President to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the Shire President has had opportunity to speak on behalf of the Shire of Perenjori.

Communications by Councillors and employees, whether undertaken in an authorised official capacity or as a personal communication, must not:

- bring the Shire of Perenjori into disrepute,
- compromise the person's effectiveness in their role with the Shire,
- imply the Shire's endorsement of personal views,
- imply the Councillor or employee is speaking on behalf of the Shire, unless authorised to do so; or
- disclose, without authorisation, confidential information.

Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire of Perenjori.

Councillor communications must comply with the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

3 Responding to Media Enquiries

All enquiries from the Media for an official Shire of Perenjori comment, whether made to an individual Councillor or Employee, must be directed to the CEO or a person authorised by the CEO. Information will be coordinated to support the Shire President or CEO (where authorised) to make an official response on behalf of the Shire of Perenjori.

Councillors may make comments to the media in a personal capacity – refer to clause 7.1 below.

4 Website

The Shire of Perenjori will maintain an official website, as our community's on-line resource to access to the Shire's official communications.

5 Social Media

The Shire of Perenjori uses Social Media to facilitate interactive information sharing and to provide responsive feedback to our community. Social Media will not however, be used by the Shire to communicate or respond to matters that are complex or relate to a person's or entity's private affairs.

The Shire of Perenjori maintains the following Social Media accounts:

- Social networks - Facebook,
- Media Sharing networks - Instagram

The Shire of Perenjori may also post and contribute to Social Media hosted by others, so as to ensure that the Shire's strategic objectives are appropriately represented and promoted.

The Shire actively seeks ideas, questions and feedback from our community however, we expect participants to behave in a respectful manner. The Shire of Perenjori will moderate its Social Media accounts to address and where necessary delete content deemed to be:

- Offensive, abusive, defamatory, objectionable, inaccurate, false or misleading;
- Promotional, soliciting or commercial in nature;
- Unlawful or incites others to break the law;
- Information which may compromise individual or community safety or security;
- Repetitive material copied and pasted or duplicated;
- Content that promotes or opposes any person campaigning for election to the Council, appointment to official office, or any ballot;
- Content that violates intellectual property rights or the legal ownership of interests or another party; and
- Any other inappropriate content or comments at the discretion of the Shire.

Where a third party contributor to a Shire of Perenjori's social media account is identified as posting content which is deleted is accordance with the above, the Shire may at its complete discretion block that contributor for a specific period or permanently.

The Shire of Perenjori will observe the following Local Emergency Management Arrangements protocol to communicate and advise our community regarding Emergency Management.

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the Controlling Agency through the Incident Management Team.

At the time of handover of the incident to the Shire, the responsibility of sign-off of communication material is to be handed over to the Shire's Local Recovery Coordinator.

6 Record Keeping and Freedom of Information

Official communications undertaken on behalf of the Shire of Perenjori, including on the Shire's Social Media accounts and third party social media accounts must be created and retained as local

government records in accordance with the Shire's Record Keeping Plan and the *State Records Act 2000.* These records are also subject to the *Freedom of Information Act 1992*.

Councillor communications that relate to their role as a Councillor are subject to the requirements of the Shire's Record Keeping Plan and the *State Records Act 2000.* Councillors are responsible for transferring these records to the Shire's administration. Councillor records are also subject to the *Freedom of Information Act 1992*.

7 Councillor Personal Communications

Personal communications and statements made privately; in conversation, written, recorded emailed, texted or posted in personal social media, have the potential to be made public, whether intended or not.

On the basis that personal or private communications may be shared or become public at some point in the future, Councillors should ensure that their personal or private communications do not breach the requirements of this policy, the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

7.1 Councillor Statements on Shire Matters

A Councillor may choose to make a personal statement publicly on a matter related to the business of the Shire of Perenjori.

Any public statement made by a Councillor, whether made in a personal capacity or in their Local Government representative capacity, must:

1. Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of Shire of Perenjori.
2. Be made with reasonable care and diligence;
3. Be lawful, including avoiding contravention of; copyright, defamation, discrimination or harassment laws;
4. Be factually correct;
5. Avoid damage to the reputation of the local government;
6. Not reflect adversely on a decision of the Council;
7. Not reflect adversely on the character or actions of another Councillor or Employee;
8. Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Councillor, Employee or community member.

A Councillor who is approached by the media for a personal statement may request the assistance of the CEO.

Comments which become public and which breach this policy, the Code of Conduct or the *Local Government (Rules of Conduct) Regulations 2007*, may constitute a minor breach of the *Local Government Act 1995* and may be referred for investigation.

7.2 Councillor Email Communications with Shire of Perenjori Employees

All Councillor email requests to and from Councillors to and from Shire Employees are to be directed through the CEO's office.

Email communication between Councillors and Shire of Perenjori staff is to be confined to;

- The Chief Executive Officer.
- Senior Employees as designated by Council under S.5.37 of the *Local Government Act 1995*;
- The Executive Assistant;

and is to relate solely to Council business or a request for works or services.

Email communication between Councillors and Shire of Perenjori staff shall;

- Not reflect adversely on a decision of the Council;
- Not reflect adversely on the character or actions of another Councillor or Employee;
- Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Councillor, Employee or community member.

INFOPAGE

To: Elected Members and CEOs **From: Lyn Fogg, Governance Advisor**

Organisation: All Local Governments **Date: 24 October 2018**

Reference: **Priority: Medium**

Subject: UPDATE - SOCIAL MEDIA, CYBER BULLYING AND ABUSE

IN BRIEF:

Operational Area:	**Governance Services - WALGA Elected Member Social Media Guideline**
Key Issues:	• WALGA published a Template Communications and Social Media Policy and Elected Member Guideline in June 2018. • WALGA State Council advocated to ALGA for amendments to the Commonwealth legislation to extend cyber bullying protections to all Australians (not just children). • ALGA advises that WALGA's concerns have been included in a submission to the Regional Telecommunications Independent Review Committee, however the Commonwealth is not considering legislative amendments at this time. • The WALGA Elected Member Social Media Guideline has been updated with ***new information*** regarding how to report and respond to cyber bullying and abuse.
Action Required:	Read the updated Elected Member Social Media Guideline available to Member Local Governments, Elected Members and Officers – Fine it on the WALGA website ***here***.

WALGA State Council has lead an advocacy platform to address the increasing risks faced by Elected Members and Local Government employees from cyber bullying and abuse.

At the May 2018 WALGA State Council Meeting it was resolved to seek ALGA's support in advocating for Commonwealth legislation amendments so that all Australians are provided protections from cyber bullying and abuse.

ALGA advises that WALGA's concerns and the need for legislative reform has been included in a submission to the Regional Telecommunications Independent Review Committee however, the Commonwealth has no immediate plans to initiate legislative amendments.

Through ALGA's advocacy, the Commonwealth Office of the eSafety Commissioner has provided some addition information to assist Elected Members in responding to and reporting serious incidences of cyber abuse, much of which can be found at the Office of the eSafety Commissioner's website – www.esafety.gov.au

This information has been included in an update the WALGA Elected Member Social Media Guideline, which is available on the WALGA website to all Member Local Governments, Elected Members and Officers – see the Policy Advice and Advocacy, Governance and Organisational Services page.

For further information please contact:
Governance Advisor, Lyn Fogg on 9213 2042 or email lfogg@walga.asn.au

ONE70
LV1, 170 Railway Parade, West Leederville, WA 6007
PO Box 1544, West Perth, WA 6872
T: (08) 9213 2000 F: (08) 9213 2077 info@walga.asn.au
www.walga.asn.au

Template
Communications and Social Media Policy

WALGA Note:	*WALGA provides this template policy as a guide for Local Governments to consider when developing or amending Policy relevant to official communications and the use of Social Media. This template policy provides suggested wording only and local governments should consider, develop and implement policy suitable to their operational requirements.*
Remember:	*Policy implementation is given effect through appropriate induction, ongoing training and operational procedures that evidence Council Members and Employees have been made aware of and are accountable for their obligations and responsibilities.*

Policy Objective

This policy establishes protocols for the <<Shire/ Town / City of XXX>>'s official communications with our community to ensure the <<Shire/ Town / City of XXX>> is professionally and accurately represented and to maximise a positive public perception of the <<Shire/ Town / City>>.

Policy Scope

This policy applies to:

1. Communications initiated or responded to by the <<Shire/ Town / City of XXX>> with our community; and
2. Council Members when making comment in either their <<Shire/ Town / City of XXX>> role or in a personal capacity.

Policy Statement

1 Official Communications

The purposes of the <<Shire/ Town / City>>'s official communications include:

- Sharing information required by law to be publicly available.
- Sharing information that is of interest and benefit to the Community.
- Promoting <<Shire/ Town / City of XXX>> events and services.
- Promoting Public Notices and community consultation / engagement opportunities.
- Answering questions and responding to requests for information relevant to the role of the <<Shire/ Town / City>>.
- Receiving and responding to community feedback, ideas, comments, compliments and complaints.

The <<Shire/ Town / City>>'s official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Council. Our communications will always be respectful and professional.

The <<Shire/ Town / City>> will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the community or specific audience, including:

- Website;
- Advertising and promotional materials;
- Media releases prepared for the <<Shire President / Mayor>>, to promote specific <<Shire/ Town / City of XXX>> positions;
- Social media; and
- Community newsletters, letter drops and other modes of communications undertaken by the <<Shire/ Town / City>>'s Administration at the discretion of the CEO.

2 Speaking on behalf of the [Shire/ Town / City of XXX]

The <<Shire President / Mayor>> is the official spokesperson for the <<Shire/ Town / City of XXX>> and may represent the <<Shire/ Town / City>> in official communications, including; speeches, comment, print, electronic and social media. *[s.2.8(1)(d) of the Local Government Act 1995]*

Where the Shire President / Mayor is unavailable, the Deputy <<Shire President / Mayor>> may act as the spokesperson. [*s.2.9 and s.5.34 of the Local Government Act 1995]*

The CEO may speak on behalf of the <<Shire/ Town / City of XXX>>, where authorised to do so by the <<Shire President / Mayor>>. *[s.5.41(f) of the Local Government Act 1995]*

The provisions of the *Local Government Act 1995* essentially direct that only the <<Shire President / Mayor>>, or the CEO if authorised, may speak on behalf of the Local Government. It is respectful and courteous to the office of <<Shire President / Mayor>> to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the <<Shire President / Mayor>> has had opportunity to speak on behalf of the <<Shire/ Town / City of XXX>>.

Communications by Council Members and employees, whether undertaken in an authorised official capacity or as a personal communication, must not:

- bring the <<Shire/ Town / City of XXX>> into disrepute,
- compromise the person's effectiveness in their role with the <<Shire/ Town / City>>,
- imply the <<Shire/ Town / City>>'s endorsement of personal views,
- imply the Council Member or employee is speaking on behalf of the <<Shire/ Town / City>>, unless authorised to do so; or
- disclose, without authorisation, confidential information.

Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the <<Shire/ Town / City of XXX>>.

Council member communications must comply with the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

3 Responding to Media Enquiries

All enquiries from the Media for an official <<Shire/ Town / City of XXX>> comment, whether made to an individual Council Member or Employee, must be directed to the CEO or a person authorised by the CEO. Information will be coordinated to support the <<Shire President / Mayor>> or CEO (where authorised) to make an official response on behalf of the <<Shire/ Town / City of XXX>>.

Council Members may make comments to the media in a personal capacity – refer to clause 7.1 below.

4 Website

The <<Shire/ Town / City of XXX>> will maintain an official website, as our community's on-line resource to access to the <<Shire/ Town / City>>'s official communications.

5 Social Media

The <<Shire/ Town / City of XXX>> uses Social Media to facilitate interactive information sharing and to provide responsive feedback to our community. Social Media will not however, be used by the <<Shire/ Town / City>> to communicate or respond to matters that are complex or relate to a person's or entity's private affairs.

The <<Shire/ Town / City of XXX>> maintains the following Social Media accounts (delete / add as relevant to each local government):

- Social networks, including - Facebook, Yammer, LinkedIn and Google+;
- Media Sharing networks, including – Snapchat, Instagram, Flickr, Soundcloud, YouTube and Podcasts;
- Blogging networks, including – Wordpress or newshub;
- Micro-blogging networks, including – Twitter and Tumblr
- Apps (applications), including – Localeye, Report It, iCouncil, Go2Guides, My Local Services, Snap Send Solve, NearStreets

The <<Shire/ Town / City of XXX>> may also post and contribute to Social Media hosted by others, so as to ensure that the <<Shire/ Town / City>>'s strategic objectives are appropriately represented and promoted.

The <<Shire/ Town / City>> actively seeks ideas, questions and feedback from our community however, we expect participants to behave in a respectful manner. The <<Shire/ Town / City of XXX>> will moderate its Social Media accounts to address and where necessary delete content deemed to be:

- Offensive, abusive, defamatory, objectionable, inaccurate, false or misleading;
- Promotional, soliciting or commercial in nature;
- Unlawful or incites others to break the law;
- Information which may compromise individual or community safety or security;
- Repetitive material copied and pasted or duplicated;

- Content that promotes or opposes any person campaigning for election to the Council, appointment to official office, or any ballot;
- Content that violates intellectual property rights or the legal ownership of interests or another party; and
- Any other inappropriate content or comments at the discretion of the <<Shire/ Town / City>>.

Where a third party contributor to a <<Shire/ Town / City of XXX>>'s social media account is identified as posting content which is deleted is accordance with the above, the <<Shire/ Town / City>> may at its complete discretion block that contributor for a specific period of time or permanently.

5.1.1 Shire President / Mayoral Social Media Official Accounts

The <<Shire/ Town / City of XXX>> supports the <<Shire President / Mayor>> in using official social media account/s to assist the <<Shire President / Mayor>> in fulfilling their role under section 2.8 of the *Local Government Act*, to speak on behalf of the Local Government. The content will be administered and moderated in accordance with this policy.

These official <<Shire/ Town / City of XXX>> accounts must not be used by the <<Shire President / Mayor>> for personal communications.

5.1.2 Use of Social Media in Emergency Management and Response

The <<Shire/ Town / City of XXX>> will use the following channels to communicate and advise our community regarding Emergency Management:

- [list as appropriate]

6 Record Keeping and Freedom of Information

Official communications undertaken on behalf of the <<Shire/ Town / City of XXX>>, including on the <<Shire/ Town / City>>'s Social Media accounts and third party social media accounts must be created and retained as local government records in accordance with the <<Shire/ Town / City>>'s Record Keeping Plan and the *State Records Act 2000.* These records are also subject to the *Freedom of Information Act 1992*.

Council Member communications that relate to their role as a Council Member are subject to the requirements of the <<Shire/ Town / City>>'s Record Keeping Plan and the *State Records Act 2000.* Council Members are responsible for transferring these records to the <<Shire/ Town / City>>'s administration. Council Member records are also subject to the *Freedom of Information Act 1992*.

7 Personal Communications

Personal communications and statements made privately; in conversation, written, recorded emailed, texted or posted in personal social media, have the potential to be made public, whether intended or not.

On the basis that personal or private communications may be shared or become public at some point in the future, Council Members should ensure that their personal or private communications do not breach the requirements of this policy, the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

7.1 Council Member Statements on Shire / Town / City Matters

A Council Member may choose to make a personal statement publicly on a matter related to the business of the <<Shire/ Town / City of XXX>>.

Any public statement made by a Council Member, whether made in a personal capacity or in their Local Government representative capacity, must:

1. Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of <<Shire/ Town / City of XXX>>.
2. Be made with reasonable care and diligence;
3. Be lawful, including avoiding contravention of; copyright, defamation, discrimination or harassment laws;
4. Be factually correct;
5. Avoid damage to the reputation of the local government;
6. Not reflect adversely on a decision of the Council;
7. Not reflect adversely on the character or actions of another Council Member or Employee;
8. Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Council Member, Employee or community member.

A Council Member who is approached by the media for a personal statement may request the assistance of the CEO.

Comments which become public and which breach this policy, the Code of Conduct or the *Local Government (Rules of Conduct) Regulations 2007*, may constitute a minor breach of the *Local Government Act 1995* and may be referred for investigation.

Document Control Box							
Document Responsibilities:							
Owner:	[insert Position Title]			**Owner Business Unit:**	[insert Unit Title]		
Reviewer:	[insert Position Title]			**Decision Maker:**	Council		
Compliance Requirements:							
Legislation:	Local Government (Rules of Conduct) Regulations 2007 State Records Act 2000 - SRC Standard 8 – Managing Digital Information [Shire/ Town / City of XXX] Meeting Management / Standing Orders Local Law						
Industry:	State Records Office Guideline – Management of Digital Records						
Organisational:	[Shire/ Town / City of XXX] Code of Conduct						
Document Management:							
Risk Rating:	**[low / med / high]**	**Review Frequency**:	**[annaul / biennial / triennial]**	**Next Due:**	**[20##]**	**Records Ref:**	**[CP####]**
Version #	**Decision Reference:**		**Synopsis:**				
1.	[decision date / TRIM Ref]		[brief description of the adoption / changes approved]				
2.							

1004- SOCIAL MEDIA POLICY

Policy Objective:

This Policy is to define the processes and protocols that will be followed when any employee is engaged in the use of social media in the workplace. If the employee is using social media on a personal basis and nominates any activity indicating they are employed by the Shire of Perenjori then this Policy applies to that activity.

The use of social media is growing rapidly and this Policy is designed to prepare the Shire for participation in social media in a positive manner as a means of marketing and promoting the Shire and its activities.

Policy Statement:

Social media is a collection of internet based tools which facilitate conversations.

Social media is now strongly embedded in Australian culture as a personal tool for networking and communication and is increasingly being used as core component of marketing and communications strategies by governments and businesses.

Social media are primarily Internet - and mobile-based tools for sharing and discussing information.

The term most often refers to activities that integrate technology, telecommunications and social interaction, and the construction of words, pictures, videos and audio. Social media can take many different forms, including Internet forums, weblogs, wikis, podcasts, pictures and video.

Technologies include: blogs, picture-sharing, wall-postings, email, instant messaging, music-sharing, crowdsourcing, and voice over IP, to name a few.

Examples of social media applications are Google Groups, Myspace, Facebook, YouTube, Flickr, and Twitter.

The Council will supplement the Policy with a set of House Rules that can stand alone for training and promotional purposes. These House Rules are as follows but these rules shall be applied with the ultimate aim of positively promoting the Shire and the Rules should not be limited to those below:

1. Know and follow relevant department policies including the Code of Conduct;
2. Be aware when you mix your work and personal lives – the general public consider us 'the voice' of the Shire" 24/7. Represent us well;
3. Be transparent and identify yourself when discussing Shire related topics or issues. Use your real name, tell people you work for the Shire of Perenjori and be clear that you are giving your personal opinion;
4. Consider what you say before you say it. It will be on the web a long time;
5. Be original and respect copyright;
6. Keep your personal accounts separate from your work site;
7. Use discretion. Take care not to publish information that should not be made public. If you aren't 100% sure, seek advice;
8. The general rule of thumb is if you hesitate to post – don't post;

9. Play fair, be polite, be considerate – don't pick fights or engage in them, remember what you say will be public for a long time;
10. Stick to your area of expertise and talk about what you know;
11. It's a conversation, so be human, use your own voice and bring your personality into the conversation. It makes it more interesting;
12. Admit your mistakes – we all make them so when you do, be quick to admit and correct them;
13. Make sure your personal online activities don't interfere with your job performance;
14. If it's official Shire communication be dedicated, be constant – get permission, listen, plan, contribute regularly and keep listening;

The Chief Executive Officer will clearly authorise specific employees only to write and post content, who will approve/moderate incoming content, and who will respond to negative and positive posts (and how).

When communicating on behalf of the Shire, elected members and employees must identify their relationship with the Shire by their stating name and position. Generally, no-one should provide email or phone number contacts.

The Shire's social media site will not be used to transmit private messages or messages not related to the Shire's business.

Uploaded content will only disclose on information which is classified as suitable for the public domain. Content Managers will ensure the information posted is accurate and not misleading in any way.

In developing, posting and responding to content, authorised officers **WILL**:

- uphold the values of the Shire by acting with honesty, integrity, courtesy and professionalism;
- ensure that all relevant legislation has been complied with and that there is adherence to codes, policies and procedures;
- avoid political bias;
- act in a timely manner; and
- take steps to avoid real or potential conflicts of interest.

When developing or posting content, authorised officers must **NOT**:

- use abusive, profane or sexually explicit language;
- undertake commercial solicitations or transactions;
- use copyright or ownership protected materials without appropriate approvals;
- be discriminatory, defamatory, or encourage law breaking;
- compromise the Shire, employee or system safety;
- spam; or
- air personal campaigns.

Content Removal

The Shire reserves the right to remove certain content such as illegal or offensive material. Material that is reasonably critical of the Shire will not be deleted but seen as a means of addressing an issue and enabling improvement.

The Content manager will always state why a post or content was removed regardless of who posted.

Monitoring / Moderating / Responding

As a minimum requirement, the Shire will monitor social media content and exchanges at least daily, Monday to Friday and establish whether:

- comments need replies or removal;
- current content is factual, accurate and up-to-date;
- posts are relevant;
- new information needs uploading.

The Shire will make use of digital monitoring tools whenever available as part of their evaluation of social media activities.

The Shire of Perenjori specifies the kind of comments of feedback that the authorised officer will and will not respond to e.g. constructive feedback will receive a response while remarks of a derogatory nature will not.

1006 – AUTHORITY TO SPEAK ON BEHALF OF THE PRESIDENT

Policy Statement:

The Chief Executive Officer is authorised to speak on behalf of the Council on Shire related matters only with the written approval of the Shire President. (s5.41(f)). If so authorised the Chief Executive Officer can only convey Council decisions and the Council's reasons for the decisions and cannot offer personal opinions or disagree with the Council decision.

9005 – ELECTED MEMBER EMAIL USE

Policy Objective:

The purpose of this policy is to provide Councillors with clear guidelines for email communication for Shire of Perenjori related business.

Policy Statement:

Electronic mail (email) and internet usage are an important part of the Shire's communication processes. The appropriate management of these communication and information tools has a significant impact on the organisation in terms of the security of its information resources, its overall efficiency/effectiveness and meeting statutory compliance.

From a statutory compliance viewpoint, all email communication from Councillors to and from the Shire of Perenjori should be considered as being required to be kept as a permanent State record.

Email documentation forms part of the official business and operations of the Shire. As such, email is governed by legislation at the Federal and State level. These include, but are not limited to, the Local Government Act 1995, State Records Act, Freedom of Information Act, Copyright Legislation and Equal Opportunity Legislation.

Emails sent and received contain information about business activities and are therefore evidence of business transactions in a court of law. They can be subject of legal processes such as discovery and subpoena. Records may be required by royal commissions, auditors and other statutory bodies to whom they may be subject.

Email Communication between Councillors and Staff

Email communication between Councillors and staff is to be on a strictly Council business related basis.

Requests or correspondence to and from Councillors are to be directed through the CEO in accordance with the following protocols.

1. A Councillor emails the request or correspondence to the CEO with a copy to the President or if to a Manager, with a copy to the President and the CEO. Any other staff member receiving an email from a Councillor is to forward a copy immediately to the CEO and to the President.

2. The CEO, or Manager, will have the emailed communication, if considered to be required, to be kept as a State record 'registered' with Records staff.

3. A response (interim or final) will be provided within 1 working day, with a copy to the CEO;

4. The final response will be sent to the author of the request with a copy to the President and CEO. If the matter is directly related to a decision before Council for an item on the meeting agenda then a copy is to be provided to all other Councillors to ensure equality of information for decision making purposes. If this communication is a State Record then records are to be kept as any other correspondence.

Privacy

Councillors can have a general expectation of privacy; however, they should be aware that the Shire of Perenjori may conduct regular audits on email and Internet usage and content to ensure compliance with statutory workplace requirements.

General Principles

Any messages composed, sent or received on the email or Internet facilities are, and will remain, the property of the Shire.

All Councillors have the responsibility to use the Shire's email and internet facilities in a professional, ethical and lawful manner and not infringe the copyright or other intellectual property rights of third parties, distribute or store defamatory, fraudulent, harassing or obscene messages and files, or otherwise to engage in any illegal conduct including the use of insulting, sexist, racist, obscene or suggestive electronic mail in their roles as Councillors.

Email and Internet communication sent by a Councillor will constitute a public record, and must be composed to a standard as if the email or Internet communication was a letter to the Shire.

As a general guide when sending an email the author should never write or convey anything about a person or company that you do not want that person or company's legal representative to read.

Perenjori

Embrace Opportunity

Attachment 18115.2

Draft Updated Code of Conduct

Ordinary Council Meeting
15th November 2018

Shire of Perenjori

Embrace Opportunity

Code of Conduct

2018

(Adopted November 2018)

Shire of Perenjori

CODE OF CONDUCT
For Councillors, committee members and employees

Preamble

This Code of Conduct (the Code) provides Councillors, committee members and employees in the Shire of Perenjori with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual local governments.

The Code is complementary to the principles adopted in the *Local Government Act 1995* (the Act) and regulations which incorporates four fundamental aims to result in:

(a) better decision-making by local governments;

(b) greater community participation in the decisions and affairs of local governments;

(c) greater accountability of local governments to their communities; and

(d) more efficient and effective local government.

The Code provides a guide and a basis of expectations for Councillors, committee members and employees. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective local government responsibilities may be based.

Statutory environment

The Code observes statutory requirements of the *Local Government Act 1995* (section 5.103 – Codes of Conduct) and *Local Government (Administration) Regulations 1996* (Regulations 34B and 34C).

Rules of Conduct

Councillors acknowledge their activities, behaviour and statutory compliance obligations may be scrutinised in accordance with rules of conduct as described in the *Local Government Act 1995* and *Local Government (Rules of Conduct) Regulations 2007*.

Roles

Role of Councillors

The primary role of elected members is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the local government will be the focus of the Councillor's public life.

The role of Councillors is set out in section 2.10 of the *Local Government Act 1995* as follows:

A Councillor —

(a) Represents the interests of electors, ratepayers and residents of the district;

(b) provides leadership and guidance to the community in the district;

(c) facilitates communication between the community and the council;

(d) participates in the local government's decision-making processes at council and committee meetings; and

(e) performs such other functions as are given to a Councillor by this Act or any other written law.

A Councillor is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives. In fulfilling the various roles, Councillors activities will focus on:

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- achieving sound financial management and accountability in relation to the local government's finances;
- ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
- working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- having an awareness of the statutory obligations imposed on Councillors and on the local government.

In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through integration of environmental protection, social advancement and economic prosperity.

Role of Employees

The role of employees is determined by the functions of the CEO as set out in section 5.41 of the *Local Government Act 1995*: -

The CEO's functions are to —

(a) advise the council in relation to the functions of a local government under this Act and other written laws;

(b) ensure that advice and information is available to the council so that informed decisions can be made;

(c) cause council decisions to be implemented;

(d) manage the day to day operations of the local government;

(e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;

(f) speak on behalf of the local government if the mayor or president agrees;

(g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to S 5.37(2) in relation to senior employees);

(h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and

(i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

Role of Council

The role of the Council is in accordance with S 2.7 of the *Local Government Act 1995*:

(1) The council —

(a) directs and controls the local government's affairs; and

(b) is responsible for the performance of the local government's functions.

(2) Without limiting subsection (1), the council is to —

(a) *oversee the allocation of the local government's finances and resources; and*

(b) *determine the local government's policies*

Principles affecting the employment of employees by the Shire

The following principles, set out in section 5.40 of the Act, apply to the employment of the Shire's employees:

(a) employees are to be selected and promoted in accordance with the principles of merit and equity; and

(b) no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and

(c) employees are to be treated fairly and consistently; and

(d) there is to be no unlawful discrimination against employees or persons seeking employment by the Shire on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and

(e) employees are to be provided with safe and healthy working conditions in accordance with the Occupational Safety and Health Act 1984; and

(f) such other principles, not inconsistent with this Division, as may be prescribed.

Relationships between Councillors and Employees

An effective Councillor will work as part of the council team with the Chief Executive Officer and other employees. That teamwork will only occur if Councillors and employees have a mutual respect and co-operate with each other to achieve the Council's corporate goals and implement the Council's strategies. To achieve that position, Councillors need to observe their statutory obligations which include, but are not limited to, the following:

- accept that their role is a leadership, not a management or administrative one;
- acknowledge that they have no capacity to individually direct employees to carry out particular functions;
- refrain from publicly criticising employees in a way that casts aspersions on their professional competence and credibility.

Conflict and Disclosure of Interest

Conflict of Interest

(a) Councillors, committee members and employees must ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.

(b) Employees must not engage in private work with or for any person or body with an interest in a proposed or current contract with the local government, without first making a disclosure to the CEO. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.

(c) Councillors, committee members and employees must lodge written notice with the CEO describing an intention to undertake a dealing in land within the local government area or which may otherwise be in conflict with the Council's functions (other than purchasing the principal place of residence).

(d) Councillors, committee members and employees who exercise recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.

(e) Employees will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity. An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti- discriminatory legislation.

Financial Interest

Councillors, committee members and employees must adopt the principles of disclosure of financial interest as contained within the *Local Government Act 1995*.

Disclosure of Interest

Definition:

In this clause, and in accordance with Regulation 34C of the *Local Government (Administration) Regulations 1996 -*

interest *means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

(a) A person who is an employee and who has an interest in any matter to be discussed at a council or committee meeting attended by the person is required to disclose the nature of the interest -

(i) in a written notice given to the CEO before the meeting; or

(ii) at the meeting immediately before the matter is discussed.

(b) A person who is an employee and who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended by the person is required to disclose the nature of any interest the person has in the matter -

(i) in a written notice given to the CEO before the meeting; or

(ii) at the time the advice is given.

(c) A requirement described under items (a) and (b) exclude an interest referred to in section 5.60 of the *Local Government Act 1995*.

(d) A person is excused from a requirement made under items (a) or (b) to disclose the nature of an interest if -

(i) the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or

(ii) the person's failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.

(e) If a person who is an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of items (a) or (b), then -

(i) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and

(ii) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.

(f) If -

(i) to comply with a requirement made under item (a), the nature of a person's interest in a matter is disclosed at a meeting; or (ii) a disclosure is made as described in item (d)(ii) at a meeting; or

(iii) to comply with a requirement made under item (e)(ii), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting, the nature of the interest is to be recorded in the minutes of the meeting.

Personal Benefit

Use of Confidential Information

Councillors, committee members and employees must not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm or detriment to any person, body or the Council.

Due discretion shall be exercised by all those who have access to confidential or sensitive information. Every matter dealt with by, or brought before, a meeting sitting behind closed doors, shall be treated as strictly confidential, and shall not without the authority of the Council be disclosed to any person other than the Council members and/or employees of the City (and in the case of employees only so far as may be necessary for the performance of their duties) prior to the discussion of the matter at a meeting of the Council held with open doors.

Nothing in this section prevents a Council member or officer from disclosing confidential information:

- to a legal practitioner for the purpose of obtaining legal advice; or
- if the disclosure is permitted by law.

Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Local Government upon its creation unless otherwise agreed by separate contract.

Improper or Undue Influence

Councillors and employees must not take advantage of their position to improperly influence other Councillors or employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

Council Members, Committee Members and employees shall not take advantage of their position to improperly influence any other person in order to gain undue or improper (direct or indirect) advantage or gain, pecuniary or otherwise, for themselves or for any other person or

body. Similarly, Council members, committee members and employees shall not take advantage of their positions to improperly disadvantage or cause detriment to the local government or any other person.

Gifts

Definitions:

In this clause, and in accordance with Regulation 34B of the *Local Government (Administration) Regulations 1996* -

activity involving a local government's discretion *means an activity -*

(a) that cannot be undertaken without an authorisation from the local government; or

(b) by way of a commercial dealing with the local government;

gift *has the meaning given to that term in section 5.82(4) except that it does not include -*

(a) a gift from a relative as defined in section 5.74(1); or

(b) a gift that must be disclosed under Regulation 30B of the Local Government (Elections) Regulations 1997; or

(c) a gift from a statutory authority, government instrumentality or non-profit association for professional training;

(d) a gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876) or the Local Government Managers Australia WA Division Incorporated (ABN 91 208 607 072).

notifiable gift*, in relation to a person who is an employee, means -*

(a) a gift worth between $50 and $300; or

(b) a gift that is one of 2 or more gifts given to the employee by the same person within

(c) a period of 6 months that are in total worth between $50 and $300;

prohibited gift*, in relation to a person who is an employee, means -*

(a) a gift worth $300 or more; or

(b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth $300 or more.

(a) A person who is an employee is to refrain from accepting a prohibited gift from a person who -

(i) is undertaking or seeking to undertake an activity involving a local government discretion; or

(ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion.

(b) A person who is an employee and who accepts a notifiable gift from a person who -

(i) is undertaking or seeking to undertake an activity involving a local government discretion; or

(ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion, notify the CEO, in accordance with item (c) and within 10 days of accepting the gift, of the acceptance.

(c) The notification of the acceptance of a notifiable gift must be in writing and include -

(i) the name of the person who gave the gift; and

(ii) the date on which the gift was accepted; and

(iii) a description, and the estimated value, of the gift; and

(iv) the nature of the relationship between the person who is an employee and the person who gave the gift; and

(v) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift” (whether or not it is also a notifiable gift under paragraph (a) of that definition) –

1) a description; and
2) the estimated value; and
3) the date of acceptance,

of each other gift accepted within the 6 month period.

(d) The CEO is to maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under item (c).

(e) This clause does not apply to gifts received from a relative (as defined in section 5.74(1) of the *Local Government Act 1995*) or an electoral gift (to which other disclosure provisions apply).

(f) This clause does not prevent the acceptance of a gift on behalf of the local government in the course of performing professional or ceremonial duties in circumstances where the gift is presented in whole to the CEO, entered into the Register of Notifiable Gifts and used or retained exclusively for the benefit of the local government.

Conduct of Councillors, Committee Members and Employees

Personal Behaviour

(a) Councillors, committee members and employees will:

(i) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;

(ii) perform their duties impartially and in the best interests of the local government uninfluenced by fear or favour;

(iii) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the local government and the community;

(iv) make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and

(v) always act in accordance with their obligation of fidelity to the local government.

(b) Councillors will represent and promote the interests of the local government, while recognising their special duty to their own constituents.

Honesty and Integrity

Councillors, committee members and employees will:

(a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;

(b) bring to the notice of the Mayor/President any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee to the Chief Executive Officer.

(c) be frank and honest in their official dealing with each other.

Personal Communications and Social Media

(a) Personal communications and statements made privately in conversation, written, recorded, emailed or posted in personal social media, have the potential to be made public, whether intended or not.

(b) Employees must not, unless undertaking a duty in accordance with their employment, disclose information, make comments or engage in communication activities about or on behalf of the Shire, its Councillors, employees or contractors, which breach this Code of Conduct.

(c) Councillor comments which become public and breach the *Local Government (Rules of Conduct) Regulations 2007* may constitute a breach of the *Local Government Act 1995* and may be referred for investigation.

(d) Employee comments which become public and breach the Code, or any other operational policy or procedure, may constitute a disciplinary matter and may also be determined as misconduct and be notified in accordance with the *Corruption, Crime and Misconduct Act 2003*.

Performance of Duties

(a) While on duty, employees will give their whole time and attention to the local government's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the local government.

(b) Councillors and committee members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits.

(c) Councillors and committee members will be as informed as possible about the functions of the Council and treat all members of the community honestly and fairly.

Compliance with Lawful Orders

(a) Councillors, committee members and employees must comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the CEO.

(b) Councillors, committee members and employees must give effect to the lawful policies of the local government, whether or not they agree with or approve of them.

Administrative and Management Practices

Councillors, committee members and employees must ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

Corporate Obligations

(a) Standard of dress

Councillors, committee members and employees are expected to comply with neat and responsible dress standards at all times. Accordingly:

(i) Councillors and committee members will dress in a manner appropriate to their position, in particular when attending meetings or representing the local government in an official capacity.

(ii) Management reserves the right to adopt policies relating to corporate dress and to raise the issue of dress with individual employees.

(b) Communication and public relations

(i) All aspects of communication by employees (including verbal, written or personal), involving **l**ocal government's activities must reflect the status and objectives of that local government. Communications must be accurate, polite and professional.

(ii) As a representative of the community, Councillors need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Councillors should acknowledge that:

- as a member of the Council there is respect for the decision-making processes of the Council which are based on a decision of the majority of the Council;
- information of a confidential nature ought not be communicated until it is no longer treated as confidential;
- information relating to decisions of the Council on approvals, permits and other similar matters ought only be communicated in an official capacity by a designated officer of the Council;
- information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.

(iii) Committee members accept and acknowledge it is their responsibility to observe any direction the local government may adopt in terms of advancing

and promoting the objectives of the committee to which they have been appointed.

Appointments to Committees

As part of their representative role Councillors are often asked to represent the Council on external organisations. It is important that Councillors:

- clearly understand the basis of their appointment; and
- provide regular reports on the activities of the organisation.

Policy Dealing with Council Property

Councillors and employees must:

(a) be scrupulously honest in their use of the local government's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;

(b) use the local government resources entrusted to them effectively and economically in the course of their duties; and

(c) not use the local government's resources (including the services of Shire employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the CEO).

Travelling and Sustenance Expenses

Councillors, committee members and employees must only claim or accept travelling and sustenance expenses arising out of travel-related matters which have a direct bearing on the services, policies or business of the local government in accordance with local government policy and the provisions of the Local Government Act.

Access to Information

(a) Employees will ensure that Councillors are given access to all information necessary for them to properly perform their functions and comply with their responsibilities.

(b) Councillors will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council

Amendments to this Code of Conduct

This Code of Conduct may be cancelled or varied from time to time. The Shire's employees will be notified of any amendment to this Code of Conduct.

Perenjori

Embrace Opportunity

Attachment 18116

Status Report November 2018

Ordinary Council Meeting
15th November 2018

REFERENCE	ISSUE	ACTION PLAN	OFFICER	STATUS
17075.1	Waste Action Plan 2018-2023	That Council receives the report, Waste Action Plan 2018-2023, Regional Waste Management Project, Shires of Morawa and Perenjori and proceeds to work with the Shire of Morawa to progress towards a regional waste facility.	MIS	This plan may not be proceeding due to Morawa Shire going on their own and an audit of the Perenjori Refuse site giving approximately 20+ years life.
18025.5	Proposed Prohibited Burning Times	That Council: 1. Supports the Bush Fire Advisory Committee changes to the prohibitive burning period to be from the 1st November to the 28th February, 2. Endorses the CEO to ensure adequate promotion of this change occurs across the Shire.	MCDS	In progress - letter and minutes provided to DFES. Waiting on Gazettal
18075.2	Local Emergency Management Committee (LEMC)	That Council: 1. Proceeds to forward written advice of its intention to establish the Perenjori LEMC for the Local Government of Perenjori to the Executive Officer, State Emergency Management Committee. 2. Proceeds through the separation process from the current LEMC, being the Shire's of Mingenew, Three Springs and Morawa, and develops a new localised LEMC as the Perenjori LEMC; and 3. Seeks to meet at least annually with other shires across the north midlands with the intention of sharing experiences and resources.	MCDS	In progress.
18078.4.2	Confidential Item - Recruitment of CEO	That Council accepts the confidential action of schedule.	CEO	Ongoing.
18095.1	Bank Signatories	That Council approves the removal of the previous Chief Executive Officer – Allison Marie Mills as Bankwest signatory and adds the current Acting Chief Executive Officer – Stephen David Tindale.	MCDS	In progress.
18098.4.1	Confidential Item - Workers Compensation Claim & Industrial Action	That Council: 5. Authorise the Acting CEO to settle the industrial matter relating to the non-payment of tool and vehicle allowances (including Mr Wells' legal and incidental expenses) with Mr Wells at the soonest opportunity and without reference back to Council. 6. Endorse the Acting CEO's assistance for Mr Ivan Wells to the fullest extent possible in providing a statement to LGIS on the events of 22 November 2016 and the following days that eventually led to his worker's compensation claim.	CEO	5. Offer made and accepted. Awaiting signed Settlement Deed before payment is made. 6. Awaiting signed Settlement Deed before action is taken.
18104.2	MOU - Shire of Morawa	That Council formally approve the Memorandum of Understanding between the Shire of Morawa and Shire of Perenjori for the ongoing maintenance of portions of Calver and Mungada Roads within the respective Shires.	MIS	Approved. Memorandum to be signed by both Shires.
18104.3	Draft Report Latham Transfer Station	That Council receive the draft Latham Transfer Station report for further consideration and discussion.	MIS	Tabled at October meeting and a survey of residents around Latham is being put together before progressing to any preferred options.
18104.4	Road Maintenance Policy	That Council adopt the Road Maintenance Policy.	MIS	Completed.
18104.5	Housing Report	1. That Council receive the Annual Housing Report. 2. That Council endorse the appointment of an independent valuer to help determine the true current market value of the Shire's housing stock ahead of 2019/2020 budget deliberations.	MIS	Received at October Council meeting. Quotes to be obtained for valuer of housing properties

18105.1	Corporate Business Plan Reporting	That Council adopt the attached Corporate Business Plan spreadsheet report for quarterly reporting to the ordinary meetings of Council held in the months of September, December, March and June of each financial year.	CEO	Completed.
18108.4.1	Confidential Item - CEO Recruitment	That Council appoint Pascoe Durtanovich as Acting CEO of the Shire of Perenjori following the expiration of Stephen Tindale's term as Acting CEO pending the appointment of a permanent CEO.	CEO	Completed.

Perenjori

Embrace Opportunity

Previous Minutes

Ordinary Council Meeting
18th October 20108

Shire of Perenjori

MINUTES

Ordinary Council Meeting

Held in the Shire of Perenjori Council Chambers, Fowler Street, Perenjori on the 18th October 2018**, commenced at 3.00 pm.**

Table of Contents

18101 PRELIMINARIES 2
18101.1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS 2
18101.2 OPENING PRAYER 2
18101.3 DISCLAIMER READING 2
18101.4 RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE 2
18101.5 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE 2
18101.6 PUBLIC QUESTION TIME 2
18101.7 NOTATIONS OF INTEREST 2
18101.8 APPLICATIONS FOR LEAVE OF ABSENCE 3
18101.9 CONFIRMATION OF MINUTES 3
18101.10 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION 3
18101.11 PETITIONS / DEPUTATIONS / PRESENTATIONS 3
18102 CORPORATE AND DEVELOPMENT SERVICES 3
18102.1 FINANCIAL STATEMENTS – SEPTEMBER 2018 3
18102.2 ACCOUNTS FOR PAYMENT – SEPTEMBER 2018 6
18104 INFRASTRUCTURE SERVICES 10
18104.1 ROAD MAINTENANCE – SEPTEMBER 2018 10
18104.2 MEMORANDUM OF UNDERSTANDING – SHIRE OF MORAWA 13
18104.3 DRAFT REPORT LATHAM TRANSFER STATION 15
18104.4 ROAD MAINTENANCE POLICY 27
18104.5 HOUSING REPORT 29
18105 GOVERNANCE 32
18106 PROJECT STATUS REPORT 36
18107 STATUS REPORT 37
18108 OTHER BUSINESS 38
18108.1 MOTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN 38
18108.2 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN 38
18108.3 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION 38
18108.4 MATTERS BEHIND CLOSED DOORS 38
18108.4.1 CONFIDENTIAL ITEM – CEO RECRUITMENT 39
18108.5 DATE OF NEXT MEETING 39

18108.6 CLOSURE..... 40

18101 PRELIMINARIES

Cr L Butler declared the meeting open at 3.22 pm.

18101.1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

18101.2 OPENING PRAYER

Cr L Butler led the opening prayer.

18101.3 DISCLAIMER READING

18101.4 RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

Cr L Butler

Cr R White

Cr J Cunningham

Cr R Spencer

Cr J Hirsch

Cr G Reid

Cr P Waterhouse

Cr K Pohl

Stephen Tindale – A/CEO

Joelene Dennis – MCDS

Ally Bryant - SFO

Ken Markham – MIS

Bianca Plug – EA

Apologies;

Cr L Smith

18101.5 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

18101.6 PUBLIC QUESTION TIME

Nil.

18101.7 NOTATIONS OF INTEREST

FINANCIAL INTEREST – LOCAL GOVERNMENT ACT S 5.60A

PROXIMITY INTEREST – LOCAL GOVERNMENT ACT S 5.60B

INTEREST AFFECTING IMPARTIALITY – LOCAL GOVERNMENT - CODE OF CONDUCT.

Nil.

18101.8 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

18101.9 CONFIRMATION OF MINUTES

Minutes from the deferred Ordinary Council Meeting held on the 20th September 2018 are attached.

Officer Recommendation – Item 18101.9.1
That Council accepts the Minutes from the Ordinary Council Meeting held on the 20th September 2018 as a true and correct record of that Meeting.

Council Resolution – Item 18101.9.1
Moved: Cr Waterhouse **Seconded: Cr Hirsch** **That Council accepts the Minutes from the Ordinary Council Meeting held on the 20th September 2018 as a true and correct record of that Meeting.** **Carried: 8/0**

18101.10 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

18101.11 PETITIONS / DEPUTATIONS / PRESENTATIONS

18102 CORPORATE AND DEVELOPMENT SERVICES

18102.1 FINANCIAL STATEMENTS – SEPTEMBER 2018

APPLICANT:	**SHIRE OF PERENJORI**
FILE:	**ADM 0081**
DISCLOSURE OF INTEREST:	**NIL**
AUTHOR:	**ALLY BRYANT - SFO**
RESPONSIBLE OFFICER	**JOELENE DENNIS - MCDS**
REPORT DATE:	**18TH OCTOBER 2018**
ATTACHMENTS	**MONTHLY FINANCIAL REPORT**

Executive Summary

This item recommends that Council accepts the Financial Activity Statement for the period ending 30th September 2018.

Background

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

Details

Presented is the Financial Activity Statement Report for the period ending 30th September 2018.

The following statements are presented to Council:

- Monthly Summary Information - Charts
- Statement of Financial Activity (Program and Nature& Type) - This provides the budget and actual income and expenditure for operating and non- recurrent as well and the closing surplus to date. (FM Reg 34(1))
- Statement of Capital Acquisitions and Capital Funding
- Net Current (Assets) Funding Position (Note 3). This provides the amount of assets over liabilities within the Balance Sheet. (FM Reg 34 (1)(e))
- Notes to the Financial Statements include:
    - Note 1.- Significant Accounting Policies
    - Note 2. - Explanation of Material Variances
    - Note 3. – Net Current Funding Position
    - Note 4. – Cash & Investments
    - Note 5. – Budget Amendments
    - Note 6. – Receivables
    - Note 7. – Cash Back Reserves
    - Note 8. – Capital Disposals
    - Note 9. – Rating Information
    - Note 10. – Information on Borrowings
    - Note 11. – Grant and Contributions
    - Note 12.- Trust Fund
    - Note 13.- Details of Capital Acquisition

Legal Compliance

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

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —

(a) Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1) (b) or (c);

(b) budget estimates to the end of the month to which the statement relates;

(c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;

(d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and

(e) the net current assets at the end of the month to which the statement relates.

(2) Each statement of financial activity is to be accompanied by documents containing —

(a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;

(b) an explanation of each of the material variances referred to in subregulation (1)

(d); and (c) such other supporting information as is considered relevant by the local government.

(3) The information in a statement of financial activity may be shown —

(a) according to nature and type classification; or

(b) by program; or

(c) by business unit

(4) A statement of financial activity, and the accompanying documents referred to in subregulation 34 (2), are to be —

(a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and

(b) recorded in the minutes of the meeting at which it is presented.

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

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

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

a. is incurred in a financial year before the adoption of the annual budget by the local government; or
b. is authorised in advance by resolution; or
c. is authorised in advance by the mayor or president in an emergency.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Area 5: Investing in Councils Leadership

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

Consultation

Liaison with CEO, SFO, & MIS.

Voting Requirements - Simple Majority

Committee Recommendation – Item 18102.1
That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, accepts the Financial Activity Statement Report for the period ending 30th September 2018.

Council Resolution – Item 18102.1

Moved: Cr J Cunningham **Seconded: Cr R Spencer**

That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, accepts the Financial Activity Statement Report for the period ending 30th September 2018.

Carried: 8/0

18102.2 ACCOUNTS FOR PAYMENT – SEPTEMBER 2018

APPLICANT:	**SHIRE OF PERENJORI**
FILE:	**1306P**
DISCLOSURE OF INTEREST:	**NIL**
AUTHOR:	**LIZ MARKHAM - AO**
RESPONSIBLE OFFICER:	**ALLY BRYANT - SFO**
REPORT DATE:	**18TH OCTOBER 2018**
ATTACHMENTS:	**ACCOUNTS FOR PAYMENT**

Executive Summary

This item recommends that the schedule of accounts for payment for the month ending 30th September 2018 be confirmed.

Background

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

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

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

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

a) The payee's name;
b) The amount of the payment
c) The date of the payment; and
d) Sufficient information to identify the transaction

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

Legal Compliance

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

6.10. financial management regulations

Regulations may provide for —

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

(i) the municipal fund; and

(ii) the trust fund,

of a local government.

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

13. Lists of Accounts

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

(a) the payee's name;

(b) the amount of the payment;

(c) the date of the payment; and

d) sufficient information to identify the transaction.

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

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

(b) recorded in the minutes of that meeting.

Policy Implications

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

Financial Implications

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

Strategic Implications

Area 5: Investing in Councils Leadership

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

Consultation

Nil

Comment

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

Voting Requirements – Simple Majority

Committee Recommendation – Item 18102.2

That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 (as amended), confirms the accounts paid for the month ending

30th September 2018 as attached to and forming part of this report.

Municipal Account

EFT	$336,200.10
Direct Debits	$105,556.93
Cheques	$23,230.24
Corporate MasterCard	$4,783.84
Bank Fees	$328.22
Total	**$470,099.33**

Trust Account - Shire	
EFT	$1300.03
Cheques	$
Bank Fees	$
Total	**$1300.03**

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

Totalling **$471,399.36 from** *Municipal and Trust Accounts for* the month ending **30th September 2018.**

Council Resolution – Item 18102.2

Moved: Cr R Spencer **Seconded: Cr R White**

That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 (as amended), confirms the accounts paid for the month ending

30th September 2018 as attached to and forming part of this report.

Carried: 8/0

Municipal Account	
EFT	$336,200.10
Direct Debits	$105,556.93
Cheques	$23,230.24
Corporate MasterCard	$4,783.84
Bank Fees	$328.22
Total	**$470,099.33**

Trust Account - Shire	
EFT	$1300.03
Cheques	$
Bank Fees	$
Total	**$1300.03**

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

Totalling **$471,399.36 from** *Municipal and Trust Accounts for* the month ending **30th September 2018.**

Ally Bryant left the room at 3.44 pm and did not return.

18104 INFRASTRUCTURE SERVICES

18104.1 ROAD MAINTENANCE – SEPTEMBER 2018

APPLICANT:	**SHIRE OF PERENJORI**
FILE:	**R999**
DISCLOSURE OF INTEREST:	**NIL**
AUTHOR:	**KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES**
RESPONSIBLE OFFICER:	**KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES**
REPORT DATE:	**18TH OCTOBER 2018**
ATTACHMENTS	**NIL**

Executive Summary

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

Background

Listed are the roads graded for the months of September.

Chappel Road	Taylors Road
Camac Road	Watson Road
Caron Road	Forte Road
James Road	Maya East Road
Dring Road	Barker Road
Liebe Road	Symes Road
Rabbit Proof Fence Road	Wilder Road
Simpson Road	Perenjori Rothsay Road
Warriedar Coppermine Road	Karara Road

Comment

Maintenance grading has been carried out from pickups and requests. We are also concentrating on harvest roads.

Statutory Environment

Local Government Act 1995

S3.1. General function

(1) The general function of a local government is to provide for the good government of persons in its district.

(2) The scope of the general function of a local government is to be construed in the context of its other functions under this Act or any other written law and any constraints imposed by this Act or any other written law on the performance of its functions.

(3) A liberal approach is to be taken to the construction of the scope of the general function of a local government.

Policy Implications

Nil

Financial Implications

As per road maintenance budget

Strategic Implications

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

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

Risk Management

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

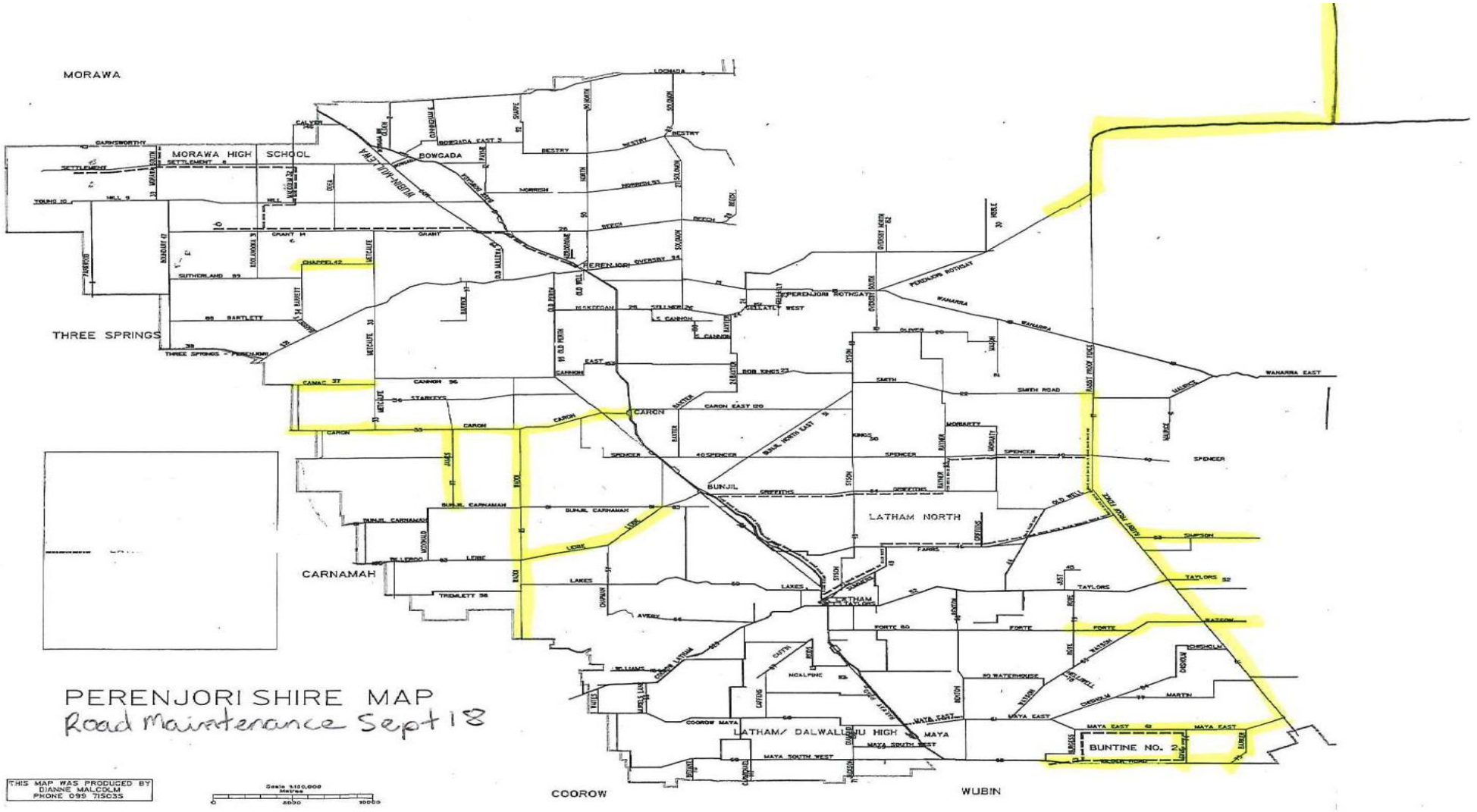
Consultation

Nil

Voting Requirements – Simple Majority

Officers Recommendation – Item 18104.1
That the road maintenance report for September 2018 be accepted as presented.

Council Resolution – Item 18104.1	
Moved: Cr G Reid	**Seconded: Cr Pohl**
That the road maintenance report for September 2018 be accepted as presented.	
	Carried: 8/0


MORAWA
MORAWA HIGH SCHOOL
BOWGADA
THREE SPRINGS
CARNAMAH
CARON
BUNJIL
LATHAM NORTH
LATHAM
LATHAM/ DALWALLINU HIGH
BUNTINE NO. 2
COOROW
WUBIN
PERENJORI SHIRE MAP
Road Maintenance Sept 18
THIS MAP WAS PRODUCED BY
DIANNE MALCOLM
PHONE 099 715035

18104.2 MEMORANDUM OF UNDERSTANDING – SHIRE OF MORAWA

APPLICANT:	**SHIRE OF PERENJORI**
FILE:	**R999**
DISCLOSURE OF INTEREST:	**NIL**
AUTHOR:	**KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES**
RESPONSIBLE OFFICER:	**KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES**
REPORT DATE:	**18TH OCTOBER 2018**
ATTACHMENTS	**DRAFT MEMORANDUM OF UNDERSTANDING**

Executive Summary

This report seeks Council's formal approval of a proposed 'Memorandum of Understanding' between the Shire of Morawa and Shire of Perenjori relating to the maintenance of Mungada Road within the Shire of Morawa and Calver Road within the Shire of Perenjori.

Background

The Shire's Manager of Infrastructure Services has had discussions with the acting Works Manager at the Shire of Morawa regarding the maintenance of two sections of road namely;

- a section of Mungada Road within the Shire of Morawa of approximately 520 metres in length, and
- a section of Calver Road within the Shire of Perenjori of approximately 600 metres in length.

Currently the Shire of Perenjori maintains the whole of Mungada Road including the 520m length within the Shire of Morawa.

Similarly, the Shire of Morawa maintains the whole of Calver Road including the 600m length within the Shire of Perenjori.

Both shorter sections of road in the corresponding Shires are remote from other roads under the immediate care and control of each Shire.

It was agreed that a Memorandum of Understanding between the two Shires should be considered so that each of the Shires could formally recognise and undertake the maintenance of the respective out-of-area portions of these roads in the interests of efficiency and cost minimisation.

Comment

The Shires insurers where contacted regarding liability if there was ever any incident on the said roads. Their advice is that each Shire would still be liable for their own road if a claim was made.

Further that if there was evidence that the Shire that was maintaining the other Shire's road failed to rectify any defect that had the potential to cause harm, then there could be a case where both Shire's could be liable through their respective insurers.

This is an unlikely scenario as both Shires are currently insured through Local Government Insurance Services.

Statutory Environment

Local Government Act 1995

S3.1. General function

(1) The general function of a local government is to provide for the good government of persons in its district.

(2) The scope of the general function of a local government is to be construed in the context of its other functions under this Act or any other written law and any constraints imposed by this Act or any other written law on the performance of its functions.

(3) A liberal approach is to be taken to the construction of the scope of the general function of a local government.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

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

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

Risk Management

Risk Statement	Level of Risk	Risk Mitigation Strategy
No agreement could lead to the roads missing maintenance and increased costs	med	Written agreement regarding maintenance of the two roads

Consultation

LGIS
Shire of Morawa
CEO

Voting Requirements – Simple Majority

Officer Recommendation – Item 18104.2
That Council formally approve the Memorandum of Understanding between the Shire of Morawa and Shire of Perenjori for the ongoing maintenance of portions of Calver and Mungada Roads within the respective Shires.

Council Resolution – Item 18104.2	
Moved: Cr J Hirsch	**Seconded: Cr K Pohl**
That Council formally approve the Memorandum of Understanding between the Shire of Morawa and Shire of Perenjori for the ongoing maintenance of portions of Calver and Mungada Roads within the respective Shires.	
	Carried: 8/0

18104.3 DRAFT REPORT LATHAM TRANSFER STATION

APPLICANT:	**SHIRE OF PERENJORI**
FILE:	**ADM 0214**
DISCLOSURE OF INTEREST:	**NIL**
AUTHOR:	**KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES**
RESPONSIBLE OFFICER:	**KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES**
REPORT DATE:	**18TH OCTOBER 2018**
ATTACHMENTS	**DRAFT REPORT**

Executive Summary

This item requests that Council receive the Draft Latham Transfer Station Report for further consideration and discussion.

Background

The Shire of Perenjori engaged ASK Waste Management to complete a costed concept design for a transfer station at the Latham landfill site. The transfer station is intended to facilitate the collection and transport of waste from Latham to the Perenjori Landfill site.

Drivers for the development of the proposed transfer station and the closure of the existing Latham landfill site are;

- the Latham landfill site is nearing capacity,
- the increasingly stringent regulations for the operation of landfills,
- the site's small annual waste volumes mean that the Shire is incurring higher costs per tonne to maintain the landfill to the required standards.
- a transfer station has improved safety and risk exposures compared to a landfill site, and
- a transfer station presents opportunities for increased resource recovery.

Any of the options highlighted in the report have a capital cost and on-going operational costs associated and these are considered below.

Option 1- External servicing

Commercial businesses generally have a 'front lift' waste collection service with larger bins, as shown in Figure 1. The waste container is lifted over the front of the truck and the waste is emptied into the vehicle's hopper and is suitable for more lightweight mixed waste streams.

A range of typical front lift bin sizes are available between 1.5m^3 to 4.5m^3 with lids to control odours, windblown litter and nuisance pests. These bin types are appropriate for most domestic waste streams including some furniture and white goods.

Figure.1: Example of front lift truck

Skip bins provide a more versatile waste disposal system as they can collection heavier, mixed waste streams include construction and demolition waste (e.g. sand, concrete and brick rubble). Skip bins typically range in size from 2m^3 to 10m^3.

Figure 2: Example of Skip bin and Skip bin trucks

A front lift truck from Avon Waste already provides a collection service from Latham on a weekly basis.

A number of front lift bins could be located at the transfer station for the drop-off of household and most bulky waste, prior to the collection truck collecting the waste as part of its currently collection run in Latham.

Larger bulky waste could be collected with skip bin, that would be left at the transfer station and removed for disposal when full. Avon Waste have a skip bin truck located in Jurien Bay that could provide this service, however, the cost of servicing the skip is based on a per kilometre basis, which from Jurien Bay would be a significant cost to the Shire.

Option 2 – External servicing

240L mobile garbage bins (MGB) located at the Facility could be used to receive domestic waste and commercial waste of a similar composition. These 240L MGBs would be emptied weekly as part of the existing kerbside collection contract, using the kerbside collection truck.

Bulky waste would not be suitable for disposal within a 240L MGB but it could be collected with skip bins as described in Option 1. However, the cost of servicing the skip would still high, as explained above.

Option 3 – External and internal servicing

The Shire could service the domestic waste using a modified dual axle trailer towed by a Shire vehicle (Figure 3). Given the small domestic drop off amounts, the Shire could purchase a supply of 240L MGBs to receive this waste. The gate attendant for the Facility would be responsible for placing the MGBs on the trailer at the Shire depot in Perenjori and travelling to the Facility and parking the trailer containing the bins for use by customers. At the end of the shift, the trailer and the full bins would be transported back to Perenjori landfill for disposal.

Bulky waste however, due to its nature and characteristics would not be suitable for disposal within an MGB and a larger disposal receptacle (skip bin) would still be required. This would need to be serviced by an external contractor as detailed above.

Option 4 - Internal Servicing (by the Shire)

Both the household waste and the bulky waste could be collected using a modified dual axle trailer with a tipping body into which the community would directly place their waste. This would have sufficient capacity for the collection of household bulky waste e.g. furniture, in addition to general household disposal streams.

The waste trailer would be towed to the Facility by the attendant for shift using a suitable Shire vehicle, once the trailer has been parked alongside the raised ramp, customers will be able to safely and dispose of their waste directly into the trailer. At the close of service, the trailer will be sealed with hinged lids or a trap before it is driven back to the Perenjori landfill for disposal.

Figure.3:Examples of modified dual axle trailers

Preferred option

Option 4 – Internal servicing (by the Shire) provides the greatest control over the service costs and ensures maximum flexibility for the Shire by not locking in a design based on local contractor's plant and equipment. This option results in no waste being left at the transfer station when it is not staffed, resulting in minimal risk of odour, vermin and fire risks at the Facility. Therefore Option 4 has been used for the costing estimate and Facility layout.

DISPOSAL SERVICES

The Latham transfer station will provide the local community with a facility to drop-off any household waste from properties that do not have a kerbside collection, together with bulky household items (e.g. furniture, mattresses, etc).

The Facility will also accept small quantities of commercial waste of a similar composition to household waste, such as from the post office or any retails businesses.

The Facility will not accept large quantities of commercial waste or construction and demolition (C&D) waste.

RESOURCE RECOVERY SERVICES

The Facility design allows users to drop off recyclable materials into separate containers with appropriate signage. This helps to maximise the recovery of resources.

Greenwaste

An area will need to be provided to stockpile greenwaste that can accommodate an average volume of 20m^3 of greenwaste per year. This area should be orientated so it is protected from prevailing winds and separated from other flammable materials. The area is to be surrounded by an earthen bund to protect the material from ingress of water and minimise the egress of any contaminated stormwater.

The greenwaste may be mulched for use in the capping and rehabilitation of the Latham landfill or for use on parks and reserves. Excess greenwaste will be burnt periodically, as required.

Waste Oil

A waste oil collection station is currently provided at the site. This will be maintained as part of the transfer station and located within the drop off area. Currently waste oil is collected on an as needed basis, and the site receives approximately 1,500 litres per year.

Scrap metal

An area for the storage of scrap metal will be provided at the Facility. The site currently receives on average approximately 25m^3 (24 tonnes) of scrap metal per year. The area will need to be contained by a raised bund and have a compacted hard stand comprising of in situ soils. The raised bund will also prevent any surface water flowing into the storage/stockpile area.

Scrap metal is collected by scrap steel merchants when and where practicable, the revenue from this material is dependent on the global scrap metal price. Currently the stockpiles are collected and removed from the site at no charge to the Shire. The ongoing costs for the transfer station operation assume a cost neutral position (i.e. no payment for removal, and no income received). However, typically the collection of scrap metals can be a source of revenue.

Tyres

The acceptance of domestic tyres will continue at the Facility, with approximately 4m^3 of tyres received each year. It is recommended that tyres are backloaded by Shire staff as required to the Perenjori landfill for burial and/or recycling.

Fridges and gas bottles

These materials will continue to be accepted, and a separate area will be provided within the scrap metal area for their temporary storage. Fridges require degassing before disposal. Once fridges have been degassed they will need to be pushed up into the metal storage area prior to collection and reprocessing.

Future capacity

The transfer station design allows for future expansion if waste volumes increase or other recycling services become viable in the future.

INFRASTRUCTURE AND EQUIPMENT

The Latham transfer station (Facility) will require the following infrastructure and equipment.

Waste trailer

The costing assumes the purchase and customisation of a '8ft x 5ft' dual axle trailer with 1.2m sides to collect the waste, would have a capacity of approximately 4.3m^3. This should provide ample capacity as the weekly disposal at the transfer station is estimated to be approximately 0.5 – 1.0 m^3 per week. The size of the trailer would accommodate most bulky waste items such as household furniture.

The tonnage capacity of the trailer will be dependent on the trailer design, braking systems and tow ball capacity. Selecting the right trailer/tow vehicle combination is important to driver safety and to the safety of other road users. Once the trailer exceeds around 3,000kg the options for an appropriate tow vehicle become somewhat limited. However, based on the waste's likely bulk density of 0.3t per cubic metre is unlikely that the trailer would ever contain more than two tonnes of waste.

Hardstands

A drop off area of approximately 35m x 40m would be constructed from compacted gravel at the site and accommodate the waste trailer, tyre drop off, oil disposal unit, gatehouse and road access. The cost estimate for construction includes a maximum of 0.5m cut or fill to form the pad levels and assumes that the current soil is suitable for use as subgrade with base course material to be applied over at a depth of 300mm max. This has been incorporated into the design to minimise environmental emissions.

Roads

Internal roads/access tracks would be constructed from in situ material.

Onsite plant

No onsite plant will be required to be stored/ housed at the Facility. Suitable machinery will be needed on an as required basis to push up greenwaste and scrap metal stockpiles.

Gatehouse & utilities

There is currently no gatehouse or utilities on the site. A gatehouse structure will be required to house the Facility attendant whom will be responsible for assessing incoming waste loads, recording waste types and quantities, collecting fees (if required) and to oversee users of the transfer station.

At a minimum, the structure needs to protect the staff from the weather, and have access to water, and a toilet. Rather than establishing permanent buildings, the use of temporary structures could be used in the interim whilst the use and viability of the transfer station is monitored over the short to medium term future.

Site communication

There is no telephone or internet on site and two-way communication will need to be provided.

Security

A fence and lockable gates will be installed around the perimeter of the transfer station. To prevent intruders (including animals) facilities should be secured by perimeter fencing and lockable gates, which must be locked when the Facility is not staffed.

Signage

Prominent signage will be needed to comply with DWER licencing requirements and provide internal signage directing users to disposal locations.

First Aid & Personal Protective Equipment (PPE)

At least one adequate first aid kit for the Facility should be supplied with gatehouse staff trained in first aid. Adequate PPE will also need be provided for Facility staff in the gatehouse.

TRANSFER STATION OPERATIONS

Facility management systems are needed to ensure the Facility is run efficiently and effectively, is safe for staff and users and does not impact on the local environment.

Staffing

Sufficient staff should be employed on site to allow for the safe and efficient operation of the Facility, and to ensure that security is maintained at all times when the Facility is open.

Currently the site is unstaffed, and this presents significant exposure to the Shire including:

- public liability claims from potential accidents and injuries at the site,
- environmental contamination and remediation costs associated with unmonitored disposal of dangerous and hazardous waste,
- OHS risks and workers compensation claims from staff associated with exposures and risks in clean-up of the site, and
- a fire risk.

Furthermore, the unstaffed nature of the site means that the Shire is at risk of regulatory action for noncompliance with licence conditions. The current landfill licence requires all incoming waste to be inspected for compliance with the waste acceptance criteria specified in the licence. Uncontrolled public access to the site means that the types of waste accepted is not controlled. This could have

both short term and long term environmental impacts.

The benefits of staffing the Facility includes:

ensuring the Facility is operating within the DWER licence requirements,

the collection of gate fees,

control over the types and volumes of materials accepted,

ability to generate more reliable waste data,

reduced environmental legacies, public liability risks and OHS exposures.

When estimating staffing, consideration needs to be given to the following:

- Gatehouse operations – allow for the efficient management of traffic flow, inspection of incoming waste types and quantities, and collection of customer data and gate fees.
- Operation of plant and equipment including pushing up of greenwaste and metal stockpiles.
- Supervising/undertaking onsite processing of greenwaste (burning and mulching)
- Facility maintenance, including litter patrols and landscaping maintenance
- Cleaning of the drop off area at regular intervals
- Facility administration and management

The costing for the transfer station includes the provision of a gate attendant at six hours a week. This includes four hours on site and an additional two hours return trip with the trailer from Perenjori. It assumes monthly servicing of the Facility by other Shire staff to maintain stockpiles, maintenance of infrastructure, other duties as required, based on six hours per month.

Operational Management Plan (OMP)

The Facility Operational Management Plan (OMP) would include procedures for the operation of the transfer station. It includes roles and responsibilities, contact numbers, risk assessment, induction and training, emergency response and fire control procedures, safe operating procedures for all aspects of Facility operations, OHS procedures and reporting, procedures for environmental management, collection and maintaining relevant workplace records, gate house inspection and recording procedures, complaint response and customer service, first aid, personal protection equipment (PPE).

The Facility OMP should be readily available to all staff as a reference should they be in doubt of any procedures. The operations manual and staff training programs should be updated regularly to reflect any changes

Training of operators

Staff will require training in the following:

Facility operational management plan

identification of material types (particularly hazardous wastes)

information on the health risks posed by site hazards

safe operational procedures

methods for supervising facility users

safe manual handling techniques

emergency response procedures (including spill and fire management)

first aid

management of customers

OHS training

An allowance has been made in the costings for annual staff training.

General expenditure

Allowance has been made in the costing to cover the annual licence costs, service costs, insurances, equipment maintenance & fuel for generator, and PPE.

DESIGN FOR OCCUPATIONAL HEALTH AND SAFETY

OH&S risks at facilities will differ depending on site layout and design, and types and volumes of wastes received. Risks however that are commonly evident at many types of waste management facilities include:

Injury from mobile plant and equipment (collisions),

Manual handling injury,

Contact with sharp or corrosive materials,

Contact with toxic or otherwise hazardous materials and asbestos; and

Inhalation of dust or other offensive air borne particles.

Site design should attempt to minimise potential risks associated with the future operation of the Facility. As such the design incorporates the following:

Minimising the risks of manual handling injuries

The height of the waste collection bin increases the risk of manual handling injuries for the public where customers are required to unload trailers and lift waste into receival bins. The concept plan for Latham transfer station however facilitates easy unloading of materials from all types of vehicles through the inclusion of a slightly elevated platform to enable customers to easily unload waste into the trailer which will be situated adjacent to the platform.

This design also limits manual handling risks for staff as they should not need to handle waste as it will be disposed directly into the transfer container.

Minimising risk of vehicle and plant accidents

Methods employed to minimise the risk of vehicle and operational plant accidents include:

Clear signage to ensure customers can move quickly and efficiently around the Facility,

One way traffic flow,

Segregated areas of drop off for bulky materials, and

Drive through drop off, so no reversing is required by customers.

ENVIRONMENTAL MEASURES

The following will be implemented to minimise the impact on the surrounding environment.

Litter

- Cover/lids for domestic drop off on waste trailer,
- Trees and shrubs around site as windbreaks, and
- Prominent signs warning of penalties for uncovered loads/education of waste producers.

Odour

There will be minimal odour sources from the Facility given there will be no onsite storage of putrescible waste.

Dust

A hardstand area has been incorporated into the design for operating, storage and un/loading areas to reduce emissions using compacted native soils. Areas of exposed earth on the site will be minimised through suitable landscaping and planting (rehab of landfill areas).

Vermin

Vermin will be controlled through the development and implementation of a pest control program.

Stormwater

In order to ensure that stormwater runoff does not become contaminated with waste, the Facility will have a raised bund constructed at its boundary to divert any off-site stormwater away from the Facility.

In addition, hazardous materials storage areas (e.g. waste oil) will be bunded to contain spills or be collected on bunded pallets.

SUMMARY OF FINDINGS

The following sections provides a summary of the findings of this report:

WASTE TONNAGE DATA

To plan the service needs for a transfer station at Latham, reliable waste volumes and waste streams data is required. Given there is currently no data available on waste disposed of at the landfill, an estimation was provided by the Shire for the amount of waste that will be collected and transferred to the Perenjori Landfill, based on current operation at the landfill.

Whilst volumes may increase or decrease due to seasonal and other outside factors, based on the low service population of the landfill there is unlikely to be a significant increase on amounts for disposal. The waste collection and transport method recommended should cater for at least three times the approximate waste volumes expected to be received and should meet the community's needs.

CONCEPTUAL LAYOUT

The transfer station has been designed to receive general municipal/domestic type waste from domestic and commercial customers in Latham. The design of the Facility is based on improving the current service and aligning where practicable to best practice standards. Given the very low volumes received, a concept design has been provided that is based upon four general considerations. These include:

ensuring appropriate costs for a small community,

safety,

efficiency and flexibility; and

resource recovery.

The design does not cater for disposal of construction and demolition waste (concrete, bricks, rubble etc) due to the costs associated with provision of such a service.

WASTE ACCEPATANCE

This report has costed the transfer station based on services for general waste drop off from residential and commercial customers. It does not cater for construction and demolition (C&D) waste from either residential or commercial sources.

The collection of C&D waste would require a skip bin to receive this waste and a skip truck to service the bin as required. Given the only skip trucks available operate from Jurien Bay or Geraldton, a large mobilisation cost would be incurred to transport C&D waste. Therefore, it is recommended that C&D waste is not accepted at the transfer station and instead is self-hauled by the waste producer or their waste management contractor to the Perenjori landfill.

Asbestos containing waste will not be accepted at the transfer station given the legislative requirements for separation and landfill disposal. Asbestos containing material will need to be self-hauled by the waste producer or their waste management contractor directly to the Perenjori landfill.

EXTERNAL VS INTERNAL SERVICING OPTIONS

There are numerous potential options available to the Shire for servicing of the Facility. Based on the small service population, the low volumes of waste received, and ensuring appropriate costs for the service, internal servicing of the transfer station by the Shire is the most economic option.

Internal servicing provides the Shire with the greatest control over the costs and ensures maximum flexibility for the Shire in not locking in a design based on commercial contractor equipment. The design allows for any increase in waste volumes, without the need to significantly vary the servicing and transport costs for the Shire.

COSTS

- The total capital cost for the construction of a waste transfer station on the site is approximately $195,000. This can be amortised over the 25 year life span of the Facility.
- The annual operational costs for the transfer station is approximately $24,000,
- The total annualised capital and annual operational cost is $36,000. Operational costs contribute 67% to these costs, with annualised capital costs contributing the remaining 33%.
- There are numerous variables that impact on these costs including construction materials, opening hours, waste quantities and transport methods.

Construction materials – options for reducing costs

The single largest contributor to capital costs is the fencing the Facility with chain link fencing, which is estimated at $100,000. Fencing is required to keep the Facility secure, trap any windblown litter and meet DWER licence requirements. However, given the size and location of the Facility, the use of 1.8m stock fencing could be considered and, if accepted by DWER, this would significantly reduce the cost of the perimeter fence.

Opening hours

Labour costs are the largest single operating costs for the waste facility. The transfer station has been costed based on being open for four hours, one day per week.

COST PER DWELLING

Based on the outcomes of cost modelling, establishing and operating a transfer station at Latham is approximately $36,000 per year. Given there are approximately 36 dwellings that would use the transfer station this equates to an annual cost of $1000 per dwelling or a unit cost of approximately $900 per cubic meter ($2,700 per tonne) for the collection and transport of waste from the Facility.

This is a significant cost for the Shire for a small number of users and there are other options to service the needs of the residents, but with a reduced level of service, that could be implemented. These include:

extending the kerbside collection service to all properties in the Latham area, or

using centrally located bin compounds where rural residents bring 240L MGBS on a weekly basis for servicing by the kerbside collection contractor.

Whilst these alternate options will cater for general domestic waste, bulky waste (e.g. furniture, white goods etc) will need to be self-hauled the 50km to the Perenjori landfill. Alternatively, the Shire could provide a once a year bulky waste service for Latham residents where a skip bin is provided at a central location for the drop-off of bulky waste.

The additional costs of these services could be recovered through rates for waste service charges on individual properties.

RECOMMENDATIONS

Whilst the conversion of the current Latham landfill to a transfer station will minimise risk exposures and

improve regulatory compliance for the Shire, the annual cost of the service is very high for the number of users and the waste volumes.

CONSIDER EXTENDING THE KERBSIDE SERVICE, WITH NO TRANSFER STATION

Alternative, more cost effective options could be considered by the Shire for servicing the community as discussed earlier. It is recommended that the Shire consider these options before committing to the establishment of a transfer station and the ongoing costs associated with the Facility. **Section 0** provides an action plan of the key tasks to establish a transfer station at Latham.

GATE FEES

Gate fees are charged by waste facilities to cover the cost of operation, overheads, equipment, labour, roads, buildings and other assets (fencing, cover material etc.). Gate fees should reflect all costs associated with operation, Facility closure and asset depreciation. It is recommended that the introduction of waste gate fees in the Shire be considered to ensure appropriate cost recovery for the waste services provided.

ACTION PLAN

Should the Shire wish to establish a transfer station at Latham, a list of the key tasks is provided in the following Table 1.

Table 1: Actions required for the Shires future waste management infrastructure

Task	Actions
1. Council decision to proceed with establishment of a Transfer Station	• Finalise concept layout • Define opening hours of facility • Inform community • Adjust long term financial plans to accommodate change
2. Approvals documentation	• Submit Licence amendment application to DWER to request addition of category 62 (Solid waste depot) to current Licence. This will require preparation of report and schematic design of facility to support application
3. Construction planning	• Development of design drawings, technical specifications, • Procurement of equipment/infrastructure • Forward planning into capital works program
4. Construction	• Assume Shire will be constructing transfer station • Project management through construction phase
5. Transfer station operation	• Development of operational management plans for the transfer station. • Inform community • Opening of facility
6. Close Landfill	• Produce a Landfill Closure Management Plan • Cap, close and rehab current landfill

Comment

There may be the potential to partner with MEDAC in the operation of the Transfer Station and resource recovery which may reduce operational costs.

The day to day operations of the Transfer station also have the possibility of employing someone locally from the Latham area on a part time basis to operate the gatehouse and potentially run a resource recovery shop.

Statutory Environment

Part 6 - Waste services - *Waste Avoidance and Resource Recovery Act 2017*

Policy Implications

Nil

Financial Implications

This section of the provides the estimated cost to establish and operate the proposed transfer station.

CAPITAL COSTS

The capital cost for the construction of the transfer station was estimated based on the concept design as detailed earlier. The following Table 2 lists the estimated total cost for each item, followed by the annualised yearly cost spread over the 25 year lifespan of the Facility.

The costing assumes that construction will be undertaken internally by the Shire. Costs include an additional 25% regional price index increase (based on Rawlinsons, Australian Construction Handbook, 2017).

Table 1: Breakdown of the capital cost for construction of the Transfer Station

Description		Total cost	Annualised cost
Design & Approvals	• Finalised design concept, design drawings & technical specifications, BOQ • Licence amendment application document & application fees	$10,000	$400
Establishment:	• Groundworks • Hardstand + platform (compacted in situ soils) • Hardstand (greenwaste/metals) • Drainage • Landscaping	$40,500	$1,620
Infrastructure & Equipment:	• Waste trailer • Demountable office (gatehouse) • Fencing • Access gates • Signage • Sundries	$128,800	$7500
Management Systems	• Operational management Plan • Staff training/induction	$15,000	$2150
TOTAL (rounded)		**$195,000**	**$12,000**

OPERATIONAL COSTS

The operational cost of the transfer station was estimated at $24,000 per annum. Table 3 provides a breakdown of the operational costs.

Table.2: Operational costs for the Transfer Station

Description		Annual cost
Facility staff	• 6 hours /wk. gatehouse operator + OH • 6 hours /month operator + overheads	$13,000
Facility staff	• Regional price index (+25%)	$3250
Training	• Onsite staff	$500
General	• Licencing, Insurances, fuel, equipment maintenance, misc. supplies, PPE,	$6900
	TOTAL (rounded)	**$24,000**

WASTE TRANSPORTATION COSTS

Given the Shire will be transporting the waste in a waste trailer, the cost of transport (Fuel and staff time) have been incorporated into the annual operational costs in Table 3.

SUMMARY OF TRANSFER STATION COST

The estimated total cost of the transfer station shown in Table 4 includes the establishment, operational and transport costs, based on a 25 year life of the Facility. Given the operational (including transport costs) will be incurred annually, only the establishment costs are amortised over the life of the Facility.

It is estimated that the operation, transport costs and amortised establishment cost for the transfer station will be approximately $36,000 per year annually based on the estimated waste volumes. This design could safely service up to approximately 4m^3 in volume (two tonnes) per week (assuming an '8ft x 5ft' trailer and tow capacity of vehicle) or 156m^3 (52 tonnes) per year. This is approximately four times the predicted volumes currently being received.

Table.3 : Summary of transfer station costs (total and annualised)

Description	Total cost	Annualised cost
Establishment costs	$195,000	$12,000
Operational costs	$24,000	$24,000
TOTAL cost (rounded)	$220,000	$36,000

As explained earlier there are however numerous variables that exist in terms of impact on these costs for the Shire to consider.

Strategic Implication

Nil

Risk Management

Risk Statement	Level of Risk	Risk Mitigation Strategy
Latham Refuse site is nearing capacity	Med/High	Develop into Transfer station and increase resource recovery opportunities

Consultation
ASK Waste Management

Voting Requirements – Simple Majority

Officer Recommendation – Item 18104.3

That Council receive the draft Latham Transfer Station report for further consideration and discussion.

Council Resolution – Item 18104.3

Moved: Cr J Hirsch **Seconded: Cr R White**

That Council receive the draft Latham Transfer Station report for further consideration and discussion.

Carried: 8/0

18104.4 ROAD MAINTENANCE POLICY

APPLICANT: **SHIRE OF PERENJORI**

FILE: **R999**

DISCLOSURE OF INTEREST: **NIL**

AUTHOR: **KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES**

RESPONSIBLE OFFICER: **KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES**

REPORT DATE: **18TH OCTOBER 2018**

ATTACHMENTS **POLICY**

Executive Summary
This item seeks Council's adoption of a Road Maintenance Policy

Background

The purpose of a Road Maintenance Policy is to outline the Shire of Perenjori's level of service and response to a range of road related issues. The policy is based on a risk-management approach using a systematic method of identification, evaluation and prioritisation of maintenance works for the Shire's road network. The policy is also intended to assist Council in its annual budget decision-making process.

It is proposed that roads throughout the Shire will be classified using the Western Australian Road Hierarchy as a guide, which will then help determine the level of service each road will receive dependent on a range of other factors.

Comment

The Shire of Perenjori has an extensive road network spread out over an area of approximately 8,000 square kilometers providing access to mainly the agricultural industry but also mining and tourism interests.

With nearly 1,500km of unsealed and 240km sealed roads to maintain, the Shire of Perenjori has an obligation to determine the level of service it provides to these roads.

The proposed policy needs to cater for changes in conditions, identified needs and commonsense.

Accordingly, a risk-based approach is being proposed when determining road maintenance needs.

Statutory Environment

Local Government Act 1995

S3.1. General function

(1) The general function of a local government is to provide for the good government of persons in its district.

(2) The scope of the general function of a local government is to be construed in the context of its other functions under this Act or any other written law and any constraints imposed by this Act or any other written law on the performance of its functions.

(3) A liberal approach is to be taken to the construction of the scope of the general function of a local government.

Policy Implications

This policy will replace Policy 3005- Grading of Roads Policy

Financial Implications

Nil.

Strategic Implications

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

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

Risk Management

Risk Statement	Level of Risk	Risk Mitigation Strategy
Not having a policy on road maintenance could lead to confusion and lack of direction	LOW	Develop a road maintenance policy that is flexible and suited to local conditions

Having a road maintenance policy could lead to some roads being graded when not needed.	LOW	Policy to allow flexibility and discretion regarding need for road or road segment to be graded utilising the Road Maintenance Risk Management Procedure

Consultation
CEO

Voting Requirements – Simple Majority

Officers Recommendation – Item 18104.4

That Council adopt the Road Maintenance Policy.

Council Resolution – Item 18104.4

Moved: Cr R White **Seconded: Cr P Waterhouse**

That Council adopt the Road Maintenance Policy.

Carried: 8/0

18104.5 HOUSING REPORT

APPLICANT: **SHIRE OF PERENJORI**

FILE: **ADM 0029**

DISCLOSURE OF INTEREST: **NIL**

AUTHOR: **KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES**

RESPONSIBLE OFFICER: **KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES**

REPORT DATE: **18TH OCTOBER 2018**

ATTACHMENTS **HOUSING SPREADSHEET**

Executive Summary

This item seeks that Council receive the housing report.

Background

The Shire has 28 houses/units that it owns and maintains. Several of the houses are joint ventures with the Department of Housing. Shire housing is tenanted by a mix of Council staff and private rentals.

Overall, the housing stock is in very good condition. Typical works being carried out consist of work requests for broken locks, reticulation issues, plumbing and other minor issues.

The Council budgets yearly for housing maintenance and capital works. Expenditure priorities are developed from tenant requests and inspections.

Routine budgeted maintenance includes, pest control and termite inspection, Residual Current Device testing, smoke alarm testing and air conditioner servicing.

Capital works for this financial year included the internal painting of two houses, up to four kitchen replacements, carpet replacement, external works such as gutter replacement, eaves, posts and decking.

Three carports for the Caravan Park units on North Road are to be installed.

At the time of this report the Shire has eight houses/units vacant. The number of vacancies ebbs and flows due to staff changes and private rental demands.

One of the vacant houses is for the new CEO. Another is for a new outside employee following a recent resignation. Another employee has just vacated a Shire house as they have purchased their own residence in town.

Comment

It should be noted that over the years the Shire has built new housing and sold off older housing stock that required large capital outlays in order to bring them up to standard.

Now may be an opportune time to look at the housing list and consider selling off some of the existing housing stock and/or deciding whether to build new Shire housing.

Increased mining activity in the east of the Shire of Perenjori may also present an opportunity to encourage some of the employees from these mining operations to reside in Perenjori in rental housing.

Property valuations were carried out several years ago which led to an increase in rentals across the housing stock. The rents paid are now overdue for review.

Some Shire staff receive subsidies or allowances for housing dependent on their employment contracts and these should be reviewed as well.

As such, it is recommended that an independent valuer be appointed in the New Year to help determine the true current market value of the Shire's housing stock ahead of 2019/2020 budget deliberations and any decision to build, quit or rent out Shire housing stock.

Statutory Environment

Local Government Act 1995

S3.1. General function

(1) The general function of a local government is to provide for the good government of persons in its district.

(2) The scope of the general function of a local government is to be construed in the context of its other functions under this Act or any other written law and any constraints imposed by this Act or any other written law on the performance of its functions.

(3) A liberal approach is to be taken to the construction of the scope of the general function of a local government.

Policy Implications

Nil

Financial Implications

In the 2017/18 financial year, the Shirel spent $ 37,184 on capital expenditure for houses and $187,400 in maintenance on housing.

In the 2018/19 financial year there is $210,000 in maintenance and $60,000 in capital for housing.

The Shire received $75,340 from Staff rented houses and $99,713 from private rentals in the 2017/18 financial year.

Strategic Implications

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

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

Risk Management

Risk Statement	Level of Risk	Risk Mitigation Strategy
Houses begin to cost more to maintain	Low/med	Keep maintenance up on housing through regular inspections and consider selling off older houses

Consultation

Finance Officer
Depot Administration
CEO

Voting Requirements – Simple Majority

Officers Recommendation – Item 18104.5

1. That Council receive the Housing Report.
2. That Council endorse the appointment of an independent valuer to help determine the true current market value of the Shire's housing stock ahead of 2019/2020 budget deliberations.

Council Resolution – Item 18104.5

Moved: Cr J Hirsch **Seconded: Cr R White**

1. **That Council receive the Annual Housing Report.**
2. **That Council endorse the appointment of an independent valuer to help determine the true current market value of the Shire's housing stock ahead of 2019/2020 budget deliberations.**

Carried: 8/0

18105 GOVERNANCE

18105.1 CORPORATE BUSINESS PLAN REPORTING

APPLICANT:	**SHIRE OF PERENJORI**
FILE:	**ADM 0468**
DISCLOSURE OF INTEREST:	**NIL**
AUTHOR:	**STEPHEN TINDALE – A/CEO**
RESPONSIBLE OFFICER:	**STEPHEN TINDALE – A/CEO**
REPORT DATE:	**18TH OCTOBER 2018**
ATTACHMENTS:	**SPREADSHEET TEMPLATE**

Executive Summary

A recommendation is made to introduce quarterly reporting to Council on the implementation of the Corporate Business Plan.

Background

All local governments are currently required to produce a 'plan for the future' under Sec. 5.56 (1) of the *Local Government Act 1995*.

Regulations made under the Act outline the minimum requirements of a plan for the future namely:

- A **Strategic Community Plan** to cover a period of at least 10 financial years.
- A **Corporate Business Plan** to cover a period of at least 4 financial years.

The Corporate Business Plan should spill out of and be driven by the Strategic Community Plan.

It is the Corporate Business Plan that activates the Strategic Community Plan by responding to Council's broad objectives and the prioritisation of the community's short, medium and long-term goals with an action plan.

The process by which the Corporate Business Plan is developed incorporates:

- Activating the Strategic Community Plan.
- Operations Planning
- Annual reviews and reprioritisation of the Corporate Business Plan

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

This report recommends the implementation of a regular reporting process to Council.

Comment

If the Strategic Community Plan and reporting process is to be effective, then the Council (and the community) should be regularly informed by the CEO of progress made in completing specific actions identified in the Corporate Business Plan which are intended to give life to the Strategic Community Plan.

It is the Acting CEO's opinion that the report on the progress of the Community Strategic Plan within the Annual Report is not sufficient in terms of keeping Councillors (and the community) regularly and properly informed of the specific actions identified in the Corporate Business Plan intended to deliver on the Strategic Community Plan.

In the absence of quarterly reporting is not untypical for local government staff and elected members to be consumed by local issues of the day. That can result in staff time and financial resources being diverted away from the achievement of the community aspirations identified in the Strategic Community Plan.

Attached to this agenda item is a spreadsheet developed by the Acting CEO for the Shires of Mt Marshall, Cunderdin and Tammin for reporting to Council on the implementation of the Corporate Business Plan.

The 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 three potential areas of constraint quickly flags to staff, Councillors and community members, those Corporate Business Plan actions that may need collective consideration and attention.

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

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

The traffic light system also enables Council and staff discussion to be focussed on the things that matter rather than wading through page after page of the report.

It is recommended that the updated Corporate Business Plan be presented to quarterly meetings of Council in the months of September, December, March and June. The June Council meeting should be the meeting at which a comprehensive evaluation of progress made in the past year is discussed to better inform Council deliberations for the next financial year pending the adoption of the Annual Budget in July (or August). The September meeting should be the meeting where the CEO presents the revised Corporate Business Plan to Council for endorsement after considering the adopted Annual Budget for the year.

The Corporate Business Plan also presents the CEO with the opportunity of better managing the performance of Shire officers. The CEO in turn can then be better managed by the Council if certain (but not all) strategies and actions identified in the Corporate Business Plan are incorporated into

his/her contract of employment and annual performance review in, say, August of each year when the previous year's efforts are known and the current year's revised Corporate Business Plan is about to be presented to Council in September.

In terms of managing the performance of the CEO, Council could set an initial 80% completion rate for the completion of identified actions in any given year. Reasons for any inability to meet the 80% target can then be considered at the time of conducting the annual CEO performance review.

Statutory Environment

Local Government (Administration) Regulations 1996

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

(1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.

(2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.

(3) A corporate business plan for a district is to —

(a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and

(b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and

(c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

(4) A local government is to review the current corporate business plan for its district every year.

(5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.

(6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine whether 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.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

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

> ***Strengthen the Shire's position as an innovative and proactive local Government providing excellence in all areas of governance, management and leadership.***
>
> *This strategy area will build the capacity of the Council to undertake ongoing planning, reviews and report on progress and develop leadership and management capacity within Council and staff. It will also ensure Council strategically targets fundraising strategies to achieve key projects.*

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

Risk Management

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

Consultation
Shire President

Voting Requirements – Simple Majority

Officers Recommendation – Item 18105.1

That Council adopt the attached Corporate Business Plan spreadsheet report for quarterly reporting to the ordinary meetings of Council held in the months of September, December, March and June of each financial year.

Council Resolution – Item 18105.1

Moved: Cr R White **Seconded: Cr J Hirsch**

That Council adopt the attached Corporate Business Plan spreadsheet report for quarterly reporting to the ordinary meetings of Council held in the months of September, December, March and June of each financial year.

Carried: 8/0

18106 PROJECT STATUS REPORT

APPLICANT:	**SHIRE OF PERENJORI**
FILE:	**NIL**
DISCLOSURE OF INTEREST:	**NIL**
AUTHOR:	**STEPHEN TINDALE – A/CEO**
RESPONSIBLE OFFICER	**STEPHEN TINDALE – A/CEO**
REPORT DATE:	**18TH OCTOBER 2018**
ATTACHMENTS	**PROJECT STATUS REPORT**

Executive Summary

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

Background

Nil

Comment

Nil

Statutory Environment

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

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Area 5: Investing in Councils Capacity – Our Leadership

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

Consultation

Staff

Officer Recommendation – Item 18106

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

Council Resolution – Item 18106	
Moved: Cr P Waterhouse	**Seconded: Cr R Spencer**
Council accepts the Project Status Report as presented for the month of September 2018.	
	Carried: 8/0

18107 STATUS REPORT

APPLICANT:	**SHIRE OF PERENJORI**
FILE:	**NIL**
DISCLOSURE OF INTEREST:	**NIL**
AUTHOR:	**STEPHEN TINDALE – A/CEO**
RESPONSIBLE OFFICER	**STEPHEN TINDALE – A/CEO**
REPORT DATE:	**18TH OCTOBER 2018**
ATTACHMENTS	**STATUS REPORT**

Executive Summary

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

Background

Nil

Comment

Nil

Statutory Environment

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

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Area 5: Investing in Councils Capacity – Our Leadership

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

Consultation

Staff

Officer Recommendation – Item 18107
Council accepts the Status Report as presented for the month of September 2018.

Council Resolution – Item 18107	
Moved: Cr R White	**Seconded: Cr R Spencer**
Council accepts the Status Report as presented for the month of September 2018.	
	Carried: 8/0

18108 OTHER BUSINESS

IGA -

18108.1 MOTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN

18108.2 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

18108.3 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

18108.4 MATTERS BEHIND CLOSED DOORS

Ken Markham and Joelene Dennis left at 5.12 pm and did not return to the meeting.

Council Resolution – Item 18108.4	
Moved: Cr P Waterhouse	**Seconded: Cr R Spencer**
That Council moves behind closed doors to discuss confidential item 18108.4.1.	
	Carried: 8/0

18108.4.1 CONFIDENTIAL ITEM – CEO RECRUITMENT

APPLICANT:	**SHIRE OF PERENJORI**
FILE:	**NIL**
DISCLOSURE OF INTEREST:	**NIL**
AUTHOR:	**STEPHEN TINDALE – A/CEO**
RESPONSIBLE OFFICER	**STEPHEN TINDALE – A/CEO**
REPORT DATE:	**18TH OCTOBER 2018**
ATTACHMENTS	**NIL**

Voting Requirements – Simple Majority

Officers Recommendation – Item 18108.4.1

That Council:

1. Conduct an in-person follow up interview with the second-placed candidate with the Shire of Perenjori meeting his travel and accommodation costs associated with the interview.
2. Appoint Pascoe Durtanovich as Acting CEO of the Shire of Perenjori following the expiration of Stephen Tindale's term as Acting CEO pending the appointment of a permanent CEO.

Council Motion – Item 18108.4.1

Moved: Cr J Hirsch Seconded: Cr K Pohl

That Council conduct in-person follow up interviews with the second and third placed candidates with the Shire of Perenjori meeting travel and accommodation costs associated with the interviews.

Lost: 4/5 on the casting vote of the President

Cr L Butler, Cr P Waterhouse, Cr J Cunningham and Cr R Spencer voted against the motion.

Council Motion – Item 18108.4.1
Moved: Cr J Cunningham Seconded: Cr P Waterhouse That Council conduct an in-person follow up interview with the second-placed candidate with the Shire of Perenjori meeting his travel and accommodation costs associated with the interview. Lost: 3/5

Cr R Spencer, Cr J Hirsch, Cr K Pohl, Cr R White and Cr G Reid voted against the motion.

Council Resolution – Item 18108.4.1
Moved: Cr G Reid **Seconded: Cr R Spencer** **That Council appoint Pascoe Durtanovich as Acting CEO of the Shire of Perenjori following the expiration of Stephen Tindale's term as Acting CEO pending the appointment of a permanent CEO**. **Carried: 8/0**

Council Resolution – Item 18108.4.1
Moved: Cr R Spencer **Seconded: Cr J Cunningham** **That Council move from behind closed doors.** **Carried: 8/0**

18108.5 DATE OF NEXT MEETING

The date of the next Council meeting will be held on Thursday 15th November 2018 commencing at 7.00 pm.

18108.6 CLOSURE

Cr L Butler declared the meeting closed at 5.46 pm.