



Shire of
Perenjori
Embrace Opportunity

Shire of Perenjori – Ordinary Council Meeting

MINUTES

Thursday 15th December 2022



NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member,

The next Ordinary Meeting of the Shire of Perenjori will be held on Thursday 15th December 2022 in the Shire of Perenjori Council Chambers, 56 Fowler Street, Perenjori WA 6620, commencing at 3:00 pm.

A handwritten signature in black ink, appearing to read 'Paul Anderson', is positioned above the printed name.

Paul Anderson
CHIEF EXECUTIVE OFFICER
Date: 5th December 2022

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Council Roles

Advocacy:

When Council advocates on its own behalf or on behalf of its community to another level of government /body /agency.

Executive/Strategic:

The substantial direction setting and oversight role of the Council e.g. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

Legislative:

Includes adopting local laws, town planning schemes and policies.

Review:

When Council reviews decisions made by Officers.

Quasi-Judicial:

When Council determines an application/matter that directly affects a person's rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice.

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

Disclaimer

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

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

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

Shire of Perenjori

Minutes for the Shire of Perenjori Ordinary Meeting of Council held on Thursday 15th December 2022, at the Shire of Perenjori Council Chambers, 56 Fowler Street, Perenjori WA 6620, commencing at 3:04 pm.

1. Declaration of Opening/Announcement of Visitors:

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

Acknowledgement of Traditional Custodians: -

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

I respectfully acknowledge the past and present traditional owners of the land on which we are meeting, the Badymia people. It is a privilege to be standing on Badymia country.

2. Opening Prayer:

The Shire President read the opening prayer.

Acknowledgment of Pioneers;

I acknowledge the pioneers who settled this country, developed the land and turned it into the productive country we know today.

3. Disclaimer Reading:

As printed.

4. Record of Attendance/Apologies/Leave of Absence:

4.1 Attendance:

Members:

Cr Chris King (President)
Cr Jude Sutherland (Deputy President)
Cr Daniel Bradford
Cr Colin Bryant
Cr Andrew Fraser
Cr Les Hepworth
Cr Dael Sparkman

Staff:

Paul Anderson (Chief Executive Officer)
Nola Comerford (Manager Corporate and Community Services)
Neville Binning (Manager Infrastructure Services)
Rick Ryan (Community Emergency Services Manager)

Distinguished Visitors:

Nil

Members of The Public:

Nil

Leave of Absence:

Nil

Apologies:

Nil

5. Public Question Time:

5.1 Response to Questions Taken on Notice:

Nil

5.2 Questions Without Notice:

Nil

6. Applications for Leave of Absence:

6.1 Application/s for Leave of Absence:

Nil

7. Confirmation of Minutes of Previous Meetings:

7.1 Special Meeting Held on 27 October 2022

OFFICER RECOMMENDATION / COUNCIL DECISION

Council Resolution Number: 151222.5

Moved: Cr Fraser

Seconded: Cr Sparkman

That the Minutes of the Special Meeting of Council held on 27th October 2022, be confirmed as true and correct.

Motion put and carried 7 / 0

7.2 Ordinary Meeting Held on 17 November 2022

OFFICER RECOMMENDATION / COUNCIL DECISION

Council Resolution Number: 151222.6

Moved: Cr Fraser

Seconded: CR Sutherland

That the Minutes of the Ordinary Meeting of Council held on 17th November 2022, be confirmed as true and correct.

Motion put and carried 7 / 0

7.3 Special Meeting Held on 2 December 2022

OFFICER RECOMMENDATION / COUNCIL DECISION

Council Resolution Number: 151222.7

Moved: Cr Hepworth

Seconded: Cr Sutherland

That the Minutes of the Special Meeting of Council held on 2nd December 2022, be confirmed as true and correct subject to no corrections.

Motion put and carried 7 / 0

8. Announcements by Presiding Member Without Discussion:

On behalf of the Perenjori Shire Council, Staff and community, I would like to express our deep condolences to the Police Service of Queensland, in particular to the families of the two Officers who were killed in Wieambilla on Monday. I also acknowledge the service to our rural communities that local Police in Western Australia deliver and convey our profound sorrow at this time to the wider Police family.

9. Petitions/Deputations/Presentations:

10. Announcements of Matters for Which Meeting May Be Closed:

Matters Behind Closed Doors

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

A matter that if disclosed, would reveal –

Information that has a commercial value to a person; or

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

11. Declaration of Interest:

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

Agenda Item 13.1 – Cr Chris King (Financial, Proximity, Impartiality)

Agenda Item 13.2 – Cr Colin Bryant (Impartiality)

Agenda Item 13.2 – Cr Les Hepworth (Impartiality)

14.2 TOTAL FIRE BANS & HARVEST MOVEMENT BANS

Variation to Order of Business

COUNCIL DECISION

Council Resolution Number: 151222.8

Moved: Cr Bryant

Seconded: Cr Bradford

That the order of business be varied to allow for Item 14.2 (Total Fire Ban and Harvest Movement Bans) to be discussed with the Community Emergency Services Manager in attendance.

Motion put and carried 7 / 0

Applicant:	Shire of Perenjori
File:	ADM 0091
Date:	30 th November 2022
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Rick Ryan – CESM
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	TFB & HVMB Templates

Summary

This item is to provide Council with background information and an understanding of how a Total Fire Ban (TFB) and Harvest Vehicle Movement Ban (HVMB) can affect the restoration of power and other services to the community.

Background

SHEPHERD REVIEW

- An independent review by Australian Energy Market Commissioner Michelle Shepherd was commissioned by the Minister for Energy, Hon Bill Johnston MLA.
- Between 24 and 28 December 2021, 107,000 customers experienced a power outage with 69,469 of these without power for more than 2 hours.
- 26,091 customers were without power for more than 12 hours and 42,604 customers experienced two or more outages during this period.
- 54% of customers impacted were in rural areas.

The author attended a workshop in Perth on Wednesday 12th of October 2022 where the following Recommendation 4 from the Shepherd Report was discussed at length.

Recommendation 4

Western Power to work with key stakeholders such as the Department of Fire and Emergency Services and Local Government Authorities to review Western Power's fire risk management approach with regard to the restoration of electricity supply on higher fire risk days.

It is recommended an independent expert be appointed to facilitate the review and identify strategies for customer restoration which balance the community safety impacts of extended outages during extreme heat events and fire risk in that specific area of the network.

The review should support improved community outcomes by considering (but not be limited to) the following areas:

- Ensure a shared understanding of the roles of Western Power, Department of Fire and Emergency Services (DFES) and Local Government Authorities (LGAs) in managing electricity network related fire risks.
- Have a shared understanding of the community impact of power outages and fire, in conditions prone to higher fire risks (such as heatwaves).
- Coordination of consumer communication and activities on higher fire risk days where customer safety and power reliability are at risk from extreme weather conditions.
- The appropriateness of Western Power's response on Total Fire Ban days and Fire Weather Days.
- Empowerment of Western Power to act to restore power on Total Fire Ban days where the risk of fire is low or community impact of the outage is high, including where:
 - the cause of an outage cannot be identified but is likely with a high degree of certainty (such as overload outages) to not be a fire ignition risk;
 - the network and local conditions are such that the probability of fire occurring and getting out of control is very low;
 - a State-wide Total Fire Ban has been called due to DFES resourcing constraints and local conditions (such as weather, Fire Danger Index and network) would not have otherwise triggered a Total Fire Ban; and
 - DFES could apply an emergency direction under a Total Fire Ban Exemption.

Current situation

Currently under the Bushfires Act 1957 and Regulations, Total Fire Bans (TFB) and Harvest Vehicle Movement Bans (HVMB) impact on the work conducted by all Essential Services and their ability to restore services to the community.

Total Fire Ban

Under a TFB the LG must impose a HVMB once the FBI reaches 40. We must also meet a number of other conditions. This is done by using 24C of the Bushfire Regulations.

Harvest Vehicle Movement Ban

On a normal fire danger day, the LG may decide to use Section 38 of the Act/Regulations and impose a HVMB this is covered by Section 38A of the Bushfires Regulations. This can also be used at times when we have a fire within the Shire.

Under both bans the shire has the ability to allow essential works to continue which is covered under Activities Permitted.

When the Shire sends out an SMS a link will be provided to two notices (attached).

Local Western Power contacts have been requested to make contact with the author with the idea to ensure the efficient and safe response whilst still staying within the Risk parameters of the agencies.

Statutory Environment

Bushfires Act 1954

Bushfire Regulations

Emergency Management Act 2005

Emergency Management Regulations 2006

Fire & Emergency Services Act 1998

Policy Implications

Nil

Consultation

Western Power
Shepherd Report
Paul Anderson, CEO
Phil Page, CBFCO

Financial Implications

Nil

Strategic Community Plan

Goal 1: An inclusive community and a great place to live for all ages and stages of life

1.9. Emergency management and associated community liaison and education activities are undertaken to protect the community and minimise harm from disasters

COUNCIL DECISION

Council Resolution Number: 151222.9

Moved: Cr Fraser Seconded: Cr Bradford

That Council suspend Standing Orders, *Clause 9.5 – Limitation on number of speeches* to be suspended at 3.12pm.

Motion put and carried 7 / 0

COUNCIL DECISION

Council Resolution Number: 151222.10

Moved: Cr Bradford Seconded: Cr Bryant

That Council reinstates Standing Orders at 3.35pm.

Motion put and carried 7 / 0

OFFICER RECOMMENDATION / COUNCIL DECISION

Council Resolution Number: 151222.11

Moved: Cr Bradford Seconded: Cr Fraser

That Council note the information in regard to Total Fire Bans and Harvest Vehicle Movement Bans contained in the above report.

Motion put and carried 7 / 0

Community Emergency Services Manager, Rick Ryan, left the meeting at 3.35pm

12. Finance:

12.1 MONTHLY FINANCIAL REPORT – NOVEMBER 2022

Applicant:	Shire of Perenjori
File:	ADM 0082
Date:	7 December 2022
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Glenn Nordsvan, Accwest Pty Ltd
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	12. 1 Monthly Statement of Financial Activity for November 2022

Summary

This item recommends that Council receives the Financial Activity Statements for the period ending 30 November 2022.

Background

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

Recent changes to the Regulations require a focus on reporting and variance analysis by nature and type rather than by program. The Shire's reports have historically been prepared by both nature and type and program with the variance analysis done by program. All reports for 2022-23 to date have been prepared by both nature and type and program, but with the variance analysis being done by nature and type in compliance with the revised Regulations.

Statutory Environment

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

Policy Implications

Nil

Financial Implications

Shown in the attached data.

Strategic Community Plan

Goal 4: A strong and diverse Council working closely with the proactive and involved community
4.6. The organisation, assets and finances of the Shire are managed responsibly

Consultation

Nil

Officer Comment

This covering report is prepared noting the following:

- The 2021-22 year-end financial statements are still being finalised with the audit currently being finalised. Most year-end transactions have been undertaken, with the impact of those flowing into the opening Surplus balance. With a revaluation just being undertaken of many of the Shire's assets, the financial impact of these will be factored into the report on the finalisation of audit.
- The other impact of the audit process is that the Assets Ledger in the financial management system cannot be finalised for 2021-22 until the asset revaluations are done and the audit finalised. The financial impact of this is that actual depreciation of fixed assets cannot be done until the Assets Ledger is finalised and rolled over into the new financial year.

- Notwithstanding this, depreciation expense has manually been factored into the report with the amounts expensed aligning with the budgeted amounts.

The opening surplus for the year is \$4,672,000 and is closely aligned to the approved budget of \$4,640,000. The final surplus will be known once the audit is finalised. As previously advised, this surplus is notionally deceiving as the State Government transferred 75% of its 2022-23 financial assistance grants (totalling \$2.125m) to the Shire in April 2022.

The 2022-23 general rates were raised and the income recognised in August. The impact of discounts on this revenue have now been realised, with savings taken up being \$21,000 more than budget and offset by unbudgeted ex-gratia rates of \$25,000.

Operating revenue YTD is \$4,323,000, slightly worse than budget by \$15,000. Key variances between the YTD budget and actuals are:

- Rates are higher by \$8,000 with discounts now taken up, unbudgeted interim rates, back rates and ex-gratia rates received.
- Operating grants are down by \$80,000. Advice was provided just after the approval of the budget of the amounts to be received in 2022-23. The amounts to be received are less than the budget by \$198,000 for the year, with the impact at 31 October being \$89,000 after receiving the first of 4 instalments.
- Fees and charges are better than budget by \$76,000 with caravan park revenue and housing revenue being the main contributors.
- Other revenue is worse than budget by \$42,000 mostly as a result of recoveries yet to be invoiced.

Expenditure is \$4,323,000, worse than budget by \$74,000. Variances to the end of October are mostly timing, and include:

- A bulk purchase of road base (\$186,000) was made in October and not yet allocated to materials on hand, which accounts for the vast majority of the overspend (included in the 'Other property and services program').
- Underspends in governance (\$52,000), law, order and public safety (\$24,000) and community amenities (\$50,000) cover overspends in other program areas.
- The overspend in housing is impacted by the costs associated with the post cyclone Seroja repair works being undertaken to which an insurance claim is applicable.
- The overspend in Recreation and Culture is a result of the repainting of the Tourist Centre.

Most non-operating grants are budgeted to be received in later months, with only the Regional Roads Group first instalment of \$238,000 being received.

Capital expenditure YTD is only \$1,051,000, with projects yet to commence. A new Capital Report has been prepared for this year's financial reports, identifying each project budgeted and the spend against each project.

Cash and restricted cash balances are currently high (currently \$8,884,000) with rate revenues now mostly received and amounts transferred to new term deposits.

OFFICER RECOMMENDATION / COUNCIL DECISION

Council Resolution Number: 151222.12

Moved: Cr Sutherland

Seconded: Cr Hepworth

That the Monthly Financial Report to 30 November 2022 as attached be received.

Motion put and carried 7 / 0

12.2 SCHEDULE OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 NOVEMBER 2022

Applicant:	Shire of Perenjori
File:	ADM 0082
Report Date:	1 st December 2022
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Gypsie Douglas – Finance Officer
Responsible Officer:	Nola Comerford – Manager Corporate and Community Services
Attachments:	12.2 (a) - Accounts for Payment November 2022 12.2 (b) - Corporate Credit Card Breakdown and Statement

Summary

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

Background

Council delegates authority to the Chief Executive Officer annually:

To make payments from Trust, Reserve and Municipal Fund;

To purchase goods and services to a value of not more than \$200,000;

Legal Compliance

Local Government Act 1995

S6.5. Accounts and records

Local Government (Financial Management) Regulations 1996

R11. Payments, procedures for making etc.

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

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

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

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

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

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

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

(a) the payee's name; and

(b) the amount of the payment; and

(c) the date of the payment; and

(d) sufficient information to identify the transaction.

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

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

(i) the payee's name; and

(ii) the amount of the payment; and

(iii) sufficient information to identify the transaction; and

- (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under sub-regulation (1) or (2) is to be —
 - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

Policy Implications

Nil

Council Policy Compliance

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

Financial Implications

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

Strategic Community Plan

Goal 4: A strong and diverse Council working closely with the proactive and involved community

4.6. The organisation, assets and finances of the Shire are managed responsibly

Consultation

Paul Anderson – Chief Executive Officer

Nola Comerford – Manager Corporate and Community Services

Glenn Nordsvan - ACCWEST

Officer Comment

Accounts paid for the month ending 30th November 2022

Municipal Account	
EFT	\$829,358.21
Direct Debits	\$122,819.85
Cheques	\$0.00
Corporate MasterCard	\$2,717.15
Bank Fees	\$2,094.48
Total	\$956,989.69

Trust Account – Mt Gibson Public Benefit Funds	
EFT – Transfer to another account (Close Term Deposit)	\$0.00
Cheques	\$0.00
Bank Fees	\$0.00
Total	\$0.00

Totalling **\$956,989.69** from *Municipal* and *Trust Accounts* for the month ending **30 November 2022**.

OFFICER RECOMMENDATION / COUNCIL DECISION

Council Resolution Number: 151222.13

Moved: Cr Fraser

Seconded: Cr Bradford

That the cheques and electronic payments as per the attached schedules of accounts for payment totaling \$956,989.69 (nine hundred and fifty-six thousand, nine hundred and eighty nine dollars and sixty nine cents) be accepted.

Motion put and carried 7 / 0

13. Community Development and Services:

13.1 WAIVING OF FEES AND CHARGES – OFF ROAD RACING WA INC

Applicant:	Shire of Perenjori
File:	ADM 0047
Date:	29 th November 2022
Disclosure of Interest:	Cr King - Proximity
Voting Requirements:	Simple Majority
Author:	Aluel Mading – Community Development Officer
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	13.1 Off Road Racing WA Inc – Correspondence

Cr King declared a proximity interest and left the meeting at 3.50pm.

Cr Sutherland took the chair at 3.50pm

Summary

This report seeks Council endorsement to waive hire fees for the Pavilion for the 2023 WA Off Road Racing Championship.

Background

The Shire received the below correspondence from Naomi Jennings, Co-Treasurer for Off Road Racing WA Inc.

"Offroad Racing WA would like to request that the Shire continue the sponsorship of the Perenjori 360 in 2023.

It was agreed in March 2022 that the Shire would be continuing the sponsorship, however we understand that this needs to be reviewed with the changes in staffing that has occurred since this time.

Off Road Racing WA Inc has had a sponsorship relationship with the Shire of Perenjori since March 2014 when Perenjori became the home of the annual Rod Hatter Memorial Perenjori 360. During the 7 years that our club has been fortunate enough to be coming to Perenjori and running our event we have had the pleasure of working with the Shire, Police, Ambulance & Fire services, property owners, local businesses and community groups to form relationships that have blossomed into friendships and allowed us to provide benefits to the local community. We consider Perenjori to be our home away from home and love returning to see our friends every year.

Each year the Shire has provided sponsorship in the form of us of the REC Centre, oval and stock yards at no charge and by providing extra bins for the rubbish and cleaners for the REC centre. The shire also allows us to store our track marking equipment for the event at the works depot.

In return the club brings between 200-400 people to town for the 3 day event.

The caravan park is always heavily booked by those that prefer powered sites and accommodation, the pub has increased sales with meals, drinks and accommodation, the weekend is the biggest event of the year for the Sporting club, the services station benefits from increased patronage and the ordering of officials lunches as does the local café. We buy fencing supplies and gift vouchers for property owners from the local rural supplies. The P&C playgroup, ambulance, blue light fund and other community groups have all benefitted from using the event as a fundraising opportunity by providing catering to the visitors or running raffles or having a donation tin at the swimming pool.

Three years ago the CDO at the time conducted a survey with all the local businesses to see if the event was of financial benefit and all business involved advised it was and reported increased turnover for the event each year."

Statutory Environment

Nil

Policy Implications

Nil

Consultation

Nola Comerford – Manager of Corporate and Community Services

Naomi Jennings – Off Road Racing WA Inc.

Financial Implications

The Shire will incur a financial loss of \$378 in hire fees over the weekend of the races. In addition, the Shire will have to pay cleaning wages to clean the Pavilion facilities over the weekend of the races.

Strategic Community Plan

Goal 1: An inclusive community and a great place to live for all ages and stages of life.

1.3. Arts, culture, libraries and events create memorable experiences and enrich and strengthen the community

Goal 3: A diverse economy, with flourishing businesses offering a suite of trades, services and retail offerings

3.1. Opportunities are maximised to promote economic growth and local development

3.2. Visitors are welcomed and well-catered for

Officer Comment

The annual Off Road Racing Championship provides tourism and economic benefit to the town outside of wildflower season and supports local community organisations and businesses. The three-day event draws over 200 visitors to Perenjori during the Labour Day Long-Weekend in March.

Previously, the Shire has sponsored the races by waiving Pavilion fees including usage of Pavilion amenities, oval, hockey field and stockyard. The organisation has requested for the Shire to continue to sponsor the races by waiving facility fees.

Council recently endorsed an amendment to the Fees & Charges Schedule to provide ongoing waiving of hire fees for community facilities for Perenjori not-for-profit organisations, and for a 25% subsidised hire fee to Perenjori community organisations that receive external funding. Whilst Off Road Racing WA is not a Perenjori not-for-profit organisation, the event brings economic benefit to community groups and local businesses.

OFFICER RECOMMENDATION

Council Resolution Number:

Moved:

Seconded:

That Council:

- **Waive hire fees for use of the Perenjori Pavilion by Off Road Racing WA Inc during the 2023 'Perenjori 360' Championship in March 2023.**

OR

- **In accordance with Council's 2022 Fees & Charges Schedule, charge a hire fee of \$158 (one hundred and fifty eight dollars) per day for the three-day 'Perenjori 360' Championship event in March 2023.**

Motion put and carried / lost

COUNCIL DECISION

Council Resolution Number: 151222.14

Moved: Cr Sutherland

Seconded: Cr Bradford

That Council waive hire fees for use of the Perenjori Pavilion by Off Road Racing WA Inc during the 2023 'Perenjori 360' Championship in March 2023.

Motion put and carried 6 / 0

Cr King re-entered the meeting at 4.00pm and took the chair

13.2 MEMORANDUM OF UNDERSTANDING – PERENJORI BOWLS CLUB, PERENJORI GOLF CLUB, LATHAM GOLF & BOWLS CLUB

Applicant:	Shire of Perenjori
File:	ADM 0636, ADM 0639, ADM 0735
Date:	29 th November 2022
Disclosure of Interest:	Cr Hepworth – Impartiality Cr Bryant - Impartiality
Voting Requirements:	Absolute Majority
Author:	Nola Comerford – Manager of Corporate and Community Services
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	Draft Memorandums of Understanding – 13.2 (a) Latham Golf & Bowls Club 13.2 (b) Perenjori Bowls Club 13.2 (c) Perenjori Golf Club

Cr Bryant and Cr Hepworth left the meeting at 4.01pm

Summary

For Council to consider the future of annual funding for the Perenjori Bowls Club, Perenjori Golf Club and the Latham Golf & Bowls Club.

Background

Council commenced providing financial support of \$25,000 split between the Perenjori Golf Club and Latham Golf & Bowls Club when Memorandums of Understanding (MOU) were entered into in 2006 for the purposes of the clubs' employing a person or persons to conduct maintenance. Following consultation with the clubs in 2013, updated MOUs were entered into which, in 2022, may not account for changes in the organisations' own financial stability, requirements and membership numbers, neither Council's own policies.

In 2020, the Perenjori Golf Club requested that their financial support of \$12,500 be split between their organisation and the Perenjori Bowls Club. Although no formal agreement was entered into, the Golf Club has received annual funding of \$6,250 in 2020/21 and 2021/22 for the purposes of greenkeeping and maintenance.

Council policy number 1011 stipulates a procedure for providing equitable donations to community groups and organisations and transparent accountability to ratepayers.

Statutory Environment

Nil

Policy Implications

Policy No. 1011 – Donations and grants

Policy Objective:

The Council is committed to building strong and resilient communities in Perenjori and to maximising social wellbeing for all citizens. One means of achieving these goals is to provide assistance, being financial or in kind, in the form of donations to individuals and groups to help develop leadership skills, increase community participation in civic life and address identified social issues.

Given that the Council receives requests from community groups and organisations throughout the year for donations, sponsorships and the waiver of Council fees and charges, a procedure for the assessment of applications ensures: -

- Transparency and accountability to the community;
- An effective reporting mechanism to the Council regarding the total value of donations approved in any one financial year;
- An equitable assessment of each application or request received; and

- A standard process for applicants to follow when requesting donations or sponsorships from the Council.

The responsibility for the disbursement of funds will be with the Council, whilst Shire officers will undertake the management of these processes.

The total value of the fund will be determined each year during the Council's annual budget deliberations.

The donations program will be advertised across the whole community annually.

Groups who receive support in one year do not automatically receive ongoing funding in future years.

Policy Statement:

Donation – provision of financial or in-kind support by Council to an individual or group.

Fees and charges - those imposed by the Shire on an organisation or group for the use of a Shire owned facility or the staging of a particular event or activity.

Shire facilities - all Shire owned and operated facilities and reserves across the Shire that are included as available for hire or use in the Shire's annual Schedule of Fees and Charges.

Donations within Perenjori:

Donations will generally only be provided for individuals who reside in the Perenjori local government area, or to community organisations that operate within the Perenjori local government area and/or for the benefit of Perenjori residents.

Eligibility:

- Any Not for Profit, Community service, groups or welfare or charitable organisations or groups providing programs or services to residents of Perenjori.
- Any activity, event or program that is supported by the Council's existing Strategic Plan and policies.
- Young people who are aged 10 to 20 years who have their primary residence in Perenjori.
- All schools in the Shire of Perenjori.
- Contractors who are conducting work on behalf of the Shire of Perenjori (applicable to waiving or reducing of fees only and in relation to accommodation)
- Agree to complete an acquittal and evaluation report where requested. Failure to do so may render the applicant ineligible for future funding.

Assessment Criterion will Include:

- The status of the applicant organisation (e.g., charity, not for profit).
- The numbers of people benefiting.
- The availability of the event, service to the community.
- The alignment of the event, service or activity with the Council's philosophies and strategic direction.
- The perceived benefit of the event or activity to the Perenjori community.
- Alternative funding sources that may be applicable.
- Contribution to the event or activity made by the applicant organisation or individual/s.
- Commitment to acknowledgement of the Shire of Perenjori.

General Community Donations:

The Council will consider donations to the community, subject to the adoption of a budget for that purpose on an as need basis. Applicants for a Council donation must be able to demonstrate that they can:

- Meet an identified social need of the Perenjori community in accordance with the Council's community strategy or other relevant social planning documents;
- Effectively deliver the project; and
- Provide value for money.

Youth Donations:

The Council may provide donations to young people for the purposes of developing leadership skills and encouraging active civic participation. The amount of the donations can be up to:

- \$100 for regional level activities (taking place within WA).
- \$200 for national level activities (taking place within Australia other than in WA).
- \$500 for international level activities (taking place outside Australia).

School Donations:

The Council may make available donations to each school in Perenjori to be given as a prize, in cash or goods, to a student who has excelled in citizenship, academic studies, artistic endeavours or sporting proficiency.

Schools will be able to notify Shire staff of their interest in these donations and the prize will be given at the annual awards ceremony or equivalent. The prize will be presented by the Shire President (or delegate).

Sports Donations:

The Council may provide donations to individuals and teams from Perenjori in representative sports for which they have qualified. The amount of the donations can be up to:

- \$200 for regional representation.
- \$500 for state representation.
- \$500 for international representation.
- \$500 for team representation.

Events and Activities:

The Council may also provide financial and or in-kind support for community events through corporate sponsorship. This can include the covering of costs associated with the hire and use of Shire facilities, community bus, equipment and staff.

Donations outside Perenjori:

Events:

There are events which occur in places outside Perenjori which the Council determines should be supported by a donation of cash or in-kind. Events such as natural disasters and wars create much human suffering which requires a widespread and concerted aid effort. Whilst the national government and to a lesser extent State Governments have greater resources to be able to provide assistance, local government in Perenjori and elsewhere can also play a key role. A cash or in-kind contribution from the Council increases the total overall aid effort and sends a very important message of solidarity and goodwill from the people of Perenjori to those suffering the misfortune.

Cash:

Council may resolve to provide any amount it deems reasonable to assist people affected by a national or international event that causing human suffering. It is recommended that an amount of up to \$2,000 be considered in such instances. Depending on the total amount of such donations, the Council may be required to top up the budget for the program.

In-Kind:

The Council may also wish to consider providing material, equipment or human resources support for an event or group. In some instances, sending an engineer or community services worker, a truck or a load of material might be of more benefit than a cash contribution. Any such in-kind donation would need to consider the impact on the essential work of the Council through consultation with the CEO before being committed. Any materials to be provided in-kind would be sourced locally where possible, to support local businesses.

In kind donations will be costed and the cost allocated to the Donations Account to ensure the total cost of Shire donations is correctly accounted for.

Policy Administration

Date Adopted: Item N° 14022.11 20th February 2014

Reviews/Amendments: Item N° 17032.5 16th March 2017

Consultation

Paul Anderson – Chief Executive Officer
Lisa Smith – Perenjori Bowls and Golf Clubs
Cr Colin Bryant – Latham Golf and Bowls Club

Financial Implications

Allocation of \$25,000 has been made in the 2022/23 Annual Budget for the following purposes:

- \$12,500 – Latham Golf & Bowls Club
- \$6,250 – Perenjori Bowls Club
- \$6,250 – Perenjori Golf Club

Strategic Community Plan

Goal 1: An inclusive community and a great place to live for all ages and stages of life.

Strategic Objectives

1.2 Community life is enhanced and nurtured with well supported clubs, community groups, and essential volunteer-based services.

Goal 4: A strong and diverse Council working closely with the proactive and involved community.

Strategic Objectives

4.6 The organisation, assets and finances of the Shire are managed responsibly.

Officer Comment

Council has allocated funds in annual budgets to financially support the Latham Golf & Bowls Club, Perenjori Bowls Club and Perenjori Golf Club since 2006 which accounts for a considerable investment in these clubs. A Memorandum of Understanding has been created for each club which requires a more transparent transaction between the entities including provision of information of office bearers and financial statements following the clubs' Annual General Meetings. The clubs would also be required to provide a scope of works for the financial year for which they require Council funds.

Allocation of funding per MOU is as follows:

Latham Golf & Bowls Club	\$12,500
Perenjori Bowls Club	\$6,250
Perenjori Golf Club	\$6,250

Council Policy 1011 addresses accountability, equitability and transparency in the provision of Council funds to all community groups. The policy has clear guidelines for groups to apply for funding on an annual basis which Council may consider for the abovementioned clubs in preference to entering Memorandums of Understanding.

OFFICER RECOMMENDATION

Council Resolution Number:

Moved:

Seconded:

That Council:

- Request the CEO to liaise with the Latham Golf and Bowling Club, Perenjori Bowls Club and Perenjori Golf Club for implementation of the Memorandums of Understanding as attached including requirements of disclosure prior to funding being approved.

OR

- Request the CEO to advise the Latham Golf and Bowling Club, Perenjori Bowls Club and Perenjori Golf Club that Council will allocate provision for community donations in future Annual Budgets for which all Perenjori community groups and organisations are invited to apply.

OFFICER RECOMMENDATION / COUNCIL DECISION

Council Resolution Number: 151222.15

Moved: Cr Fraser

Seconded: Cr Bradford

That Council request the CEO to liaise with the Latham Golf and Bowling Club, Perenjori Bowls Club and Perenjori Golf Club for implementation of the Memorandums of Understanding as attached including requirements of disclosure prior to funding being approved.

Motion put and carried 5 / 0

Cr Bryant and Cr Hepworth re-entered the meeting at 4.07pm

13.3 SOCIAL HOUSING ECONOMIC RECOVERY PACKAGE (SHERP) GRANTS PROGRAM

Applicant:	Shire of Perenjori
File:	ADM 0716
Date:	29 th November 2022
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Nola Comerford – Manager of Corporate and Community Services
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	13.3 (a) SHERP Letter 13.3 (b) SHERP Grant Agreement

Summary

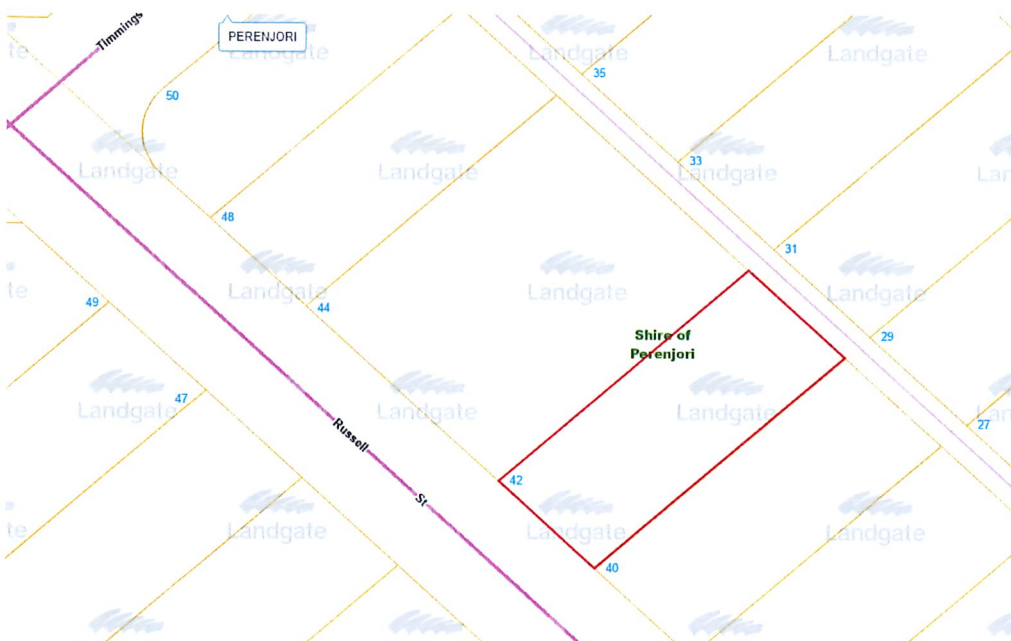
For Council to consider endorsement of funding received through the Social Housing Economic Recovery Package (SHERP) grant program for the purposes of the construction of two purpose-built social houses targeted towards the aged demographic in Perenjori.

Background

In 2021, the State Government Department of Communities established a Social Housing Economic Recovery Package (SHERP) to aid economic recovery. A funding application by the Shire of Perenjori for the construction of two (2) purpose-built social housing units was unsuccessful.

However, recent notification from the Department of Communities has advised that the application was re-submitted into a second round of SHERP funding which opened in 2022 and was deemed suitable and eligible. The funded amount of \$878,702 for social housing will be prioritised for aged housing.

The proposed combined location for the units is at 42 Russell Street. This Council-owned vacant block is adjacent to the aged units at 40 and 38 Russell Street. The dwellings would be similar in placement to 40 Russell Street which has one unit at the front and another at the rear of the property and alleviates excess bare ground which can be unmanageable if a tenant is not inclined or able to take care of a large garden.



Above: Proposed location for new Aged Units

Statutory Environment

Nil

Policy Implications

Nil

Consultation

Elected Members, Shire of Perenjori

Paul Anderson, Chief Executive Officer

Department of Communities Officers

Tara Whitney, Whitney Consulting

Financial Implications

The project is an unbudgeted income and expense and will therefore require an absolute majority decision of Council to proceed.

Included in the funding application was \$30,000 in-kind cost from Council for Project Management. Cost escalation of 5% was allowed for in the funding application.

Strategic Community Plan

Goal 1: An inclusive community and a great place to live for all ages and stages of life.

Strategic Objectives:

1.8 Seniors are valued and supported to age in place

Goal 3: A diverse economy, with flourishing businesses offering a suite of trades, services and retail offerings.

Strategic Objectives:

3.1 Opportunities are maximised to promote economic growth and local development.

Officer Comment

The housing is intended for low income households where tenants pay no more than 25% of their income on rent. Following acquittal of the project, the Shire must retain the housing for use as Social Housing for a minimum period of ten years.

The development will consist of two aged units, each with 2 bedrooms and 1 bathroom and will be built as standalone structures to enable the tenants to live independently. The units will meet guidelines in line with Universal living requirements including wider doorways and will be economically and environmentally friendly ensuring they will remain modern and up to standards for an extended time.

OFFICER RECOMMENDATION / COUNCIL DECISION

Council Resolution Number: 151222.16

Moved: Cr Sparkman

Seconded: Cr Bradford

That Council:

- 1. Resolve to accept funding of \$878,702 (eight hundred and seventy eight thousand, seven hundred and two dollars) from the Department of Communities.**
- 2. Request the CEO to commence a Request for Tender process for the purposes of construction of two (2) aged-housing units at 42 Russell Street, Perenjori.**
- 3. Authorise the Shire President and Chief Executive Officer to sign and affix the Common Seal to a funding agreement between the Shire of Perenjori and Department of Communities.**

Motion put and carried 7 / 0

14. Governance

14.1 BUSINESS CONTINUITY RESPONSE PLAN

Applicant:	The Shire of Perenjori
File:	ADM
Date:	30 th November 2022
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Nola Comerford – Manager of Corporate and Community Services
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	14.1 Business Continuity Plan

Summary

To seek Council's endorsement of a reviewed and updated Business Continuity Plan.

Background

Council previously reviewed the Business Continuity Plan in 2017 after which annual reviews of the documents were overlooked.

Statutory Environment

Local Government (Audit) Regulations 1996

17. CEO to review certain systems and procedures

(1) the CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –

(a) risk management; and

(b) internal control; and

(c) legislative compliance.

Policy Implications

Nil

Consultation

Paul Anderson – Chief Executive Officer

Neville Binning – Manager of Infrastructure Services

Financial Implications

Nil

Strategic Community Plan

Goal 4: A strong and diverse Council working closely with the proactive and involved community.

4.6 The organisation, assets and finances of the Shire are managed responsibly.

Officer Comment

The purpose of developing a Business Continuity Response Plan is to ensure the continuance of normal operations during and following any critical incident that results in disruption to operational capability. Business Continuity Management (BCM) is critical to responsible management practice and is an important element in the Shire's integrated approach to risk management.

Business Continuity Management deals specifically with business disruption risks.

It is recognised that some events may exceed the capacity of routine management methods and structure. The plan aims to provide a mechanism for the development of contingent capacity and plans that will enable management to focus on maintaining the Shire's most critical functions, whilst working in a planned way toward eventual restoration of operations and ensuring unaffected operation are able to continue.

OFFICER RECOMMENDATION / COUNCIL DECISION

Council Resolution Number: 151222.17

Moved: Cr Sutherland Seconded: Cr Bryant

That Council receives the Shire of Perenjori Business Continuity Plan as at 15 December 2022 as circulated as a separate attachment to this report.

Motion put and carried 7 / 0

14.2 TOTAL FIRE BANS & HARVEST MOVEMENT BANS

ORDER OF BUSINESS VARIED FOR ITEM 14.2 TO BE ADDRESSED PRIOR TO FINANCIAL REPORTS

Applicant:	Shire of Perenjori
File:	ADM 0091
Date:	30 th November 2022
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Rick Ryan – CESM
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	TFB & HVMB Templates

14.3 WALGA GOVERNANCE REVIEW

Applicant:	Shire of Perenjori
File:	ADM 0059
Date:	24 th November 2022
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Paul Anderson - Chief Executive Officer
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	14.3 Background Paper attachment 1 14.3 Consultation Paper attachment 2

Summary

Council is requested to review the five (5) proposed Governance Model options developed from the WALGA Best Practice Governance Review (BPGR) Steering Committee and form an endorsed position as to which option is the Shire's preferred model and a ranking in terms of order of preference for the remaining options.

Background

The Western Australian Local Government Association (WALGA) developed its Corporate Strategy 2020-25, and in doing so identified a key strategic priority, to undertake a Best Practice Governance Review. The objective of their view is to ensure WALGA's governance and engagement models are contemporary, agile, and maximise engagement with members. Other drivers for the review included:

- Misalignment between key governance documents.
- Constitution amendments for State Councillors' Candidature for State and Federal elections.
- Legislative reforms for the Local Government Act 1995, and for the Industrial Relations Act 1979

In March 2022, State Council commissioned the Best Practice Governance Review (BPGR) and established a Steering Committee to guide the Review. The BPGR Steering Committee had five meetings between 5 May 2022 and 10 August 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change.

Key outputs from the BPGR Steering Committee meetings included:

- Agreement on five comparator organisations –Australian Medical Association (AMA) WA, Chamber of Commerce and Industry (CCI) WA, Chamber of Minerals and Energy (CME), Australian Hotels Association (AHA) WA and the Pharmacy Guild (PG).
- Review of governance models of Local Government Associations in other Australian States and Territories, and New Zealand.
- Drafting of governance principles that will underpin future governance models.
- Finalisation of governance principles and principle components across the domains of:

Representative, Responsive and Results Oriented.

These activities are outlined in more detail in the Background Paper (Attachment 1).

Statutory Environment

The DLGSCI legislative reform process seeks to take WALGA out of the Local Government Act from a constitutional perspective.

Policy Implications

Nil

Consultation

Shire Staff

Financial Implications

Nil

Strategic Community Plan

N/A

Officer Comment

The Governance model presents four potential governance options as well as maintaining the status quo and the structure and roles associated with each option. The five options are:

Option 1: Two tier model, existing zones

Option 2: Board, regional bodies

Option 3: Board, amalgamated zones

Option 4: Member elected board, regional groups

Option 5: Current model

Within all the model options, direct relationship with WALGA and regional/subregional collaboration would continue to be encouraged.

The Consultation Paper (*Attachment 2*) details the Governance Principles whereby each Model Option is compared, and the implication these principles are likely to have. The structure and role of each Model Option is decomposed and compared.

The WALGA BPGR Steering Committee have requested to have submissions completed by 23 December 2022.

In January 2023 the Steering Committee will consider the outcomes of the consultation process and a Final Report and recommended direction will be the subject of a State Council Agenda item in the March 2023 State Council meeting.

The WALGA principles of Representative and Responsive will likely be difficult to achieve in harmony given the vast breadth of WA and the number of Local Governments, and the diversity of needs of those Local Governments.

In general, not for profit associations tend to operate with a board of 8-12 members, with the consensus being that an organisation with a well-functioning CEO and operational arm needs less Board Members. In general, it is easier to keep smaller numbers more actively engaged, and with this level of representation you can spread workload and, in most part, avoid groups forming that can influence decisions.

Options 1, 2, and 4 provide for a Board of Management for WALGA with 8 – 12 members – this essentially lends itself to the responsiveness required from a contemporary board running an organisation with an executive and organisational structure.

WALGA is an association that represents the views of its members and provide services to 139 Local Governments spread throughout the State. This places WALGA in a difficult position as the needs of very diverse Local Governments can differ greatly.

In terms of representation the current model offers the best Local Government to representative ratio on the WALGA State Council (Board). All other options significantly reduce the ratio on the Board.

Option 1 looks to have a Policy Council with the same makeup of the current state council and the same supporting zone structures. Option 4 seems to offer the least representation with the Policy Teams drawn from the board and no mention of zones just more informal regional groups which feed into things on a group-by-group basis but are not required under the framework. Option 3 seeks to half the amount of Country Zones – essentially this will double the number of Council's each State Council/Board member is representing. Potentially reducing their knowledge base and influence, this will likely benefit Metro representation as it is easier for a Councillor to understand the whole of the Metro areas needs than it would be for a Councillor to understand the Midwest, Murchison, and Gascoyne which covers a much vaster area.

Option 2 seeks to provide a more area of interest model, with the metro just split into quarters and other areas sorted by the group/economic driver they seem most aligned to. Again, this could lead to bias at the board level as the four metropolitan regional bodies are much more likely to be aligned on items than say the regional capitals are with Mining and Pastoral, and Agricultural areas – this is likely to make advocacy and decision making difficult.

A review of the options presented follows

1. Option 1

a. This option seems to offer the best balance between a responsive board tasked with running a multi-million-dollar organisation, and a Council that is inclusive of the smaller Local Authorities.

b. The main alteration suggested is that the Policy Council should meet three (3) times a year so it can contribute to Board Advocacy priorities in between the board meetings. For this model to work the Policy Council and the supporting zones must stay relevant, well represented, and targeted.

2. Option 5

a. For Perenjori this option offers the greatest representation towards WALGA decision making as it provides a Midwest Zone representative on State Council/Board. Under all the other options there is no guarantee a representative who understands the Midwest will be allocated to the Board.

b. Potentially WALGA could appoint an 8-person executive committee from State Council to perform all the functions associated with the business such a finance, staff, etc. and then State Council focusses on member specific topics and endorses the executive committee minutes/decisions.

3. Option 3

Reduces the representation in our zone by including the Murchison, and Gascoyne. This may also impact on how often the zone meets and its regional collaboration building as the Murchison and Gascoyne travel distances make it unfeasible but still offers better representation than some of the other options. Having 15 members on the board is potentially no more responsive or flexible than the current 25-person state council.

4. Option 2

Whilst not ideal, the regional bodies representation and regional body members being included on policy teams and forums will likely keep strong voices on regional issues. Although it could be argued that regional capitals such as Geraldton, Albany, and Bunbury have more in common with North or South metro than Country.

5. Option 4

Without a clear structure or reason for existing it is likely the zones and regional groups part of this model may dissolve.

Overall options 1 and 5 would appear to offer the best representation for Perenjori. Whilst the governance review is focussing on creating a more dynamic organisation, the self-interests of individual Council and the zone become diluted across most of the models.

COUNCIL DECISION

Council Resolution Number: 151222.18

Moved: Cr Sparkman Seconded: Cr Sutherland

That Council suspend Standing Orders, *Clause 9.5 – Limitation on number of speeches* to be suspended at 4.05pm for open discussion on Item 14.3 of these Minutes.

Motion put and carried 7 / 0

COUNCIL DECISION

Council Resolution Number: 151222.19

Moved: Cr Bradford Seconded: Cr Bryant

That Council reinstates Standing Orders at 4.18pm.

Motion put and carried 7 / 0

OFFICER RECOMMENDATION

Council Resolution Number:

Moved: Seconded:

THAT Council resolve that

- 1. Options 1 and 5 are the Shire of Perenjori's preferred options, and that Council believes that all other options will diminish the representation of our Shire and Region at the association level**
- 2. Option 3 is preferred to Options 2 and 4 at a secondary level**
- 3. Direct the CEO to provide the Shire's endorsed position as a submission to the WALGA - Best Practice Governance Review Steering Committee prior to 23 December 2022.**

COUNCIL DECISION

Council Resolution Number: 151222.20

Moved: Cr Sutherland Seconded: Cr Bryant

THAT Council resolve that

- 1. Options 1 and 5 are the Shire of Perenjori's preferred options, and that Council believes that all other options will diminish the representation of our Shire and Region at the association level**
- 2. Direct the CEO to provide the Shire's endorsed position as a submission to the WALGA - Best Practice Governance Review Steering Committee prior to 23 December 2022.**

Motion put and carried 7 / 0

15. Confidential Reports:

15.1 COUNCIL DECISION TO GO BEHIND CLOSED DOORS

Nil

15.2 COUNCIL DECISION TO RETURN FROM BEHIND CLOSED DOORS

Nil

16. Ordering the Common Seal:

Document	Organisation	Purpose	Date
Grant Agreement (Agenda Item 13.3)	Department of Communities	Social housing (Aged Housing – 42 Russell Street)	15/12/2022

17. Reports of Committees and Members:

17.1 AUDIT COMMITTEE MINUTES INCLUDING FINANCIAL MANAGEMENT REVIEW

Applicant:	Shire of Perenjori
File:	ADM 0620
Date:	30 th November 2022
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Nola Comerford – Manager of Corporate and Community Services
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	17.1 (a) Audit Committee Meeting Minutes April 2022 17.1 (b) FMR Reg 17 Draft Report 17.1 (c) Financial Management Review Risk Assessment

Summary

To present Council with the Minutes of the 15th December 2022 Shire of Perenjori Audit Committee for consideration and action.

Background

The Shire of Perenjori Audit Committee met on 15th December 2022 to consider a review of the Shire's management of financial, risk and compliance as well as internal process and controls in accordance with regulation 17 of the Local Government (Audit) Regulations 1996.

Statutory Environment

Local Government (Financial Management) Regulations 1996

5. CEO's duties as to financial management

- (1) *Efficient systems and procedures are to be established by the CEO of a local government —*
 - (a) *for the proper collection of all money owing to the local government; and*
 - (b) *for the safe custody and security of all money collected or held by the local government; and*
 - (c) *for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and*
 - (d) *to ensure proper accounting for municipal or trust —*
 - (i) *revenue received or receivable; and*
 - (ii) *expenses paid or payable; and*
 - (iii) *assets and liabilities;**and*
 - (e) *to ensure proper authorisation for the incurring of liabilities and the making of payments; and*
 - (f) *for the maintenance of payroll, stock control and costing records; and*
 - (g) *to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.*

(2) *The CEO is to —*

- (a) ensure that the resources of the local government are effectively and efficiently managed; and*
- (b) assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and*
- (c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.*

Local Government (Audit) Regulations 1996

17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*
 - (a) risk management; and*
 - (b) internal control; and*
 - (c) legislative compliance.*
- (2) The review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
- (3) The CEO is to report to the audit committee the results of that review.*

Policy Implications

Nil

Consultation

Audit Committee, Shire of Perenjori
Paul Anderson, Chief Executive Officer
Nathan Gilfellon, Moore Australia

Financial Implications

Nil

Strategic Community Plan

Goal 4: A strong and diverse Council working closely with the proactive and involved community
4.6. The organisation, assets and finances of the Shire are managed responsibly

Officer Comment

The recommendations from the Audit Committee meeting dated 15th December 2022 are presented for Council consideration.

AUDIT COMMITTEE RECOMMENDATION / COUNCIL DECISION

Council Recommendation Number: 151222.21

Moved: Cr Hepworth

Seconded: Cr Bradford

That Council:

1. Receive the Audit Committee Minutes regarding Moore Australia Review of Financial Management, Risk Management, Legislative Compliance and Internal Controls report, dated October 2022 in accordance with *Local Government (Financial Management) Regulations 1996 5(2)(c)* and the *Local Government (Audit) Regulations 1996 Regulation 17* in addressing the requirements of the appropriateness and effectiveness of the financial management systems of the Shire of Perenjori.
2. Note the recommendations identified and actions proposed in documents circulated as separate attachments 5.3 (a) and 5.3 (b) with the Audit Committee minutes.

Motion put and carried 7 / 0

18. Motions of Which Previous Notice Has Been Given:

Nil

19. Notice of Motions:

Nil

20. New Business of an Urgent Nature Admitted by Council:

Nil

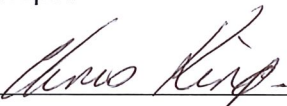
21. Closure of Meeting:

The Shire President declared the meeting closed at 4.25pm and thanked those in attendance.

22. Next Meeting:

The Shire President advises that the date of the next Ordinary Meeting of Council will be held on Thursday 23rd February 2023 commencing at 3:00pm in the Shire of Perenjori Council Chambers, 56 Fowler Street, Perenjori WA 6620.

I certify that this copy of the Minutes is a true and correct record of the meeting held on the 15th December 2022 at 3.00pm.

Signed: 
Presiding Officer

Date: 23/02/2023