



NOTICE OF MEETING

Dear Elected Member

The next Ordinary Council Meeting of the Shire of Perenjori will be held on Thursday 16th August 2018 in the Council Chambers, Fowler Street, Perenjori commencing at 3.00 pm.

Stephen Tindale
Acting Chief Executive Officer
10th August 2018

Shire of Perenjori Ordinary Council Meeting 16th August 2018

Agenda

10th August 2018
Copies forward to:

All Councillors

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

Shire of Perenjori

MINUTES

Ordinary Council Meeting

To be held in the Shire of Perenjori Council Chambers, Fowler Street, Perenjori on the 16th August 2018, commencing at 3.00 pm.

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Minutes from the deferred Ordinary Council Meeting held on the 19th July 2018 are attached.

Officer Recommendation – Item 18081.9.1
That Council accepts the Minutes from the deferred Ordinary Council Meeting held on the 19th July 2018 as a true and correct record of that Meeting.

Minutes from the Ordinary Council Meeting held on the 24th July 2018 are attached.

Officer Recommendation – Item 18081.9.2
That Council accepts the Minutes from the Ordinary Council Meeting held on the 24th July 2018 as a true and correct record of that Meeting.

18081.10 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

18081.11 PETITIONS / DEPUTATIONS / PRESENTATIONS

Presentation from Karen Chappel regarding the WALGA Member Advisor Program

18082 CORPORATE AND DEVELOPMENT SERVICES

18082.1 FINANCIAL STATEMENTS – JULY 2018

APPLICANT:	SHIRE OF PERENJORI
FILE:	ADM 0081
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	ALLY BRYANT - SFO
RESPONSIBLE OFFICER	JOELENE DENNIS - MCDS
REPORT DATE:	16TH AUGUST 2018
ATTACHMENTS	MONTHLY FINANCIAL REPORT

Executive Summary

This item recommends that Council accepts the Financial Activity Statement for the period ending 31st July 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 July 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 18082.1**

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 July 2018.

18082.2 ACCOUNTS FOR PAYMENT – JULY 2018

APPLICANT:	SHIRE OF PERENJORI
FILE:	1306P
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	LIZ MARKHAM - AO
RESPONSIBLE OFFICER:	ALLY BRYANT - SFO
REPORT DATE:	16TH AUGUST 2018
ATTACHMENTS:	ACCOUNTS FOR PAYMENT

Executive Summary

This item recommends that the schedule of accounts for payment for the month ending 31st July 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 18082.2

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 July 2018 as attached to and forming part of this report.

Municipal Account	
EFT	\$211,006.42
Direct Debits	\$74,928.76
Cheques	\$45,778.02
Corporate MasterCard	\$1,687.80
Bank Fees	\$60.00
Total	\$333,461.00

Trust Account - Shire	
EFT	\$350
Cheques	\$
Bank Fees	\$
Total	\$ 350.00

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

Totalling \$333,811.00 from Municipal and Trust Accounts for the month ending 31st July 2018.

18082.3 REINVESTMENT OF SURPLUS FUNDS

APPLICANT:	SHIRE OF PERENJORI
FILE:	ADM 0033
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	SFO - ALLY BRYANT
RESPONSIBLE OFFICER:	STEPHEN TINDALE – A/CEO
REPORT DATE:	14TH AUGUST 2018
ATTACHMENTS	NIL

Executive Summary

This item seeks that the Finance Committee recommends reinvesting the matured term deposits.

Background

On April 24th, 2018 our Reserves Term Deposit of \$700,000 matured and was released back into the Shires Reserve Funds Account. The Shire still has another \$500,000 of Reserves funds in a Term Deposit that is due to mature on the 6th November 2018.

On 3rd July 2018 the Shires Mt Gibson Community Fund Term Deposit matured and was released back to the Shires Community Fund bank account.

The Local Government Act defines the broad restrictions on investments as does the Council Policy 4013. To limit the risk on the proposed investment only interest rates and terms from the major banks are those that were considered and Bankwest (our current bankers) provide the best overall interest and management package.

Pavilion Allocation - \$260,000 is required immediately and the remaining \$150,000 is not required until December 2018

Pavilion	\$410,000
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The following deferred capital expenditures are not expected to be required until early 2019:

Housing	\$60,000
Caron Dam	\$200,000
Transfer Station	\$120,000
Building - Admin	\$150,000
TOTAL	<u>\$940,000</u>

Table 1: Bank Interest rates

CBA	NAB	Bankwest	ANZ	Westpac
12 months = 2.30%	12 months = 2.40%	12 months = 2.65%	12 months = 2.30%	12 months = 2.30%
3 months = 2.00%	3 months = 2.00%	3 months = 2.30%	3 months = 2.00%	3 months = 2.00%

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Table 2: Investment of \$700,000 from the Reserve account for a term of 12 months at 2.65%.

Investment	Term	2.65%	1.10% (now)
\$700,000 (Reserves)	12 months	\$18,550	\$7,700

Table 3: Investment of \$100,000 from Reserves account for 12 months at 2.65%

Investment	Term	2.65%	1.10%
\$100,000 Community Fund	12 months	\$2,650	\$1,100

There are numerous options but the additional income from the shorter terms is not significant – it is the long term investment (12 months) that provides the best returns.

Statutory Environment

Local Government Act s6.14

Local Government (Financial Management Regulations) Reg. 8(3); Reg. 19

Council Delegation No. 8.

Policy Implications

Policy 4013 – Investment Policy

Financial Implications

The proposed investment of funds will increase income from interest and that income is dependent on which option/s the Council chooses.

Strategic Implications

Area 2: Industry and Business Development – Our Economy

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

Risk Management

Risk Statement	Level of Risk	Risk Mitigation Strategy
There is opportunity for the Council to increase its income through term investments. Only the larger banks are considered in this strategy to safeguard the Council funds and to comply with Regulations.	The risk level is low if the investments are made cautiously. The longer the term the greater the risk of having to withdraw early.	Careful consideration of the sum invested and the term of the investment. Close monitoring of proposed expenditure and early preparation any re-investment proposals.

Comment

Interest rates in this document and bank balances are as at 31/07/2018 – interest rates can vary without notice. Interest will continue to be earned on funds remaining in the accounts at the interest rate of the day, which is currently 1.10%.

Voting Requirements – Simple Majority**Committee Recommendation – Item 18082.3****1. That the Finance Committee recommends the investment of :****Option 1**

\$700,000 of Reserve funds for 12 months

Projected interest on 2.65% pa = \$18,550

And

Option 2

\$100,000 of Community Fund for 12 months

Projected interest on 2.65 % pa \$2,650

18082.4 DRAFT BUDGET 2018/19 FOR ADOPTION

APPLICANT:	SHIRE OF PERENJORI
FILE:	ADM 0339
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	JOELENE DENNIS - MCDS
RESPONSIBLE OFFICER	STEPHEN TINDALE – A/CEO
REPORT DATE:	16TH AUGUST 2018
ATTACHMENTS	DRAFT BUDGET

Executive Summary

Council is asked to consider the draft budget for the 2018/19 financial year.

Background

The budget has been developed by the administration to reflect decisions taken by Council, our strategic priorities and ensuring the efficient and effective management of our assets.

Surplus

The 2017/18 Surplus is estimated to be \$1,211,330 this is calculated as follows:

Current Assets	
Unrestricted cash	\$970,252
Restricted Cash	\$2,100,387

Receivables	\$349,427
Inventory	\$30,710
Total	\$3,450,776
Current Liabilities	
Payables + Provisions	\$641,954
Net Current Assets	\$2,808,822
Less Restricted Cash	\$2,100,387
Add Leave not required to be Funded	\$232,390
Current Loan Liability	\$270,505
Estimated Surplus/(Deficiency C/Fwd)	\$1,211,330
Rates Revenue	\$2,674,113

The budget has been developed by the administration to reflect decisions taken by Council, our strategic priorities and ensuring the efficient and effective management of our assets.

In accordance with the requirements of the Local Government Act 1995 the Shire advertised its proposed Differential Rates for 2018/19.

Council decided at the General Meeting held on the 19th July 2018 the following:

UV General (Rural) = 1.9552 cents in the dollar

UV Mining = 35.5711

GRV General = 8.1090

GRV Mining = 8.1090

UV Minimum General = \$342

UV Minimum Mining = \$342

GRV Minimum = \$342

GRV Minimum Mining = \$342

Projected rate income:

Category	2017/18 Actual income	2018/19 Projected Income
UV Rural General Rates	\$1,805,458	\$1,840,446
GRV General Rates	\$99,538	\$92,042

UV Rural Minimum Rates	\$3,350	\$3,420
GRV Minimum Rates	\$10,385	\$11,970
GRV Mining Rates	\$250,283	\$254,947
GRV Mining Minimum Rates	\$335	\$342
Ex Gratia Rates	\$12,904	\$12,900
UV Mining Rates	\$645,126	\$651,992
UV Mining Minimum Rates	\$6,700	\$1,368
Exploration		\$19,214
Exploration Minimum		\$5,472
Total (Before Discount)	\$2,821,176	\$2,674,113

Rates Discounts

A 10% discount is offered to all rate payers who pay their rates in a lump sum by the first instalment date.

Financial Assistance Grants (FAGS) – General Purpose

FAGS grants are Federal Grants to Local Government delivered via a State based Local Government Grants Commission. Funding is distributed in two components, the first of which is General Purpose funding. General Purpose funding which is delivered by a complex series of calculations based around “horizontal equalisation” to ensure that small local governments retain the capacity to deliver services.

	2015-16	2016-17	2017-18	2018-19
FAGS Grant	\$528,864	\$1,049,870	\$519,055	\$501,600
Advance Paid	\$511,132	\$544,420	\$1,016,002	
Total	\$1,039,996	\$1,594,290	\$1,535,057	\$501,600

Financial Assistance Grants (FAGS) – Untied Road Grant

Untied Road Grants are provided based on the asset preservation model. The information provided by Local Governments to Main Roads through the Roman’s Road Database is collated by the Grants Commission. The funding is required to maintain that asset base is calculated to ensure Local Governments receive a share based on their proportion of the asset base.

	2015-16	2016-17	2017-18	2018-19
Untied Road Grant	\$373,077	\$797,528	\$376,651	\$412,800
Advance Paid		\$445,995		
Total	\$373,077	\$1,243,523	\$376,651	\$412,800

Significant projects in 2018-19 include:

Funding proposals for projects

Account	Item	Reserve	Council	Other funds income	Total Expend
00418	Community Services – other infrastructure		\$58,000		\$58,000
10137	Transfer Station – Latham		\$120,000		\$120,000
12285	Transport – Streets other infrastructure		\$10,000		\$10,000
04258	Admin Building – rising dampness (contractors)		\$150,000		\$150,000
05250	Perenjori Fire Brigade – Training Room		\$15,000		\$15,000
07250	Capital – Medical Centre		\$10,000		\$10,000
13192	Caravan Park – New Ablutions – Apron		\$10,000		\$10,000
11450	Pavilion – Stage 2		\$211,126	\$260,000 carry over	\$471,126
11455	Oval Renewal Program – Water Storage		\$40,000		\$40,000
14980	Caron Dam – Re-Roofing			\$100,000 DOW Grant Loan \$200,000	\$300,000
09286	Housing – Capital Works - renewal		\$60,000		\$60,000
12283	Plant and Equip		\$437,650		\$437,650
12286	Road equipment – Traffic counters		\$10,000		\$10,000
13602	Standpipe Project - swipe card		\$20,000		\$20,000

TOTAL	0	\$1,151,776	\$560,000	\$1,711,776
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Roads Program

The roads program for 18/19 has been developed at \$2,284,655 and includes:

- Direct Grant of \$797,582
- Regional Road Group funding of \$412,166
- Roads to Recovery funding of \$389,207
- Black Spot \$154,000
- Council funds of \$531,700

Plant Replacement Program

Plant replacement is in accordance with the 10 year plan and includes:

PLANT	YEAR	COST	EXPECTED TRADE	ACTION PROPOSED
UD Nissan Prime Mover	2014	\$88,800	Lease	Purchase at end of Lease
UD Nissan Prime Mover	2014	\$88,800	Lease	Purchase at end of Lease
Side Tipper	2007	\$98,000	\$25,000	Purchase new
Isuzu Crew cab Truck	2012	\$68,000	\$28,000	Purchase new
		\$343,600	\$53,000	

Debentures

The budget is proposing one new loan to support the re-roofing of the Caron Dam, for \$200,000.

The loan will be no 103, over a five year period, commencing in November 2018 at estimate interest rate of 2.9%.

Operational Expenses

Overall operational costs have been kept the same as last year or less than with improvements in practices and purchasing efficiencies are paying off.

Staffing

There have been no changes to staffing numbers with an estimated increase of 2% across staffing positions to cover for agreed increases annually in the EBA conditional to satisfactory performance (account: 14800).

Elected Members Fees and Allowances

The Salary and Allowances Tribunal released the review on the 10th April 2018.

37. The Tribunal has determined there will be no increase in the remuneration, fees, expenses or allowances ranges provided to CEOs and elected members, in light of the issues highlighted above.

38. The Tribunal notes that a majority of local governments retain the capacity to provide an increase within their current band parameters. While noting that the annual Consumer Price

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Index for December 2017 (the latest available figures) was 0.9%, each local government must satisfy itself and provide public justification for any increase within their allotted band in the current economic climate.

1. Council Meeting Attendance Fees – Per Meeting

RECIPIENT	MINIMUM	MAXIMUM	PROPOSED
President	\$90	\$485	\$400
Councillor (other than President)	\$90	\$236	\$200

2. Committee Meeting and Prescribed Meeting Attendance Fees – Per Meeting

RECIPIENT	MINIMUM	MAXIMUM	Current
Council member including President	\$45	\$118	\$118

3. Annual Allowance for a President

RECIPIENT	MINIMUM	MAXIMUM	Current
President	\$508	\$19,864	\$19,864

4. Annual Allowance for a Deputy President

RECIPIENT	Current
Deputy President	25 per cent of President Rate \$4,966

5. Expenses to be Reimbursed

Travel costs to be calculated at the same rate applicable to the reimbursement of travel costs in the same or similar circumstances of *Schedule F* of the Public Service Award 1992 issued by the Western Australian Industrial Relations Commission as at the date of this determination.

Statutory Environment

Local Government Act 1995 S6.2 sets out the requirement for an annual budget as follows:

6.2. Local government to prepare annual budget

- (1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.

** Absolute majority required.*

- (2) In the preparation of the annual budget the local government is to have regard to the contents of the Community Strategic Plan made in accordance with section 5.56 and to prepare a detailed estimate for the current year of —
- (a) the expenditure by the local government;
 - (b) the revenue and income, independent of general rates, of the local government; and
 - (c) the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.
- (3) For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.
- (4) The annual budget is to incorporate —
- (a) particulars of the estimated expenditure proposed to be incurred by the local government;
 - (b) detailed information relating to the rates and service charges which will apply to land within the district including —
 - (i) the amount it is estimated will be yielded by the general rate; and
 - (ii) the rate of interest (if any) to be charged by the local government on unpaid rates and service charges;
 - (c) the fees and charges proposed to be imposed by the local government;
 - (d) the particulars of borrowings and other financial accommodation proposed to be entered into by the local government;
 - (e) details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used;
 - (f) particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and
 - (g) such other matters as are prescribed.
- (5) Regulations may provide for —
- (a) the form of the annual budget;
 - (b) the contents of the annual budget; and
 - (c) the information to be contained in or to accompany the annual budget.

Policy Implications

Nil

Financial Implications:

Specific financial implications are as outlined in the detail section of this report and as itemised in the draft 2018/2019 budget attached for adoption for the Future and Strategic planning documents adopted by Council.

Strategic Implications

The draft 2018/19 budget has been developed based on the Draft Community Strategic Plan documents.

Consultation

Consultations conducted for the review of the Community Strategic Plan have been used in the formation of the budget.

Comment

Efforts from all staff have assisted with getting the budget to a balanced point which required a great deal of communication and consultation from all.

Voting Requirements – Absolute Majority**Officer Recommendation – Item 18082.4**

That:

Part A – Municipal Fund Budget for 2018/2019

Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, the council adopt the Municipal Fund Budget as contained in Attachment 18082.4 of this agenda for the Shire of Perenjori for the 2018/2019 financial year which includes the following:

- Statement of Comprehensive Income by Nature and Type
- Statement of Comprehensive Income by Program
- Statement of Cash Flows
- Rate Setting Statement
- Notes to and Forming Part of the Budget
- Budget Program Schedules
- Transfers to/from Reserve Accounts

Voting Requirements - Absolute Majority

Moved:

Seconded:

Part B – General and Minimum Rates, Instalment Payment Arrangements

1. For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, council pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* impose the following differential general rates and minimum payments on Gross Rental and Unimproved Values.

1.1 DIFFERENTIAL GENERAL RATES:

Differential General Rates	Cents in the Dollar
Rural (UV)	1.9552
Mining (UV)	35.5711
Mining (GRV)	8.1090
Townsite (GRV)	8.1090
Exploration	25.0000

1.2 MINIMUM RATES:

Minimum Rates	Per Assessment
Rural (UV)	\$342
Mining (UV)	\$342
Townsites (GRV)	\$342
Exploration	\$342

2. Pursuant to sections 6.45 and 6.50 of the *Local Government Act 1995* and regulation 64(2)(3) of the *Local Government (Financial Management) Regulations 1996*, council nominates the following due dates for the payment in full by instalments:

Full payment and 1 st instalment due date	3 rd October 2018
2 nd Quarterly instalment due date	3 rd December 2018
3 rd Quarterly instalment due date	4 th February 2019
4 th Quarterly instalment due date	4 th April 2019

3. Pursuant to Section 6.46 of the *Local Government Act 1995*, the Council offers a discount of 10% to ratepayers who have paid their rates in full, including, waste and service charges and any arrears, on or before 3rd October 2018.
4. Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) Regulations 1996*, council adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$10 for each instalment after the initial instalment is paid.
5. Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, the Council adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option and the payments are overdue.
6. Pursuant to section 6.51(1) and subject to section 6.51(4) of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, the Council adopts an interest rate of 11% for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

Voting Requirements - Absolute Majority

Moved:

Seconded:

Voting Requirements - Absolute Majority

Moved:

Seconded:

Voting Requirements – Simple Majority

Moved:

Seconded:

Part E – Elected Members’ Fees and Allowances for 2017/2018

1. Pursuant to section 5.99 of the *Local Government Act 1995* and regulation 34 of the

Government (Administrations) Regulations 1996, council adopts the following schedule of payments to elected members:

Per Meeting Attendance Fee: Council

RECIPIENT	MINIMUM	MAXIMUM	Perenjori Proposed
President	\$90	\$485	\$400
Councillor (other than President)	\$90	\$236	\$200

Per Meeting Attendance Fee: Committee

RECIPIENT	MINIMUM	MAXIMUM	Perenjori Proposed
Council member including President	\$45	\$118	\$118

2. Pursuant to section 5.98(5) of the *Local Government Act 1995* and regulation 33 of the *Local Government (Administration) Regulations 1996*, council adopts the following annual local government allowances to be paid in addition to the annual meeting allowance:

RECIPIENT	MINIMUM	MAXIMUM	Proposed
President	\$508	\$19,864	\$19,864

3. Pursuant to section 5.98A of the *Local Government Act 1995* and regulation 33A of the *Local Government (Administration) Regulations 1996*, council adopts the following annual local government allowance to be paid in addition of the annual meeting allowance:

RECIPIENT	MINIMUM	MAXIMUM	Proposed
Deputy President	\$127	\$4966	\$4,966

4. Expenses to be Reimbursed

Travel costs to be calculated at the same rate applicable to the reimbursement of travel costs in the same or similar circumstances under *Schedule F* of the Public Service Award 1992 issued by the Western Australian Industrial Relations Commission as at the date of this determination.

Voting Requirements – Absolute Majority

Moved:

Seconded:

Part F – Material Variance Reporting for 2018/2019

In accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, and *AASB 1031 Materiality*, the level to be used in statements of financial activity in 2018/2019 for reporting material variances shall be 10% or \$10,000 whichever is the greater.

Voting Requirements – Simple Majority

Moved:

Seconded:

18083 GRAPHIC DESIGN DEVELOPMENT OFFICER**18083.2 BLUES FOR THE BUSH CONCERT AND OPEN DAY PROGRESS JULY REPORT**

APPLICANT:	SHIRE OF PERENJORI
FILE:	ADM 0562
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	CHRISTINA LAUE – CDO
RESPONSIBLE OFFICER:	STEPHEN TINDALE - A/CEO
REPORT DATE:	16TH AUGUST 2018
ATTACHMENTS	NIL

Executive Summary

This item seeks Council's acceptance of the Blues for the Bush Concert and Open Day report for the month of July 2018.

Event Status

July has been a very productive month for the Project Team with many key event preparations having been performed. This includes tickets going on sale, the roll out of event the marketing plan, open day program development and site planning. Many of the fundamental preparations for the event are now in place allowing the Project team to switch focus onto event detail. These details are what will ensure a memorable and ultimately successful event. Compliance and operational safety are also areas of focus in August as the site build draws closer.

In July, we also said farewell to Ms Ali Mills who was an integral part of the 2013,2014,2016 and 2018 Blues for the Bush Event. In moving forward, Ali's role as part of the 'Steering Committee' will be taken over by the Acting CEO of the Shire of Perenjori, Mr Stephen Tindale. Cr Butler and Cr Waterhouse have also undertaken some actions related to the role in the way of meeting with key event partners and prospective sponsors.

During July, Mr Luke Bayley (representing the Steering Committee) requested the Project Team present a reworked expenditure budget for consideration. This was in light of the sponsorship revenue required to help offset the \$402,000 expenditure budget not being fully realised. The Project Team subsequently presented a reduced budget which the Steering Committee feel comfortable with. The Project Team have agreed to work with a decreased cash budget and remain confident that a stand-out festival can be produced. This adjustment reflects the teams focus on managing fiscal responsibilities in line with SoP and BHA expectations. Bush Heritage Australia's management confident and pleased with the 2018 events development.

During August, the Project Team will meet with Mr Tindale to discuss the project as well as attending an Emergency Services meeting on site at Charles Darwin Reserve (CDR). The Project Team will be concentrating on finalizing the event program, implementing the marketing and media campaigns, working with the local schools to schedule the Badimaya

MINUTES**16th August 2018**

Beats project and also partnering with relevant organisations and authorities to ensure that the events compliance requirements are met.

Budget and Expenditure

The late budget cut has not been without challenge for the Project Team. However we remain confident the event will be exceptionally well serviced and ensure the Shire and Bush Heritage remain proud of this unique outback community event that attracts over 1500 people to the region. The event team and Committee will continue to keep a close on budget expenditure and continue to seek ways to reduce costs.

There has been no overspend on the reworked budget of \$350,000 cash.

Income

The below summary, reflects the new income target of \$350,000 cash.

During July, the Steering Committee confirmed \$10,000 sponsorship from Karara Mining which was a much-needed revenue boost.

	Budget
Revenue	\$165,000
Costs (cash)	\$350,000
Shortfall	(\$185,000)

Confirmed funding of \$115,000 comes from the following sources:

Sponsor Revenue

Sponsor	Amount
Bush Heritage	\$33,000
Shire of Perenjori	\$32,000
Mt Gibson	\$25,000
Gunduwa	\$35,000
NACC	\$5,000
Karara Mining	\$10,000
TOTAL	\$140,000

Grant Income (not including Arts/Community Based Grants)

Grant	Amount
LotteryWest	\$25,000
TOTAL	\$25,000

The \$185,000 shortfall is expected to be funded as follows:

Expected/indicated income of \$185,000

Source	Amount
Ticket Sales	\$120,000
Sponsorship	\$55,000
Other income (merchandise, fees etc)	\$10,000
TOTAL	\$247,030

Supplementary to the core income raised, the Project Team has successfully secured:

- \$30,000 towards Open Day/Community Engagement Activities from Country Arts WA
- \$10,000 towards the Badimaya Beats Project from Gunduwa
- \$1,000 towards the Badimaya Beats Project from the Perenjori Primary School

The Steering Committee are meeting with potential sponsors and are feeling positive about raising the required \$55,000 in sponsorship revenue.

The Project Team also has one more grant that may be realised before the event. This money will help offset the Badimaya Beats costs and therefore help supplement the Blues for the Bush core budget by \$5,000 if it comes through.

Compliance

The Project Team is committed to delivering a safe and accessible event. This contains ensuring all licensing and regulations are met including:

- Liquor licensing
- Traffic Management
- Emergency Services
- Risk Management
- Food Act 2008 (food vendors)
- Department of Lands, application to hold event on Crown Land

- Shire of Perenjori (event guide/application)
- APRA License (music)
- Insurances
- Performer Working With Children Checks (as required)
- Site supplier licenses (rigging certificates, licenses to operate machinery, structure certifications etc.)

In August, we will be working with the Shire appointed OHS Officer Mr Gordon Houston to address all requirements in this area.

Ticket Sales

Tickets are now on sale via Eventbrite. The event aims to sell 1,500 adult tickets @\$80 each. This target has been increased due to the current financial position and the Project Team now aim to increase revenue from \$97,000 to \$120,000.

This is quite a big ask considering the marketing budget has been reduced (and the Project Team now ultimately aiming to sell more tickets using less resources) however the excellent Open Day program and quality concert line up will assist to promote the event.

Ticket sales during July were virtually on par with those sold in 2016. This slow start is to be expected as the peak media and marketing activity has not yet occurred, and we know from previous events that the majority of the ticket sales activity happens in the two weeks leading up to the event.

The Project Team has stretched the marketing budget and have a comprehensive campaign planned which should result in some ticketing spikes to coincide with the roll out of promotional material.

Community Engagement

Angela Dring (Project Team Member) organized these workshops and negotiated successfully



to cover the costs of the workshops outside of the Shire of Perenjori and Blues for the Bush budget.

The workshops saw over 60 participants learn this ancient artform. Participant feedback indicated the sessions were enjoyed greatly and resulted in many people taking an item of blue clothing home. Hopefully come the event these participants wear their blue

clothes and weave the material they helped dye into an amazing creation as part of the workshops on offer at the Open Day.

Marketing

Marketing and promotion to date has included:

- Facebook Advertising (paid)
- Social Media Feeds via Twitter and Facebook
- Radio Interview (ABC Radio)
- Flyers in local/regional publications
- Flyer/poster distribution in Geraldton/Neighboring towns
- Invitation mail out to BHA WA database
- E-circular to Blues for the Bush subscribed database and previous event ticket holders

The Blues for the Bush is in an advantageous position in 2018 in that there is an established database of subscribers to their mailing list and social media pages. These are cost effective channels for promoting the event.

During August, paid advertising plays a big role in helping to raise the profile of the event and also to sell tickets. Some of these marketing activities will include:

- Advertising in the Mid West Times and Geraldton Guardian
- Advertising on commercial radio stations (96.5wafm/98.1 Spirit radio)
- A targeted poster and flyering campaign in the metro area (4,000 flyers and 300 posters distributed to targeted outlets in Perth/Fremantle metro areas)
- A flyering session at the Perth Arena on September 12th (4,000 flyers handed out before the Queens of the Stone Age Concert where CW Stoneking is opening act)
- Print advertising/advertorial in Rhythms Magazine
- Dedicated mail box drop to selected postcodes (TBC – cost dependent)

In addition, the following will also help promote the event:

- Inclusion of the event in a feature in the Spirit of Qantas Magazine
- Radio Interviews and shout-outs/ticket giveaways on commercial, ABC and community radio stations
- Promotion by BHA to national media outlets
- Listings on calendars Tourism WA, What's on in the West etc.
- Promotion to networks:
 - Booked musicians and open day performers
 - BHA supporters
 - University's/Volunteering networks
 - Caravan and Camping

It is good to note that the Project Team has access to demographics and data based on previous ticket purchasers and social media acquisitions. This information has helped develop

a marketing campaign that is targeted to those people likely to be the events core demographic. This has ensured marketing resources are well invested.

The Project Team is confident that they know who their target audience is and that they have the tools to best reach these people.

Key Milestones

Key milestones achieved for this project to date, as per the attached document, include:

- Project Managers appointed;
- Expenditure budget developed and adopted;
- Project Team structure and roles confirmed;
- Primary grant applications completed and lodged;
- Open Day theme and structure confirmed;
- Headliner confirmed;
- Development of a MOU for the management of the bar;
- Marketing & Media Plan developed;
- Program development;
- Concert line up booked;
- Arts grant (secondary) applications completed and lodged
- Meeting with the Site Manager to discuss site requirements;
- Implementation of Marketing Campaign
- Tickets on Sale

In the following weeks, these key milestones will be reached:

- Draft Site Plan implemented
- All required licenses applied for and obtained
- Implementing the Marketing Campaign (contd.)
- Confirming and Booking Key suppliers.
- Compliance documentation completed
- Open Day Program finalised

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

There will be financial implications for the 2018/2019 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.*

Area 2: Industry and Business Development – Our Economy

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

Area 3: People and place – Our Community

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

Area 4: Investing in Community Capacity – Civic Leadership

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

Consultation

Emily Sutherland, Theaker von Ziarno, Angela Dring, Luke Bayley, Will Hansen

Comment

All aspects of the event are running smoothly, with marketing now being ramped up across the state. The Management team meets weekly to monitor any actions that need addressing.

Voting Requirements – Simple Majority**Officers Recommendation – Item 18083.2**

That Council receive the Blues for the Bush report for July 2018 as presented.

18084 INFRASTRUCTURE SERVICES**18084.1 ROAD MAINTENANCE – JULY 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:	16TH AUGUST 2018
ATTACHMENTS	NIL

Executive Summary

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

Background

Listed are the roads graded for the months of July

Karara Road	Starkeys Road
Warriedar Coppermine Road	Waugh Road
Settlement Road	Parnham Road
Bartlett Road	I Just Road
Cunningham Road	Taylor's Road
Sharpe Road	Forte Road
North Road	Farrs Road
Bowgada East Road	Caffin Road
Bestry Road	Williams Road
Norrish Road	Lochada Road

Statutory Environment

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

Policy Implications**Financial Implications**

As per road maintenance budget

Strategic Implications

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

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

Risk Management

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

Consultation

NIL

Comment

Maintenance grading has been carried out from pickups and requests. We have also had an opportunity to pull in material and reshape some roads with the moisture available.

Voting Requirements – Simple Majority**Officers Recommendation – Item 18084.1**

That the road maintenance report for July 2018 be accepted as presented.

18084.2 NACC AND YYCMG OFFICE

APPLICANT:	SHIRE OF PERENJORI
FILE:	NIL
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES
RESPONSIBLE OFFICER:	STEPHEN TINDALE – A/CEO
REPORT DATE:	16TH AUGUST 2018
ATTACHMENTS	NIL

Executive Summary

This item seeks Council's consideration and decision on the recommendations presented regarding requests from Yarra Yarra Catchment Management Group (YYCMG) and Northern Agricultural Catchments Council (NACC) for assistance with costs associated with renting the Lesser Hall.

Background

NACC and Yarra Yarra have been occupying the Lesser Hall behind the Shire offices.

Yarra Yarra group are currently applying for funding to continue the landcare coordinator role in Perenjori for a further two years. They have written to ask if the Shire of Perenjori is happy to continue supporting YYCMG with the office costs as an in kind contribution.

NACC have written to the Shire regarding the current rental arrangement of the office space in the Lesser Hall and the fact that they have had a severe reduction in their funding between financial year 2018 and 2019. Their offices in Jurien Bay and Northampton have closed and they have not renewed staff presence in Moora and Nabawa when staff located there finished their contracts with NACC.

NACC are very keen to retain their staff members based in Perenjori, but are not keen or possibly able to keep paying the rent that they have been paying to lease the office space in the Lesser hall.

NACC are requesting that the Shire consider giving NACC the office space rent- free, or on the most basic cost recovery terms possible.

NACC currently pay \$176/ per week rent for the office space and this covers cleaning, power and water. The cleaners spend ½ hour per week on the office space and ½ hour on the toilets in the main Hall which the staff from NACC & YYCMG also use. The cost of cleaning works out to be around \$2,300 per year. Power costs cannot be determined due to the one meter servicing the whole Shire building including hall.

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.

Policy Implications

1011-Donations and Grants Policy

Financial Implications

Current rental charge for office space is \$176/per week as per fees and charges, resulting in an income of \$9152

Cost of cleaning of office space is estimated at \$1151 per year.

Cost of cleaning the hall toilets is estimated to be \$1151 per 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 and maintains current and future community needs.*

Area 2: Industry and Business Development – Our economy

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

Area 3: People and Place – Our Community

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

Risk Management

Risk Statement	Level of Risk	Risk Mitigation Strategy
By providing office space as in kind contribution other groups may expect the same	Low/Med	Council considers each request for support by following its donations policy when evaluating application

Consultation

Acting CEO
YYCMG
NACC

Comment

The presence of both NACC and YYCMG in Perenjori along with other groups including Bush Heritage and Gunduwa is a win-win-win for the organisations, the Shire and the community.

The loss of either of these groups could result in up to three local people losing their employment and/ or a loss of the organisations from the community.

Voting Requirements – Simple Majority**Officer Recommendation – Item 18084.1**

1. That NACC and YYYCMG be charged a cost recovery fee for the use of the office space in the Lesser Hall, subject to further investigation of all costs.
OR
2. That NACC and YYCMG be given the use of the office space in the Lesser Hall rent free and that the waiving of rental fees be noted as a donation.
OR
3. That NACC and YYCMG be charged the current rental rate as set out in the fees and charges

18085 GOVERNANCE**18086 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:	16TH AUGUST 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

Statutory Environment

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

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Area 5: Investing in Councils Capacity – Our Leadership

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

Consultation

Staff

Comment

Nil

Officer Recommendation – Item 18086

Council accepts the Project Status Report as presented for the month of July 2018.

18087 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:	16TH AUGUST 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

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

MINUTES

16th August 2018

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

Consultation

Staff

Comment

Nil

Officer Recommendation – Item 18087
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Council accepts the Status Report as presented for the month of July 2018.
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18088 OTHER BUSINESS

18088.1 MOTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN

18088.2 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

18088.3 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

18088.4 MATTERS BEHIND CLOSED DOORS

18088.5 DATE OF NEXT MEETING

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

18088.6 CLOSURE