Shire of Perenjori

Embrace Opportunity

AGENDA

for the

ORDINARY COUNCIL MEETING

17 DECEMBER 2020

NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member

The next Ordinary Meeting of the Shire of Perenjori will be held on Thursday 17 December 2020 in the Shire of Perenjori Council Chambers, 56 Fowler Street, PERENJORI WA 6620 - commencing at 4:00 pm.

Mr Mario Romeo
CHIEF EXECUTIVE OFFICER

Date: 11 December 2020

TABLE OF CONTENTS

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS: 5
2. OPENING PRAYER: 5
3. DISCLAIMER READING: 5
4. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE: 5
4.1 ATTENDANCE: 5
5. PUBLIC QUESTION TIME: 6
5.1 RESPONSE TO QUESTIONS TAKEN ON NOTICE: 6
5.2 QUESTIONS WITHOUT NOTICE: 6
6. APPLICATIONS FOR LEAVE OF ABSENCE: 6
6.1 APPLICATION/S FOR LEAVE OF ABSENCE: 6
7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS: 6
7.1 ORDINARY MEETING HELD ON 19 NOVEMBER 2020: 6
8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION: 6
9. PETITIONS/DEPUTATIONS/PRESENTATIONS: 6
10. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED: 6
11. DECLARATION OF INTEREST: 6
12. FINANCE REPORTS 7
12.1 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR PERIOD ENDED 30 NOVEMBER 2020 7
12.2 SCHEDULE OF FINANCIAL ACTIVITY FOR PERIOD ENDED 30 NOVEMBER 2020 9
13. COMMUNITY DEVELOPMENT 12
15. PLANT AND WORKS 12
16. GOVERNANCE 13
16.1 PURCHASING POLICY REVIEW 13
16.2 REGIONAL PRICE PREFERENCE POLICY REVIEW 15
16.3 WORKING FROM HOME POLICY 17
16.4 ELECTED MEMBER MANDATORY TRAINING 20
16.5 PROPOSED CIVIL ENGINEERING BUSINESS – 2 (LOT 150) DOWNER STREET, PERENJORI 23
16.6 ANNUAL REVIEW OF THE DELEGATIONS REGISTER 2020 31
17. CONFIDENTIAL REPORTS 33
17.1 COUNCIL DECISION TO GO BEHIND CLOSED DOORS 33
17.2 CONFIDENTIAL ITEM – COMMERCIAL CENTRE REVITALISATION 33
17.3 CONFIDENTIAL ITEM – TENDER FOR THE SUPPLY, SPRAY / COVER BITUMINOUS PRODUCTS FOR 2020/21 34
17.4 COUNCIL DECISION TO RETURN FROM BEHIND CLOSED DOORS 34
18. ORDERING THE COMMON SEAL 35
19. REPORTS OF COMMITTEES AND MEMBERS 35
20. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN 35
21. NOTICE OF MOTIONS 35
22. NEW BUSINESS OF AN URGENT NATURE ADMITTED BY COUNCIL 35
23. CLOSURE OF MEETING 35
24. NEXT MEETING: 35

COUNCIL ROLE

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

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

DISCLAIMER

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

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

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

SHIRE OF PERENJORI

Agenda for the Shire of Perenjori Ordinary Meeting of Council to be held on Thursday 17 December 2020, at the Shire of Perenjori Council Chambers, 56 Fowler Street, Perenjori WA 6620.

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS:

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

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

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

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

2. OPENING PRAYER:

The Shire President to read.

3. DISCLAIMER READING:

As printed.

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

4.1 ATTENDANCE:

MEMBERS:

STAFF:

DISTINGUISHED VISITORS:

MEMBERS OF THE PUBLIC:

LEAVE OF ABSENCE:

APOLOGIES:

5. PUBLIC QUESTION TIME:

5.1 RESPONSE TO QUESTIONS TAKEN ON NOTICE:

5.2 QUESTIONS WITHOUT NOTICE:

6. APPLICATIONS FOR LEAVE OF ABSENCE:

6.1 APPLICATION/S FOR LEAVE OF ABSENCE:

OFFICER RECOMMENDATION

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

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

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS:

7.1 ORDINARY MEETING HELD ON 19 NOVEMBER 2020:

OFFICER RECOMMENDATION

THAT the Minutes of the Ordinary Meeting of Council held on 19 November 2020, presented in attachment 7.1 (a), be confirmed as true and correct subject to no / the following corrections.

8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION:

9. PETITIONS/DEPUTATIONS/PRESENTATIONS:

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

Matters Behind Closed Doors

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

A matter affecting an employee or employees

The personal affairs of any person;

A matter that if disclosed, would reveal –

A trade secret; or

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."

12. FINANCE REPORTS

12.1 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR PERIOD ENDED 30 NOVEMBER 2020

Applicant:	Shire of Perenjori
File:	ADM0081
Disclosure of Interest:	Nil
Author:	Deb Barndon – Accountant
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	12.1 (a) - Monthly Statement of Financial Activity for November 2020 12.1 (b) - Information Schedule for November 2020

Executive Summary:

This item recommends that Council receive the Financial Activity Statements for the period ending 30 November 2020.

Background:

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

Details:

Nil.

Legal Compliance:

Nil.

Policy Implications:

Nil.

Financial Implications:

Shown in the attached data.

Strategic Community Plan:

Area 5: Investing in Councils Leadership.
Goal: Strengthen the Shire's position as an innovative, independent local government providing excellence in all areas of governance, management and leadership.

Consultation:

Nil.

Precedents:

Nil.

Officer Comment:

Nil.

CEO Comment:

Nil.

Voting Requirements: Simple Majority

Change to Officer Recommendation

No Change. OR:
As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

12.1.1 THE FINANCIAL ACTIVITY STATEMENTS FOR THE PERIOD ENDING 30 NOVEMBER 2020.

OFFICER RECOMMENDATION

THAT Council receive the Financial Activity Statement Reports for the period ending 30 November 2020.

12.2 SCHEDULE OF FINANCIAL ACTIVITY FOR PERIOD ENDED 30 NOVEMBER 2020

Applicant:	Shire of Perenjori
File:	ADM0082
Disclosure of Interest:	Nil
Author:	Deb Barndon – Accountant
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	12.2 (a) - Accounts for Payment 30 November 2020

Executive Summary:

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

Background:

Council delegates authority to the Chief Executive Officer annually:

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

Legal Compliance:

Local Government Act 1995
S6.5. Accounts and records
Local Government (Financial Management) Regulations 1996
R11. Payments, procedures for making etc.
R12. Payments from municipal fund or trust fund, restrictions on making
(1) A payment may only be made from the municipal fund or the trust fund —
(a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
(b) otherwise, if the payment is authorised in advance by a resolution of the council.
(2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.
S13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.
(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
(a) the payee's name; and
(b) the amount of the payment; and
(c) the date of the payment; and
(d) sufficient information to identify the transaction.
(2) A list of accounts for approval to be paid is to be prepared each month showing —
(a) for each account which requires council authorisation in that month —
(i) the payee's name; and
(ii) the amount of the payment; and
(iii) sufficient information to identify the transaction; and
(b) the date of the meeting of the council to which the list is to be presented.

(3) A list prepared under sub-regulation (1) or (2) is to be —

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

(b) recorded in the minutes of that meeting.

Policy Implications:

Nil.

Council Role:

Nil.

Council Policy Compliance:

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

Financial Implications:

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

Strategic Community Plan:

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

Consultation:

Nil.

Risk Assessment:

Nil.

Precedents:

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

Officer Comment:

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

Accounts Paid for the Month Ending 30 November 2020.

Municipal Account	
EFT	$349,998.35
Direct Debits	$95,251.51
Cheques	$26,658.30
Corporate MasterCard	$2,778.79
Bank Fees	$240.94
Total	**$474,927.89**

Trust Account – Mt Gibson Public Benefit Funds	
EFT	$4,766.39
Cheques	$0.00
Bank Fees	$0.00
Total	**$4,766.39**

Totalling **$479,694.28** from *Municipal* and *Trust Accounts* for the month ending **30 November 2020.**

Voting Requirements: Simple Majority

Change to Officer Recommendation:

No Change/OR:
As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

12.2.1 SCHEDULE OF PAID ACCOUNTS AS AT 30 NOVEMBER 2020

OFFICER RECOMMENDATION

THAT Council receives the November Schedule of Paid Accounts Report.

13. COMMUNITY DEVELOPMENT

15. PLANT AND WORKS

16. GOVERNANCE

16.1 PURCHASING POLICY REVIEW

Applicant:	Shire of Perenjori
File:	ADM0311
Disclosure of Interest:	Nil
Author:	Taryn Dayman – Deputy Chief Executive Officer
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	16.1 (a) – Proposed Draft Purchasing Policy 16.1 (b) – Existing Purchasing Policy

Executive Summary:

That Council considers and endorse revised Purchasing Policy 4007.

Background:

The amendments to the Local Government (Functions and General) Regulations 1996 (Regulations) were gazetted on 9 April 2020 and 8 May 2020. The purpose of these changes were to increase the flexibility of the local government sector to contract with local suppliers during, and in the aftermath of, the State of Emergency Declaration under the Emergency Management Act 2005.
An amendment has been made to regulation 11(1) of the Regulations to increase the tendering threshold from $150,000 to $250,000. The Department of Local Government, Sport and Cultural Industries (DLGSC) has advised that local governments should update their purchasing policy to cover the direct purchase of goods and services under $250,000.

Statutory Environment:

Local Government Act 1995 s2.7(2)(b) – Determine the Local Government's policies
Local Government (Function and General) Regulations 1996 s11A - Purchasing policies for local governments
Local Government (Function and General) Regulations 24AC – Requirements before establishing panel of pre-qualified suppliers

Policy Implications:

Revised Purchase Policy 4007.

Legal Compliance:

Nil.

Risk Management:

Nil.

Consultation:

Nil.

Financial Implications:

There are no financial implications in relation to this item.

Precedents:

Nil.

Strategic Community Plan:

Area 5: Investing in Councils Capacity – Our Leadership
Goal: Strengthen the Shire's position as an innovative, independent local Government providing excellence in all areas of governance, management and leadership.

Officer Comment:

Council's Purchasing Policy 4007 (refer to attachment) has been updated, using the WALGA purchasing policy template, which was updated to reflect the amendments and to meet best practice.

Voting Requirements: Simple Majority

No Change. OR:
As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

16.1.1 PURCHASING POLICY REVIEW

OFFICER RECOMMENDATION

That Council adopt the revised 'Purchasing Policy' as provided for in attachment 16.1 (a).

16.2 REGIONAL PRICE PREFERENCE POLICY REVIEW

Applicant:	Shire of Perenjori
File:	ADM0311
Disclosure of Interest:	Nil
Author:	Taryn Dayman - Deputy Chief Executive Officer
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	16.2 (a) – Proposed Draft Regional Price Preference Policy 16.2 (b) – Existing Regional Price Preference Policy

Executive Summary:

That Council considers endorsing an amended Regional Price Preference Policy.

Background:

The *Local Government (Functions and General) Regulations 1996* Part 4A permits a local government outside of the metropolitan area to adopted a regional price preference as part of the assessment of quotations and tenders.

The existing Regional Price Preference Policy was first adopted by Council on the 15 February 2018.

Statutory Environment:

Local Government Act 1995
Local Government (Functions and General Regulations – Part 4A – Regional Price Preference

Policy Implications:

Amended Regional Price Preference

Legal Compliance:

Nil.

Risk Management:

Nil.

Consultation:

Nil.

Financial Implications:

Minimal advertising costs.

Precedents:

Nil.

Strategic Community Plan:

Area 5: Investing in Councils Capacity – Our Leadership
Goal: Strengthen the Shire's position as an innovative, independent local Government providing excellence in all areas of governance, management and leadership.

Officer Comment:

A review of the Shire's current Regional Price Preference Policy includes several elements which are procurement statements and are covered in the Shire's Purchasing Policy.

The revised policy is inclusive of all purchasing of goods and services without a minimum monetary value. It has also included a review of the definitions of Regional suppliers with the objective to ensure that there is an increase likelihood of benefits to Perenjori.
If Council proceeds with endorsing the amended regional Price Preference Policy it will need to give Statewide public notice of the intention to have a regional price preference policy, inviting submissions commenting on the proposed policy, with submissions being open for a period not less than 4 weeks.

Voting Requirements: Simple Majority

No Change. OR:
As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

16.2.1 REGIONAL PRICE PREFERENCE POLICY REVIEW

OFFICER RECOMMENDATION

That Council:

1. **Endorse the amended Regional Price Preference policy as provided for in attachment 16.2 (a).**
2. **Give State-wide notice inviting public submissions for a minimum period of 4 weeks;**
3. **A further report be provided to Council if any submissions are received to allow submissions to be considered by Council prior to formally adopting the amended regional Price Preference Policy**
4. **Subject to no submissions being received adopt the amended Regional Price Preference Policy at the conclusion of the submission period.**

16.3 WORKING FROM HOME POLICY

Applicant:	Shire of Perenjori
File:	ADM0311
Disclosure of Interest:	Nil
Author:	Taryn Dayman - Deputy Chief Executive Officer
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	16.3 (a) – Proposed Draft Working from Home Policy

Executive Summary:

That Council considers and endorse a new Working from Home Policy.

Background:

The State of Health Emergency declared by the State Government in regards to COVID-19 has highlighted the need for the Shire of Perenjori to implement a Working from Home Policy.

The matter was presented to Council for their consideration and endorsement at the November 2020 Ordinary Meeting of Council where it was resolved

"THAT this matter be deferred to the next ordinary Council pending, pending further consideration and explanation"

From discussions Council required additional information in respect to employee arrangements under the Shire's Enterprise Agreement.

Statutory Environment:

Local Government Act 1995
Local Government Industry Award 2020
Fair Work Act 2009
Occupational Safety & Health Act 1984

Policy Implications:

New Working from Home Policy.

Legal Compliance:

Nil.

Risk Management:

Nil.

Consultation:

Nil.

Financial Implications:

Potential working from home allowances.

Precedents:

Nil.

Strategic Community Plan:

Area 5: Investing in Councils Capacity – Our Leadership
Goal: Strengthen the Shire's position as an innovative, independent local Government providing excellence in all areas of governance, management and leadership.

Officer Comment:

A new policy has been developed that provides flexible and family friendly working arrangements for employees. The new policy has been based on WALGA template which was recently reviewed as part of WALGA's assistance to Local Governments during the COVID-19 pandemic.

The policy outlines the circumstances in which a working from home arrangement is appropriate and provides guidelines to facilitate the management of such an arrangement.

A working from home policy will provide staff with opportunities to review their personal and professional circumstances, and assist Council in managing those staff who wish to have the opportunity to work from home in certain circumstances in the short term, return to work after extended leave, or for those staff who may be wishing to transition into retirement.

The working from home policy can also be included as part of Council Business Continuity Plan arrangements.
The policy incorporates allowances that may be paid to the employee to offset the requirements to use their personal phone and/or internet as determined by the Chief Executive Officer.

Enterprise Agreement 2019
Other than contract employees, all employees are employed under the Shire of Perenjori Enterprise Agreement 2019, which was approved on the 25 October 2019 and came into effect 1 November 2019 and expires 25 October 2023.

The agreement, which is underpinned by the *Local Government Industry Award,* National Employment Standards (NES) and *Fair Work Act 2009* includes the ability to make individual flexibility agreement.
The agreement deals with one or more of the following matters:

- Arrangements about when work is performed;
- Overtime rate;
- Penalty rates;
- Allowances;
- Leave loading

The agreement must meet the needs of the Employeer and Employee and be genuinely agreed upon.
The Employer must ensure that the terms of the individual flexible arrangement are permitted and not unlawful under the *Fair Work Act 2009.*

Section 65 of the *Fair Work Act 2009* provides for certain employees to request a change in their working arrangements because of their circumstances, as set out in section 65(1)

The agreement also includes the ability to request for flexible working arrangements under certain circumstances in accordance with the award Clause 24A and the NES. This section is in relation to the Personal / Carer's leave and compassionate leave, which is outlined in Section 65 of the *Fair Work Act 2009.*

The following statement has been sources from the Australian Government Fair Work Ombudsman website

Flexibility in the workplace allows employers and employees to make arrangements about working conditions that suit them. This helps employees maintain a work / life balance and can help employers improve the productivity and efficiency of their business.

As long as employees are still receiving their minimum entitlements, employers and employees can negotiate ways to make their workplace more flexible. Examples include changing what hours are worked and where work is performed.

There are 2 formal ways employers and employees can make their workplace more flexible:

- flexible working arrangements - certain employees have the right to request flexible working arrangements
- individual flexibility arrangements - employers and employees can negotiate to change how certain terms in an award, enterprise agreement or other registered agreement apply to them.

Source reference: Fair Work Act 2009 s.65, 144 and 202

While not documented, the Shire already has some flexible arrangements in place with employees in regard to working from home.

Voting Requirements: Simple Majority

No Change. OR:
As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

16.3.1 WORKING FROM HOME POLICY

OFFICER RECOMMENDATION

That Council adopts the Working from Home Policy as provided for in attachment 16.3 (a).

16.4 ELECTED MEMBER MANDATORY TRAINING

Applicant:	Shire of Perenjori
File:	ADM0070
Disclosure of Interest:	Nil
Author:	Wayne Scheggia – Executive Advisor
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	Nil

Executive Summary:

This report outlines the proposed delivery of mandatory training to Shire of Perenjori elected members required within 12 months of election to Council. The proposal is to conduct the training on site, in early February, late February and early March 2021.

Background:

Elected members must successfully complete the following 5 subjects within 12 months of being elected;

- Understanding Local Government
- Conflicts of Interest
- Serving on Council
- Meeting Procedures
- Understanding Financial Reports and Budgets

The training can be delivered either online, in person in Perth, in person onsite in Perenjori or via a combination of delivery methods.

Statutory Environment:

Regulation 35 of the *Local Government (Administration) Regulations 1996* specifies the training requirements for elected members.

Policy Implications:

Nil.

Legal Compliance:

Nil.

Risk Management:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Elected members may not be aware of the primary responsibilities of their role. Elected members may miss the deadline for completion of the training. Elected members may have differing levels of knowledge.	Medium	Conduct training on site with all elected members participating and receiving the same information.

Consultation:

CEO, Training providers, elected members.

Financial Implications:

An allocation of approximately $19,000 *($18K fee plus expenses)* will be required. $10K is currently allocated for elected member training, so reallocation of $9K from within existing expenditure accounts as part of the mid-year financial review is recommended to ensure the required expenditure is provided for.

Precedents:

Nil.

Strategic Community Plan:

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

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

Officer Comment:

The Local Government (*Administration*) Regulations endorse three separate providers for the mandated training modules;

- North Metropolitan TAFE;
- Southern Metropolitan TAFE, and:
- WALGA.

Both Southern Metropolitan TAFE and North Metropolitan TAFE declined to quote due to their lack of capacity.

WALGA provided quote of $18,000 plus attendance and accommodation expenses.

In discussions with Council regarding options for completing the mandated training modules, clear preference was expressed for the training to be delivered on site in Perenjori during February and March.

WALGA has indicated that this time frame can be accommodated and has suggested the following program;

2 days back to back in early Feb; *Wednesday 3rd & Thursday 4th Feb.*

- Understanding LG/ Conflicts of Interest (1 day)
- Meeting Procedures (1 day)

2 days back to back end of Feb; *Wednesday 24th & Thursday 25th Feb*.

- Serving on Council (2 days)

1 day in early March; *Thursday 11th March*

- Understanding Financial Reports & Budgets (1 day)

NOTE: There are formal Council meeting commitments on Thursday February 18th and Thursday March 18th.

Voting Requirements: Simple Majority

No Change. OR:
As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

16.4.1 ELECTED MEMBER MANDATORY TRAINING

OFFICER RECOMMENDATION

That WALGA be appointed to conduct the five mandatory elected member training modules on site at the Shire of Perenjori at a cost of $18,000 plus expenses;

That the necessary budget adjustment be included in the Mid-Year Financial review;
That the sessions be scheduled on the following dates;

1. **Wednesday 3rd & Thursday 4th Feb.**
   - **Understanding LG/ Conflicts of Interest (1 day)**
   - **Meeting Procedures (1 day)**

2. **Wednesday 24th & Thursday 25th Feb.**
   - **Serving on Council (2 days)**

3. **Thursday 11th March**
   - **Understanding Financial Reports & Budgets (1 day)**

16.5 PROPOSED CIVIL ENGINEERING BUSINESS – 2 (LOT 150) DOWNER STREET, PERENJORI

Applicant:	Kings WA PTY LTD
File:	ADM0826
Disclosure of Interest:	Shire President – Cr C King
Author:	Simon Lancaster – DCEO Shire of Chapman Valley
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	16.5 (a) – Copy of Rezoning Submission

Executive Summary:

Council is in receipt of an application to operate a civil engineering business upon 2 (Lot 150) Downer Street, Perenjori. This report recommends that Council advertise the application for comment.

Background:

Lot 150 is a triangular 1.0158ha property, owned by Penelope & Steven King, bordered on all sides by road. Lot 150 borders North Road on its 168m eastern frontage, Hesford Street on its 134m north-western boundary and Downer Street on its 114m south-western boundary.

Figure 14.1(a) – Location Plan for 2 (Lot 150) Downer Street, Perenjori

The applicant is seeking approval to operate a civil engineering business upon Lot 150. A copy of the application, that includes supporting correspondence, site plan and additional information has been provided as **separate Attachment 16.5 (a)** for Council's information.

The proposed development would consist of the following:

- parking of vehicles associated with the civil engineering business (including semi water cart, road train, trailers, excavator, loader and smaller vehicles);
- permanent siting of 4 sea containers, with 1 serving as a site office and the other 3 for storage;

- maintenance area;
- wash down bay and associated water tanks;
- diesel tank (10,000L); &
- internal sealed vehicle network.

The applicant has also mentioned that they would seek to construct a caretaker's residence upon Lot 150 in the future.

The proposed activities are considered to meet various land use definitions that are listed as not-permitted within the 'Residential' zone (and this is discussed in greater detail in the Legislation Compliance section of this repot) and ordinarily the application should be recommended for refusal at the outset.

However, it is noted that there are some factors peculiar to this application and property and Council may therefore instead wish to advertise the matter, inviting comment from surrounding landowners and relevant government and service agencies, prior to making its determination.

It is noted that Lot 150, whilst being zoned 'Residential', has previously been used for other development not listed for this zone, with a workforce accommodation camp sited upon the property previously, as illustrated in the below aerial photograph from 2014.

Figure 14.1(b) – 2014 Aerial Photograph of Lot 150 illustrating Redland Mining Pty Ltd Camp

Statutory Environment:

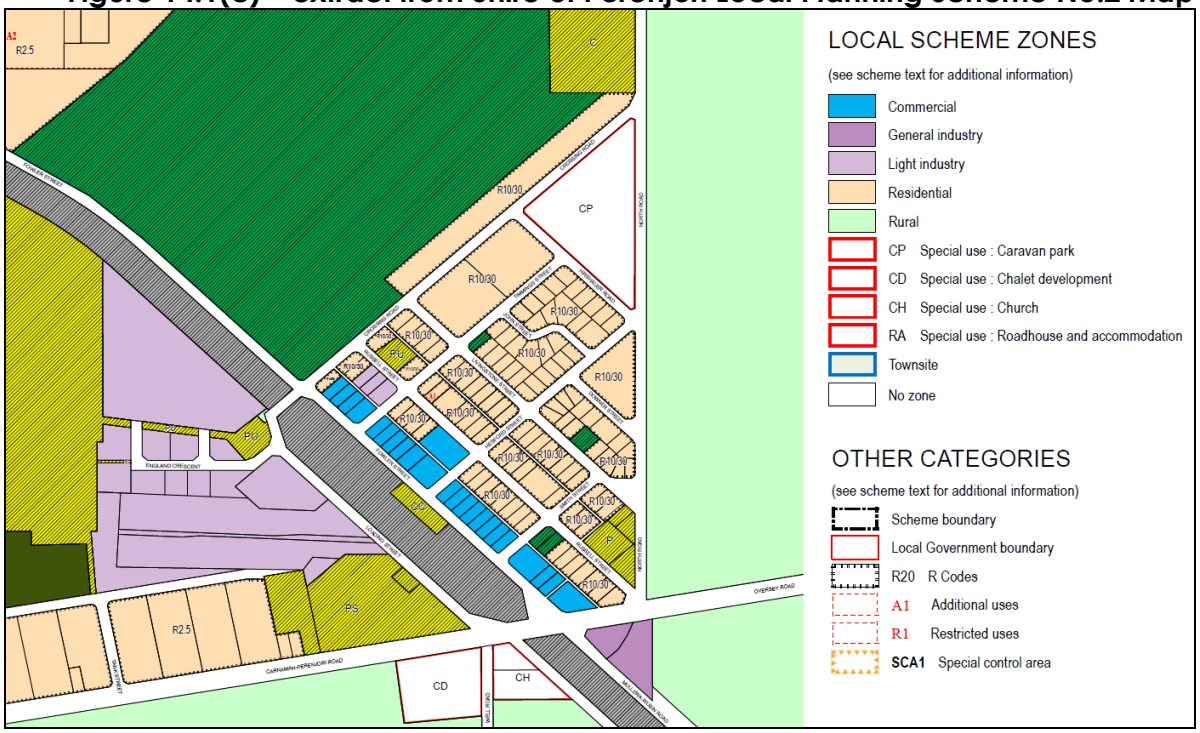
2 (Lot 150) Downer Street, Perenjori is zoned 'Residential R10/30' under the Shire of Perenjori Local Planning Scheme No.2 ('Scheme No.2').

Section 4.2 of Scheme No.2 lists the following objectives for the 'Residential' zone:

> "• *To provide for predominantly residential development with a variety of housing to meet the needs of different household types through the application of the Residential Design Codes of Western Australia.*
> • *Non-residential uses shall be compatible in character, scale and operation with the predominant residential use.*
> • *A non-residential use shall only be permitted if the use does not detract from the amenity of the area."*

The application cannot be considered to accord with these objectives.

Figure 14.1(c) – extract from Shire of Perenjori Local Planning Scheme No.2 Map



The application, and aspects thereof, would meet with the following land uses as defined under the *Planning and Development (Local Planning Schemes) Regulations 2015* ('the Regulations') all of which are listed as 'X' uses (i.e. not permitted) within the 'Residential' zone under Scheme No.2.

> *"industry means premises used for the manufacture, dismantling, processing, assembly, treating, testing, servicing, maintenance or repairing of goods, products, articles, materials or substances and includes facilities on the premises for any of the following purposes —*
> *(a) the storage of goods;*
> *(b) the work of administration or accounting;*
> *(c) the selling of goods by wholesale or retail;*
> *(d) the provision of amenities for employees;*
> *(e) incidental purposes"*

> *"industry — light means premises used for an industry where impacts on the amenity of the area in which the premises is located can be mitigated, avoided or managed"*
>
> *"office means premises used for administration, clerical, technical, professional or similar business activities"*
>
> *"transport depot means premises used primarily for the parking or garaging of 3 or more commercial vehicles including —*
> *(a) any ancillary maintenance or refuelling of those vehicles; and*
> *(b) any ancillary storage of goods brought to the premises by those vehicles; and*
> *(c) the transfer of goods or persons from one vehicle to another"*

The Regulations define a 'commercial vehicle' as being:

> *"commercial vehicle means a vehicle, whether licenced or not, that has a gross vehicle mass of greater than 4.5 tonnes including —*
> *(a) a utility, van, truck, tractor, bus or earthmoving equipment; and*
> *(b) a vehicle that is, or is designed to be an attachment to a vehicle referred to in paragraph (a)"*

Schedule 1 Part 3 Clause 18(6) of the Regulations states

> *"If a use of land is identified in a zone as being a class X use, the local government must refuse an application for development approval for that use in that zone unless —*
> *(a) the development approval application relates to land that is being used for a non-conforming use; and*
> *(b) the local government considers that the proposed use of the land would be less detrimental than the non-conforming use."*

On this basis the application should ordinarily be refused at the outset, however, it is acknowledged that there are certain factors relevant to this matter that may warrant some consideration (and these are further discussed in the Officer Comment section of this repot)

It is also noted that Section 88 of the *Planning and Development Act 2005* requires local governments to review their planning scheme every 5 years.

Scheme No.2 was gazetted on 28 July 2011 and required review to ensure the Shire's statutory planning document is consistent with the subsequent 2015 Regulations.

To this end it was resolved at the 20 February 2020 Council meeting to initiate the preparation of Shire of Perenjori Local Planning Scheme No.3 ('Scheme No.3') and at the 16 April 2020 Council meeting to adopt draft Scheme No.3 for the purposes of advertising.

Draft Scheme No.3 does not represent a major overhauling of the existing Scheme No.2, rather a fine-tuning exercise with changes generally limited to the following:

- updating the Scheme Text provisions to reference those as contained in the Regulations to ensure consistency and assist Council in statutory matters.
- reconciling omissions and anomalies in the Scheme Text provisions.
- inserting into the Zoning Table and Schedules the updated and standardised land use definitions as contained in the Regulations and the current Regulations review.
- standardise the zonings upon the Scheme Map and their corresponding objectives in the Scheme Text with those in the Regulations.

- minor modifications to the Scheme Maps around the Perenjori townsite to correct land use anomalies and accord with the strategic direction in Council's previously adopted Local Planning Strategy.
- modifications to the Scheme Maps to correct minor anomalies where privately owned land has been identified for public purposes and where Crown Land has not been identified as Reserves and ensuring also that the Reserve zonings match the assigned Reserve management purpose/vesting order.

Following the obtaining of the necessary statutory consents to advertise from the Environmental Protection Authority and the Western Australian Planning Commission ('WAPC') Scheme No.3 was advertised for comment from 2 September 2020 until 4 December 2020 and included the following actions:

- display of Scheme No.3 at the Shire office;
- display of Scheme No.3 at the WAPC office;
- display of Scheme No.3 on the Shire website;
- notice inviting comment being published in the Mid West Times;
- notice inviting comment being sent to all relevant government agencies.

The landowner of 2 (Lot 150) Downer Street, Perenjori has lodged a submission during the Scheme Review advertising period requesting Council's (and subsequently the WAPC's) consideration for the rezoning of their property from 'Residential' to 'Special Use' with specific allowance for the following land uses:

- Transport Depot;
- Commercial Vehicle parking;
- Office; &
- Caretaker's Dwelling.

The matter of Scheme No.3, and the submissions received during the advertising period, is due to be brought before Council for its consideration at its 18 February 2021 meeting.

It is suggested that Council may wish to advertise the received application for a civil engineering business during December/January to surrounding landowners and relevant government and service agencies, providing opportunity for them to comment upon this matter, as this may also assist Council in making its determination upon the matter of the requested rezoning of 2 (Lot 150) Downer Street, Perenjori.

In the event that surrounding landowners do not raise objection to the received development application (or rezoning) Council might deem that the proposed development warrants some further consideration (pending the outcome of the Scheme No.3 process). Alternatively in the event that objections are received of a substantial nature then this will also assist Council in its deliberations on this matter.

Schedule 2 Part 9 Clause 67 of the Regulations lists the following relevant matters to be considered by local government in determining a development application:

> "*(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;*
> *(b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015 or any other proposed planning instrument that the local government is seriously considering adopting or approving;…*
> *…(m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely*

effect of the height, bulk, scale, orientation and appearance of the development;

(n) the amenity of the locality including the following —
- *(i) environmental impacts of the development;*
- *(ii) the character of the locality;*
- *(iii) social impacts of the development;…*

…(p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;…

…(r) the suitability of the land for the development taking into account the possible risk to human health or safety;

(s) the adequacy of –
- *(i) the proposed means of access to and egress from the site; and*
- *(ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;*

(t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;…

…(v) the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;

(w) the history of the site where the development is to be located;

(x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;

(y) any submissions received on the application;

(za) the comments or submissions received from any authority consulted under clause 66;

(zb) any other planning consideration the local government considers appropriate."

Policy Implications:

Nil.

Legal Compliance:

Nil.

Risk Management:

The recommendation is to advertise this application inviting comment prior to Council making its determination at a future meeting, this should not be construed by any party as meaning that approval may be forthcoming.

Consultation:

It is suggested that in the event that Council consider this application should be advertised for comment that it undertake the following actions:
- display of application at the Shire office;
- display of application on the Shire website;
- display of sign on-site inviting comment;
- notice inviting comment being published in the Mid West Times;
- notice inviting comment being sent to all surrounding landowners;
- notice inviting comment being sent to all relevant government and service agencies.

At the conclusion of the advertising period, the application, and any/all received, would be returned to Council for its consideration at the 18 February 2021 meeting.

Financial Implications:

Nil.

Precedents:

Redland Mining Pty Ltd established a workforce accommodation camp upon 2 (Lot 15) Downer Street, Perenjori in 2011, that was approved for expansion by Council at its 17 July 2014 meeting, and the associated service remained upon Lot 150.

Strategic Community Plan:

Nil.

Officer Comment:

The proposed development is one tha would ordinarily be considered incompatible with a residential setting and refused. However it is acknowledged that there are circumstances relevant to this matter that bear some consideration:

- the property is over 1ha in area affording it the ability to site development towards the centre of the property and establish landscaping /buffer areas;
- the property has been previously used for activities not listed as permitted within the 'Residential' zone namely a mining workforce accommodation camp;
- the property is on the eastern edge of the townsite and traffic from the development would not need to travel through residential streets to reach the wider road network;
- the longest property frontage abuts 'Rural' zoned land to the east that would be expected to not present land use conflict/interface issues;
- the application seeks to have all vehicular movement associated with the development access North Road to the east and not onto Downer Street and Hesford Street to the west which are more residential in nature;
- the applicant is looking to establish landscaping along the Downer and Hesford Street frontages to assist in screening and serving as a buffer in addition to the existing boundary fencing;
- Council may consider that there is a shortage of suitably sized industrial land within the townsite, and the applicant, being a local employer and supporter of other local businesses, contributes toward the local community and some allowance (within reason) may be warranted for assisting local businesses;
- there is ability to condition any approval to give regard for amenity issues including restrictions on hours of vehicle movement or activities causing disturbance (e.g. operation of repair/maintenance equipment or washdown activity) and painting/cladding of structures in matching colours to the local government's satisfaction;
- sealing of the internal vehicle movement area would address dust emission concerns;
- future development of a caretaker's residence upon the property would assist in 'self-policing' activities;
- Council might consider there is not a shortage of residential zoned land in the townsite and the use of this property for non-residential activity would not therefore dimmish the growth potential for the Perenjori townsite population; &
- the property is subject to a request for rezoning and the advertising of the development application, and the opportunity for review of the received responses would assist Council in determining the rezoning request.

On this basis it is suggested that it would be reasonable to consult with surrounding landowners and relevant government and service agencies inviting their comment before further consideration of both the development application and rezoning application.

However, in the event that Council consider that the application should be refused then the following alternative wording is provided for consideration:

"That Council refuse the application for a civil engineering business upon 2 (Lot 150) Downer Street, Perenjori for the following reasons:

1 *The development does not meet with the purposes of the scheme as established in clause 1.5 of the Shire of Perenjori Local Planning Scheme No.2.*
2 *The development does not meet with the aims of the scheme as established in clause 1.6 of the Shire of Perenjori Local Planning Scheme No.2.*
3 *The development does not meet with the objectives of the Residential zone as established in clause 4.2 of the Shire of Perenjori Local Planning Scheme No.2.*
4 *The land uses comprising the proposed development are listed as not-permitted in the Residential zone Table 1 of the Shire of Perenjori Local Planning Scheme No.2.*
5 *In its consideration of the application Council is not satisfied that the development satisfies the matters under Clause 67 of the deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015.*
6 *Approval of this application would set an undesirable precedent for future variation to the Shire's statutory requirements, which in time could prove to be detrimental to the amenity of the Residential zone.*

Advice Note:
Should the applicant be aggrieved by this determination there is a right pursuant to the Planning and Development Act 2005 to request to have the decision reviewed by the State Administrative Tribunal. Such application must be lodged within 28 days from the date of determination."

Voting Requirements: Simple Majority

No Change. OR:
As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

16.5.1 PROPOSED CIVIL ENGINEERING BUSINESS – 2 (LOT 150) DOWNER STREET, PERENJORI

OFFICER RECOMMENDATION

That Council advertise the application to operate a civil engineering business upon 2 (Lot 150) Downer Street, Perenjori for community comment and return this matter to a future meeting for its consideration of this application and received submissions.

16.6 ANNUAL REVIEW OF THE DELEGATIONS REGISTER 2020

Applicant:	Shire of Perenjori
File:	ADM0645
Disclosure of Interest:	Nil
Author:	Mario Romeo - Chief Executive Officer
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	16.6 (a) – Reviewed Delegations Register December 2020

Executive Summary:

This item recommends that Council adopts the annual review of the Delegations Register for December 2020.

Background:

The Council has power under the Local Government Act, 1995 to delegate to the Chief Executive Officer the exercise of any of its powers, or discharge of any of its duties permitted under the Act, in order to facilitate and manage the day to day operations of the Council.

The Act also allows the CEO to delegate any of his/her powers to another employee; such sub-delegations must be done in writing and can be sub-delegated with or without conditions.

The delegations remain subject to budgetary and Policy constraints.

The existing Delegations Register was updated in July 2019 and an annual review has been carried out.

Two changes were made during this review. Those being, the title changes of 'Manager Corporate Development Services (MCDS)' to 'Deputy Chief Executive Officer (DCEO)' and 'Senior Finance Officer (SFO) to Accountant'. These two changes reflect the recent title changes imposed in 2019.

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.
5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

5.44. CEO may delegate powers and duties to other employees

5.46(2) delegations made under the Act must be reviewed at least annually by the Delegator (i.e. Council).

Policy Implications:

Nil.

Legal Compliance:

Nil.

Risk Management:

Nil.

Consultation:

DCEO.

Financial Implications:

Nil.

Precedents:

Nil.

Strategic Community Plan:

Area 5: Investing in Councils Capacity – Our Leadership
Goal: Strengthen the Shire's position as an innovative, independent local Government providing excellence in all areas of governance, management and leadership.

CEO Comment:

The delegations given to the CEO and those by the CEO to other employees reflect contemporary management practices.

In early 2021 staff will further review the current Delegations Register template with a view to adopting the Western Australian Local Government Association (WALGA) template.

Voting Requirements: Absolute Majority

No Change. OR:
As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

16.6.1 ANNUAL REVIEW OF THE DELEGATIONS REGISTER 2020

OFFICER RECOMMENDATION

THAT in accordance with Sections 5.42, 5.44 and 5.46(2) of the Local Government Act the December 2020 annual review of the Delegations Register be adopted.

17. CONFIDENTIAL REPORTS

17.1 COUNCIL DECISION TO GO BEHIND CLOSED DOORS

THAT Council go behind closed doors to consider matters that if disclosed, would reveal information about a matter that if disclosed would reveal information that has a commercial value to a person.

17.2 CONFIDENTIAL ITEM – COMMERCIAL CENTRE REVITALISATION

Applicant:	Shire of Perenjori
File:	ADM0509
Disclosure of Interest:	Nil
Author:	Wayne Scheggia – Executive Advisor
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	Email to Progress Association

Voting Requirements: Simple Majority

Change to Officer Recommendation

No Change. OR:
As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

17.2.1 CONFIDENTIAL ITEM – COMMERCIAL CENTRE REVITALISATION

OFFICER RECOMMENDATION

1. **That investigations and negotiations continue with a view to purchasing the properties, subject to the final decision resting with Council, and;**

2. **That further advice be prepared for the Council meeting on February 18th, 2021.**

17.3 CONFIDENTIAL ITEM – TENDER FOR THE SUPPLY, SPRAY / COVER BITUMINOUS PRODUCTS FOR 2020/21

Applicant:	Shire of Perenjori
File:	Nil
Disclosure of Interest:	Nil
Author:	Ken Markham – Manager Infrastructure Services
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	Nil

Voting Requirements: Simple Majority

Change to Officer Recommendation

No Change. OR:
As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

17.2.1 CONFIDENTIAL ITEM – TENDER FOR THE SUPPLY, SPRAY / COVER BITUMINOUS PRODUCTS FOR 2020/21

OFFICER RECOMMENDATION

1. **THAT the preferred contractor for the 2020/21 Sealing Program, being Bitutek Pty Ltd be endorsed.**
2. **THAT the second preferred contractor being Boral Asphalt be accepted for the 2020/21 Sealing Program if the preferred contractor is unable to undertake the works.**

17.4 COUNCIL DECISION TO RETURN FROM BEHIND CLOSED DOORS

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

18. ORDERING THE COMMON SEAL

Document	Organisation	Purpose	Date
-	-	-	-

19. REPORTS OF COMMITTEES AND MEMBERS

20. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

21. NOTICE OF MOTIONS

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

22. NEW BUSINESS OF AN URGENT NATURE ADMITTED BY COUNCIL

23. CLOSURE OF MEETING

24. NEXT MEETING:

The Shire President advises that the date of the next Ordinary Meeting of Council will be held on Thursday 18 February 2020, commencing at 4:00 pm at the Shire of Perenjori Council Chambers 56 Fowler Street, Perenjori WA 6620.

Shire of Perenjori

Embrace Opportunity

ATTACHMENT
7.1(a)

Previous Ordinary Council Meeting
Minutes – 19 November 2020

ORDINARY COUNCIL MEETING 17 DECEMBER 2020

Shire of Perenjori

Embrace Opportunity

MINUTES

for the

ORDINARY COUNCIL MEETING

19 NOVEMBER 2020

NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member

The next Ordinary Meeting of the Shire of Perenjori will be held on Thursday 19 November 2020 in the Shire of Perenjori Council Chambers, 56 Fowler Street, PERENJORI WA 6620 - commencing at 5:30 pm.

Mr Mario Romeo
CHIEF EXECUTIVE OFFICER

Date: 13 November 2020

TABLE OF CONTENTS

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS: 5
2. OPENING PRAYER: 5
3. DISCLAIMER READING: 5
4. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE: 5
4.1 ATTENDANCE: 5
5. PUBLIC QUESTION TIME: 6
5.1 RESPONSE TO QUESTIONS TAKEN ON NOTICE: 6
5.2 QUESTIONS WITHOUT NOTICE: 6
6. APPLICATIONS FOR LEAVE OF ABSENCE: 6
7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS: 6
7.1 ORDINARY MEETING HELD ON 13 OCTOBER 2020: 6
7.2 SPECIAL MEETING HELD ON 20 OCTOBER 2020: 7
8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION: 7
9. PETITIONS/DEPUTATIONS/PRESENTATIONS: 7
10. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED: 7
11. DECLARATION OF INTEREST: 7
12. FINANCE REPORTS 8
12.1 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR PERIOD ENDED 31 OCTOBER 2020 8
12.2 SCHEDULE OF FINANCIAL ACTIVITY FOR PERIOD ENDED 31 OCTOBER 2020 10
12.3 CHANGE IN BANK SIGNATORIES AND CREDIT CARD ALLOCATION 13
13. COMMUNITY DEVELOPMENT 15
13.1 ASTROTOURISM WESTERN AUSTRALIA MEMBERSHIP 15
15. PLANT AND WORKS 17
16. GOVERNANCE 18
16.1 COMMITTEES - REPRESENTATION AND MEMBERSHIP 18
16.2 RESCIND POLICY 4002 RATES COLLECTION, PAYMENT AND DISCOUNT 23
16.3 ATTENDANCE AT EVENTS POLICY 25
16.4 CITIZENSHIP CEREMONIES DRESS CODE POLICY 27
16.5 COUNCIL MEMBER CONTINUING PROFESSIONAL DEVELOPMENT AND TRAVEL POLICY 29
16.6 WORKING FROM HOME POLICY 32
16.7 SCHOOL BUS ROUTES 34
17. CONFIDENTIAL REPORTS 36
18. ORDERING THE COMMON SEAL 36
19. REPORTS OF COMMITTEES AND MEMBERS 36
20. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN 36
21. NOTICE OF MOTIONS 36
22.1 POLICY MANUAL REVIEW 36
22. NEW BUSINESS OF AN URGENT NATURE ADMITTED BY COUNCIL 36
23. CLOSURE OF MEETING 36
24. NEXT MEETING: 36

COUNCIL ROLE

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

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

DISCLAIMER

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

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

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

SHIRE OF PERENJORI

Minutes of the Shire of Perenjori Ordinary Meeting of Council held on Thursday 19 November 2020, at the Shire of Perenjori Council Chambers, 56 Fowler Street, Perenjori WA 6620.

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS:

The Shire President declared the meeting open at 5.32 pm and welcomed those in attendance.

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

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

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

2. OPENING PRAYER:

The Shire President read the opening prayer.

3. DISCLAIMER READING:

As printed.

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

4.1 ATTENDANCE:

MEMBERS:	Cr Chris King – Shire President
	Cr Brian Baxter
	Cr Colin Bryant
	Cr Daniel Bradford
	Cr Jude Sutherland – Deputy President
	Cr Les Hepworth
	Cr Phil Logue

STAFF:	Mario Romeo – Chief Executive Officer
	Taryn Dayman – Deputy Chief Executive Officer
	Ken Markham – Manager Infrastructure Services
	Wayne Scheggia – Executive Advisor
	Debby Barndon – Accountant
	Bianca Plug – Executive Assistant
DISTINGUISHED VISITORS:	Nil
MEMBERS OF THE PUBLIC:	Paddy King
	Robin Spencer
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:

Nil.

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS:

Former Commissioner for the Shire of Perenjori Hon. Paul Omodei formally advised via email on Thursday 19 October 2020 that the minutes from the Shire of Perenjori Ordinary Council Meeting held on the 13 October 2020 are a true and correct record and can be signed by Shire President, Councillor Chris King.

7.1 ORDINARY MEETING HELD ON 13 OCTOBER 2020:

COUNCIL DECISION

THAT the Minutes of the Ordinary Meeting of Council held on 13 October 2020, be confirmed as true and correct subject to no corrections.

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

7.2 SPECIAL MEETING HELD ON 20 OCTOBER 2020:

COUNCIL DECISION

THAT the Minutes of the Special Meeting of Council held on 20 October 2020, be confirmed as true and correct subject to no corrections.

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

8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION:

The Shire President congratulated all new Councillors on their inauguration and reminded Councillors that the community has endorsed each of them to be Perenjori's new Council and decisions made by Councillors will affect the community now and in the future.

9. PETITIONS/DEPUTATIONS/PRESENTATIONS:

Nil.

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

Nil.

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 affecting an employee or employees

The personal affairs of any person;

A matter that if disclosed, would reveal –

A trade secret; or

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."

No Declarations of Interest were made.

12. FINANCE REPORTS

12.1 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR PERIOD ENDED 31 OCTOBER 2020

Applicant:	Shire of Perenjori
File:	ADM0081
Disclosure of Interest:	Nil
Author:	Deb Barndon – Accountant
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	12.1 - Monthly Statement of Financial Activity for October 2020 12.1.1 - Information Schedule for October 2020

Executive Summary:

This item recommends that Council receive the Financial Activity Statements for the period ending 31 October 2020.

Background:

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

Details:

Nil.

Legal Compliance:

Nil.

Policy Implications:

Nil.

Financial Implications:

Shown in the attached data.

Strategic Community Plan:

Area 5: Investing in Councils Leadership.
Goal: Strengthen the Shire's position as an innovative, independent local government providing excellence in all areas of governance, management and leadership.

Consultation:

Nil.

Precedents:

Nil.

Officer Comment:

Nil.

CEO Comment:

Nil.

Voting Requirements: Simple Majority

12.1.1 THE FINANCIAL ACTIVITY STATEMENTS FOR THE PERIOD ENDING 31 OCTOBER 2020.

OFFICER RECOMMENDATION

THAT Council receive the Financial Activity Statement Reports for the period ending 31 October 2020.

12.1.2 THE FINANCIAL ACTIVITY STATEMENTS FOR THE PERIOD ENDING 31 OCTOBER 2020.

COUNCIL DECISION

THAT Council receive the Financial Activity Statement Reports for the period ending 31 October 2020.

Moved: Cr J Sutherland Seconded: Cr B Baxter Motion put and carried 7/0

12.2 SCHEDULE OF FINANCIAL ACTIVITY FOR PERIOD ENDED 31 OCTOBER 2020

Applicant:	Shire of Perenjori
File:	ADM0082
Disclosure of Interest:	Nil
Author:	Deb Barndon – Accountant
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	12.2 - Accounts for Payment 31 October 2020

Executive Summary:

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

Background:

Council delegates authority to the Chief Executive Officer annually:

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

Legal Compliance:

Local Government Act 1995
S6.5. Accounts and records
Local Government (Financial Management) Regulations 1996
R11. Payments, procedures for making etc.
R12. Payments from municipal fund or trust fund, restrictions on making
(1) A payment may only be made from the municipal fund or the trust fund —
(a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
(b) otherwise, if the payment is authorised in advance by a resolution of the council.
(2) The council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the council.
S13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.
(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
(a) the payee's name; and
(b) the amount of the payment; and
(c) the date of the payment; and
(d) sufficient information to identify the transaction.
(2) A list of accounts for approval to be paid is to be prepared each month showing —
(a) for each account which requires council authorisation in that month —
(i) the payee's name; and
(ii) the amount of the payment; and
(iii) sufficient information to identify the transaction; and
(b) the date of the meeting of the council to which the list is to be presented.

(3) A list prepared under sub-regulation (1) or (2) is to be —

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

(b) recorded in the minutes of that meeting.

Policy Implications:

Nil.

Council Role:

Nil.

Council Policy Compliance:

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

Financial Implications:

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

Strategic Community Plan:

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

Consultation:

Nil.

Risk Assessment:

Nil.

Precedents:

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

Officer Comment:

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

Accounts Paid for the Month Ending 31 October 2020.

Municipal Account	
EFT	$240,463.68
Direct Debits	$150,710.96
Cheques	$15,436.27
Corporate MasterCard	$514.49
Bank Fees	$2,426.42
Total	**$409,551.82**

Trust Account – Mt Gibson Public Benefit Funds	
EFT	$46,744.50
Cheques	$0.00
Bank Fees	$0.00
Total	**$46,744.50**

Totalling **$456,296.32** from *Municipal* and *Trust Accounts* for the month ending **31 October 2020.**

Voting Requirements: Simple Majority

12.2.1 SCHEDULE OF PAID ACCOUNTS AS AT 31 OCTOBER 2020.

OFFICER RECOMMENDATION

THAT Council receives the October Schedule of Paid Accounts Report.

12.2.2 SCHEDULE OF PAID ACCOUNTS AS AT 31 OCTOBER 2020.

COUNCIL DECISION

THAT Council receives the October Schedule of Paid Accounts Report.

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

12.3 CHANGE IN BANK SIGNATORIES AND CREDIT CARD ALLOCATION

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

Executive Summary:

This item seeks Council's endorsement to make an alteration to the Bank signatories by adding the new Deputy Chief Executive Officer (DCEO) and allocating a Corporate Credit Card to the DCEO.

Background:

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

- Mario Romeo – Chief Executive Officer
- Ken Markham – Manager Infrastructure Services
- Deborah Barndon – Accountant

The position of Deputy Chief Executive Officer is responsible for a Corporate Credit Card limit of $5,000. Access to the credit card facility is an important aspect of modern and efficient purchasing, particularly as a result of the lasing business impacts of the COVID-19 pandemic.

With the appointment of Ms Taryn Dayman to the position of DCEO, the bank requires specific authorisation by Council resolution in order to enable a Corporate Credit Card to be established.

Statutory Environment:

Local Government (Financial) Regulations 1996.

Policy Implications:

Nil.

Legal Compliance:

Nil.

Risk Management:

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

Consultation:

Accountant.

Accounts Officer.

Financial Implications:

Nil.

Precedents:

Nil.

Strategic Community Plan:

Area 5: Investing in Councils Capacity – Our Leadership

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

Officer Comment:

Nil.

Voting Requirements: Absolute Majority

12.3.1 CHANGE IN BANK SIGNATORIES AND CREDIT CARD ALLOCATION

OFFICER RECOMMENDATION

THAT:

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

12.3.2 CHANGE IN BANK SIGNATORIES AND CREDIT CARD ALLOCATION

COUNCIL DECISION

THAT:

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

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

13. COMMUNITY DEVELOPMENT

13.1 ASTROTOURISM WESTERN AUSTRALIA MEMBERSHIP

Applicant:	Shire of Perenjori
File:	ADM0603
Disclosure of Interest:	Nil
Author:	Emily Eakins – Community Development Officer
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	13.1 - Astrotourism Towns Project Letter

Executive Summary:

This item seeks Council's approval for the Shire of Perenjori to become a financial member of the Astrotourism Western Australia group.

Background:

The Astrotourism project commenced in 2018 and is currently working with 15 Shires throughout the Mid-West and Wheatbelt. Astrotourism contributes to increased overnight visitors to the region, and diversifies the local tourism experience. The Perenjori night sky was recently surveyed by the project and our two locations both scored highly.

Statutory Environment:

Nil.

Policy Implications:

Nil.

Legal Compliance:

Nil.

Risk Management:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Surrounding shires already being members could cause competition.	Low.	Work with the our neighbouring shires to leverage off each other's events.

Consultation:

Chief Executive Officer - Mario Romeo
Astrotourism WA - Carol Redford

Financial Implications:

Membership Astrotourism towns 2020/21 - $3000.00

Precedents:

Nil.

Strategic Community Plan:

Area 3: People & 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 or exceed their potential.

Area 4: Investing in Community Capacity
Goal: Supporting community's strong volunteering culture and supporting community leaders to grow and develop.

Area 5: Investing in Council's Capacity – Our Leaders
Goal: Strengthen the Shire's position as an innovative local government providing excellence in all areas of governance, management and leadership.

Officer Comment:

Becoming a member of the Astrotourism Wester Australia will allow the Shire of Perenjori to participate in a range of promotional events that are held. This will be a great opportunity for our town to take advantage of our pristine night skies. It will also allow the Shire and the tourist centre to expand our tourist season and diversify the local tourism experience.

Voting Requirements: Simple Majority

13.1.1 ASTROTOURISM WESTERN AUSTRALIA MEMBERSHIP

OFFICER RECOMMENDATION

THAT the Shire of Perenjori become a financial member of Astrotourism Western Australia.

13.1.2 ASTROTOURISM WESTERN AUSTRALIA MEMBERSHIP

COUNCIL DECISION

THAT the Shire of Perenjori become a financial member of Astrotourism Western Australia.

Moved: Cr P Logue Seconded: Cr J Sutherland Motion put and carried 7/0

14. HEALTH, BUILDING AND PLANNING

Nil.

15. PLANT AND WORKS

Nil.

16. GOVERNANCE

16.1 COMMITTEES - REPRESENTATION AND MEMBERSHIP

Applicant:	Shire of Perenjori
File:	ADM0398
Disclosure of Interest:	Nil
Author:	Wayne Scheggia – Executive Advisor
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	16.1 - Committee Workshop Notes

Executive Summary

This report details the recommendations for committee membership and representation discussed at the "Committee Workshop" on October 28th.

Background:

The newly elected Councillors were sworn in at a Special Council Meeting on the 20th October 2020, at which the allocation of committee positions was listed for discussion and decision. The item was deferred pending a Committee Workshop to enable detailed consideration of the item before a final consideration and decision by council.

The Committee Workshop was held on 28th October, 2020 and the recommendations made are detailed below.

Statutory Environment:

Local Government Act (1995).

Policy Implications:

Nil.

Budget Implications:

Nil.

Risk Management:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Compliance with legislation and regulation. Maximise community and external engagement.	Medium.	Facilitate early Council decision.

Consultation:

Chief Executive Officer.
Deputy Chief Executive Officer.

Strategic Community Plan:

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

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

Comment:

Appointment of Council delegates and representatives to various Council, community and other committees is proposed in the recommendation, as per the Committee Workshop held on 28th October.

Voting Requirements: **Simple Majority**

16.1.1 COMMITTEES - REPRESENTATION AND MEMBERSHIP

OFFICER RECOMMENDATION

Audit Committee (Mandatory)
THAT Council appoint the following elected members to the Audit Committee:

Cr Brian Baxter
Cr Chris King
Cr Colin Bryant
Cr Daniel Bradford
Cr Jude Sutherland
Cr Les Hepworth
Cr Phil Logue

Finance Committee
THAT Council appoint the CEO, Deputy CEO, Accountant and the following elected members to the Finance Committee:

Cr Brian Baxter
Cr Chris King
Cr Colin Bryant
Cr Daniel Bradford
Cr Jude Sutherland
Cr Les Hepworth
Cr Phil Logue

Plant and Works Committee
THAT the Plant and Works Committee be discontinued and replaced by discussion forums and inspections as appropriate.

Bush Fire Advisory Committee
THAT Council appoint the CEO (or delegate) and the following elected members to the Bush Fire Advisory Committee as Delegate and Deputy Delegates respectively;

Cr Chris King	**(Delegate)**
Cr Les Hepworth	**(Deputy Delegate)**
Cr Daniel Bradford	**(Deputy Delegate)**

Perenjori Public Community Benefit Fund
THAT Council appoint the following elected members to the Perenjori Public Community Benefit Fund Committee as delegate and Deputy Delegate respectively;

Cr Les Hepworth	**(Delegate)**
Cr Colin Bryant	**(Deputy Delegate)**

Perenjori Early Childhood Centre Advisory Committee
THAT the Perenjori Early Childhood Centre Advisory Committee be dissolved.

COUNCIL DELEGATES TO EXTERNAL COMMITTEES:

Local Emergency Management Committee (Mandatory)
THAT Council appoint the following elected members as Delegate and Deputy Delegate respectively to the Local Emergency Management Committee.

Cr Jude Sutherland	**(Delegate)**
Cr Brian Baxter	**(Deputy Delegate)**

Northern County Zone
THAT Council appoint the CEO (or Delegate) and following elected members as Delegate and Deputy Delegate respectively to the Northern Country Zone Committee.

Cr Chris King	**(Delegate)**
Cr Jude Sutherland	**(Deputy Delegate)**

Moore Catchment Council
THAT no appointment be made to the Moore Catchment Council.

Wildflower Country Tourism Group
THAT Council appoint the following elected member as Delegate to the Wildflower Country Tourism Group

Cr Phil Logue	**(Delegate)**

North Midlands Sub-Regional Road Group
That Council appoint the following elected members as Delegate and Deputy Delegate respectively to the North Midlands sub-Regional Road Group.

Cr Chris King	**(Delegate)**
Cr Daniel Bradford	**(Deputy Delegate)**

COUNCIL DELEGATES TO COMMUNITY COMMITTEES.

Perenjori Tourism Townscape Committee
THAT Council appoint the CEO (or delegate) and the following elected member as Delegate to the Perenjori Tourism Townscape Committee.

Cr Phil Logue	**(Delegate)**

16.1.2 COMMITTEES - REPRESENTATION AND MEMBERSHIP

COUNCIL DECISION

Audit Committee (Mandatory)
THAT Council appoint the following elected members to the Audit Committee:

Cr Brian Baxter
Cr Chris King
Cr Colin Bryant
Cr Daniel Bradford
Cr Jude Sutherland
Cr Les Hepworth
Cr Phil Logue

Finance Committee
THAT Council appoint the CEO, Deputy CEO, Accountant and the following elected members to the Finance Committee:

Cr Brian Baxter
Cr Chris King
Cr Colin Bryant
Cr Daniel Bradford
Cr Jude Sutherland
Cr Les Hepworth
Cr Phil Logue

Plant and Works Committee
THAT the Plant and Works Committee be discontinued and replaced by discussion forums and inspections as appropriate.

Bush Fire Advisory Committee
THAT Council appoint the CEO (or delegate) and the following elected members to the Bush Fire Advisory Committee as Delegate and Deputy Delegates respectively;

Cr Chris King	**(Delegate)**
Cr Les Hepworth	**(Deputy Delegate)**
Cr Daniel Bradford	**(Deputy Delegate)**

Perenjori Public Community Benefit Fund
THAT Council appoint the following elected members to the Perenjori Public Community Benefit Fund Committee as delegate and Deputy Delegate respectively;

Cr Les Hepworth	**(Delegate)**
Cr Colin Bryant	**(Deputy Delegate)**

Perenjori Early Childhood Centre Advisory Committee
THAT the Perenjori Early Childhood Centre Advisory Committee be dissolved.

COUNCIL DELEGATES TO EXTERNAL COMMITTEES:

Local Emergency Management Committee (Mandatory)
THAT Council appoint the following elected members as Delegate and Deputy Delegate respectively to the Local Emergency Management Committee.

Cr Jude Sutherland	**(Delegate)**
Cr Brian Baxter	**(Deputy Delegate)**

Northern County Zone
THAT Council appoint the CEO (or Delegate) and following elected members as Delegate and Deputy Delegate respectively to the Northern Country Zone Committee.

Cr Chris King (Delegate)
Cr Jude Sutherland (Deputy Delegate)

Moore Catchment Council
THAT no appointment be made to the Moore Catchment Council.

Wildflower Country Tourism Group
THAT Council appoint the following elected member as Delegate to the Wildflower Country Tourism Group

Cr Phil Logue (Delegate)

North Midlands Sub-Regional Road Group
That Council appoint the following elected members as Delegate and Deputy Delegate respectively to the North Midlands sub-Regional Road Group.

Cr Chris King (Delegate)
Cr Daniel Bradford (Deputy Delegate)

COUNCIL DELEGATES TO COMMUNITY COMMITTEES.

Perenjori Tourism Townscape Committee
THAT Council appoint the CEO (or delegate) and the following elected member as Delegate to the Perenjori Tourism Townscape Committee.

Cr Phil Logue (Delegate)

Moved: Cr L Hepworth Seconded: Cr P Logue Motion put and carried 7/0

16.2 RESCIND POLICY 4002 RATES COLLECTION, PAYMENT AND DISCOUNT

Applicant:	Shire of Perenjori
File:	ADM0311 & ADM0033
Disclosure of Interest:	Nil
Author:	Louise Sequerah – Rates Officer
Responsible Officer:	Taryn Dayman – Deputy Chief Executive Officer
Attachments:	16.2 - Shire of Perenjori Debt Recovery Steps

Executive Summary:

That Council considers rescinding Council Policy 4002 - Rates collection, payment and discount.

Background:

Council's Debt Recovery Policy 4002 was created in 2014 and amended in 2017.

This Policy defines activities that are required under the Local Government Act 1995 and deemed to be unnecessary in a policy. As the Policy has not kept up to date with the Act, there are sections of this Policy that contradict the Act.

Policy 4002 also defines percentages and amounts that are adopted as part of the annual budget. By detailing these in a Policy it can result in the Policy not complying with the current budget.

Statutory Environment:

Local Government Act 1995

Policy Implications:

This agenda proposes that the following council policies be rescinded:
4002 - Rates collection, payment and discount

Legal Compliance:

Nil.

Risk Management:

Nil.

Consultation:

Deputy Chief Executive Officer.

Financial Implications:

Nil.

Precedents:

Nil.

Strategic Community Plan:

Area: Investing in Councils Capacity – Our Leadership
Goal: Strengthen the Shire's position as an innovative, independent local Government providing excellence in all areas of governance, management and leadership.

Officer Comment:

Nil.

Voting Requirements: Simple Majority

16.2.1 RESCIND POLICY 4002 RATES COLLECTION, PAYMENT AND DISCOUNT

OFFICER RECOMMENDATION

That Council rescinds Council Policy 4002 – Rates Collection, Payment and Discount.

16.2.2 RESCIND POLICY 4002 RATES COLLECTION, PAYMENT AND DISCOUNT

COUNCIL DECISION

That Council rescinds Council Policy 4002 – Rates Collection, Payment and Discount.

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

16.3 ATTENDANCE AT EVENTS POLICY

Applicant:	Shire of Perenjori
File:	ADM0311
Disclosure of Interest:	Nil
Author:	Taryn Dayman – Deputy Chief Executive Officer
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	16.3 - Draft Attendance at Events Policy

Executive Summary:

That Council considers and endorse a new Attendance at Events Policy.

Background:

Amendments to the provisions of the *Local Government Act 1995* (The Act), proclaimed on the 18 October 2018, introduced a requirement for local governments to prepare and adopt a policy for attendance at events (section 5.90A) to deal with matters relating to the attendance of council members and the Chief Executive Officer (CEO) at events.

The purpose of the policy is for the Council to actively consider the purpose of, and benefits to the community from council members and CEO's attending events. It provides transparency about the attendance at events of Council members and the CEO.

Events are defined within the Act and include concerts, conferences, functions or sporting events, or other occasions as prescribed in the regulations. The policy addresses attendance whether free of charge, part of a sponsorship agreement or paid by the local government.

Statutory Environment:

Section 5.90A of the Local Government Act 1995, states:

5.90A. Policy for attendance at events

(1) *In this section —*

event *includes the following —*

(a) *a concert;*
(b) *a conference;*
(c) *a function;*
(d) *a sporting event;*
(e) *an occasion of a kind prescribed for the purposes of this definition.*

(2) *A local government must prepare and adopt* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —*

(a) the provision of tickets to events; and
(b) payments in respect of attendance; and
(c) approval of attendance by the local government and criteria for approval; and
(d) any prescribed matter.

** Absolute majority required.*

(3) *A local government may amend* the policy.*

** Absolute majority required.*

(4) *When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.*
(5) *The CEO must publish an up-to-date version of the policy on the local government's official website.*

Policy Implications:

New Attendance at Events Policy
The proposal recommends establishment of a new policy, consistent with the intent of the legislation and the Department of Local Government, Sport and Cultural Industries (DLGSCI) guidelines and has been adopted to include reference to all Shire of Perenjori employees (not just the CEO) as permitted by the guidelines.

Legal Compliance:

Nil.

Risk Management:

Nil.

Consultation:

Chief Executive Officer.

Financial Implications:

There are no financial implications in relation to this item.

Precedents:

Nil.

Strategic Community Plan:

Area: Investing in Councils Capacity – Our Leadership

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

Officer Comment:

Nil.

Voting Requirements: Absolute Majority

16.3.1 ATTENDANCE AT EVENTS POLICY

OFFICER RECOMMENDATION

THAT Council, by Absolute Majority, adopt the Attendance at Events Policy, as provided for in attachment 16.3.

16.3.2 ATTENDANCE AT EVENTS POLICY

COUNCIL DECISION

THAT Council, by Absolute Majority, adopt the Attendance at Events Policy, as provided for in attachment 16.3.

Moved: Cr J Sutherland Seconded: Cr C Bryant Motion put and carried 7/0

16.4 CITIZENSHIP CEREMONIES DRESS CODE POLICY

Applicant:	Shire of Perenjori
File:	ADM0311
Disclosure of Interest:	Nil
Author:	Taryn Dayman – Deputy Chief Executive Officer
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	16.4 - Draft Ceremonies Dress Code Policy

Executive Summary:

That Council consider and endorse a new Citizenship Ceremonies Dress Code policy, as required by the Australian Citizenship Ceremonies Code 2019.

Background:

Local government authorities are provided an Instrument of Delegation by the Minister for Immigration, Citizenship, Migrant Services and Multicultural Affairs to perform Citizenship Ceremonies. Ceremonies are to be conducted in accordance with the Australian Citizenship Ceremonies Code.

The Australian Citizenship Ceremonies code was updated in 2019 and included the following changes:

- Local government authorities must ensure that ceremonies are conducted in accordance with the Australian Citizenship Ceremonies Code;
- Federal Members of Parliament, if attending a citizenship ceremony, should read the Minister's message, and;
- Individual Councils are to establish a Dress Code for ceremonies, to reflect the significance of the occasion, and provide a copy of their adopted Dress Code to the Department of Home Affairs.

Statutory Environment:

Australian Citizenship Act 2007
Australian Citizenship Ceremonies Code 2019

The Australian Citizenship Ceremonies Code 2019 is established under the Australian Citizenship Act 2007 and sets out the legal and other requirements for conducting citizenship ceremonies as well as the roles and responsibilities for those involved in citizenship ceremonies.

The Australian Citizenship Ceremonies Code 2019 now requires all local governments to have a Dress Code for Citizenship Ceremonies. Adopted Dress Codes are required to be forwarded to the Department of Home Affairs and provided to all conferees participating in a ceremony.

Policy Implications:

New Citizenship Ceremonies Dress Code Policy.

Legal Compliance:

Nil.

Risk Management:

Nil.

Consultation:

Chief Executive Officer.

Financial Implications:

There are no financial implications in relation to this item.

Precedents:

Nil.

Strategic Community Plan:

Area: Investing in Councils Capacity – Our Leadership
Goal: Strengthen the Shire's position as an innovative, independent local Government providing excellence in all areas of governance, management and leadership.

Officer Comment:

The adoption of a Citizenship Ceremonies Dress Code policy meets our obligations to abide by the Australian Citizenship Ceremonies Code 2019 when organising Australian Citizenship Ceremonies on behalf of the Department of Home Affairs.

Voting Requirements: Simple Majority

16.4.1 CITIZENSHIP CEREMONIES DRESS CODE POLICY

OFFICER RECOMMENDATION

THAT Council:

1. **Adopts new Council Policy 1023 – Citizenship Ceremonies Dress Code, as provided for in attachment 16.4.**
2. **Forward a copy of the adopted Citizenship Ceremonies Dress Code Policy to the Department of Home Affairs as required under the Australian Citizenship Ceremonies Code 2019.**

16.4.2 CITIZENSHIP CEREMONIES DRESS CODE POLICY

COUNCIL DECISION

THAT Council:

1. **Adopts new Council Policy 1023 – Citizenship Ceremonies Dress Code, as provided for in attachment 16.4.**
2. **Forward a copy of the adopted Citizenship Ceremonies Dress Code Policy to the Department of Home Affairs as required under the Australian Citizenship Ceremonies Code 2019.**

Moved: Cr D Bradford Seconded: Cr J Sutherland Motion put and carried 7/0

16.5 COUNCIL MEMBER CONTINUING PROFESSIONAL DEVELOPMENT AND TRAVEL POLICY

Applicant:	Shire of Perenjori
File:	ADM0070
Disclosure of Interest:	Nil
Author:	Taryn Dayman – Deputy Chief Executive Officer
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	16.5 - Draft Council Member Continuing Professional 16.5.1 - Development & Travel Policy. 16.5.2 - Policy 9001 Elected Members Conferences and Seminars. 16.5.3 - Policy 9002 Elected Members Training. 16.5.4 - Policy 9003 Elected Members use of Shire Vehicles. 16.5.5 - Policy 9009 Elected Members Fees and Expenses.

Executive Summary:

That Council considers rescinding Council Policies:

- 9001 - Elected Member Conferences and Seminars;
- 9002 - Elected Members Training;
- 9003 - Elected Members use of Shire Vehicles, and
- 9009 - Elected Members Fees and Expense.

and endorse a new Council Member Continuing Professional Development and Travel Policy.

Background:

Amendments to the Local Government Act 1995 (the Act) includes provisions that require Council Members to complete training in accordance with the *Local Government (Administration) Regulations 1996* (the regulations).

In accordance to the regulations Council Members are required to complete *Council Member Essentials* that consists of the following modules –

(i) Understanding Local Government;
(ii) Serving on Council;
(iii) Meeting Procedures;
(iv) Conflict of Interest;
(v) Understanding Financial Reports and Budgets.

Amendments to the Act also include the requirement for Council to prepare and adopt, by absolute majority, a policy in relation to the continuing professional development of Council Members. The form and content of the policy must comply with any prescribed requirements, set in the regulations (regulations 35 and 36).

The Amendments also include the requirements for local governments to prepare a report for each financial year on the training completed by Council Members in the financial year with the report to be published on the local government's official website within 1 month after the end of financial year to which the report relates.

Council has currently several policies that relate to Elected Members Training, Conference and Seminars as well as other policies that cover the use of vehicles and reimbursements of expenses while on training, conferences and Seminars being;

1) 9001 Elected Members Conference and Seminars;
2) 9002 Elected Members Training;
3) 9003 Elected Members use of Shire Vehicles; and

9009 Elected Members Fees and Expense.

Statutory Environment:

Section 5.127 and 5.128 of the Local Government Act 1995, states:

5.127. Reporting on Training

(6) *A local government must prepare a report for each financial year on the training completed by council members in the financial year.*

(7) *The CEO must publish the report on the local government's official website within 1 month after the end of the financial year to which the report relates.*

5.128. Policy for continuing professional development

(1) A local government must prepare and adopt a policy in relation to the continuing professional development of council members*

** Absolute majority required.*

(2) A Local Government may amend the policy.*

** Absolute majority required.*

(3) When preparing the policy or amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

(4) The CEO must publish an up-to-date version of the policy on the local government's official website.

(5) A local government –

a. Must review the policy after each ordinary election; and

b. May review the policy at any other time.

Policy Implications:

This agenda proposed that the following council policies be rescinded:

1) 9001 Elected members Conference and Seminars
2) 9002 Elected Members Training
3) 9003 Elected members use of Shire Vehicles
4) 9009 Elected Members Fees and Expense

Legal Compliance:

Nil.

Risk Management:

Nil.

Consultation:

Chief Executive Officer.

Financial Implications:

Expenses in relation to councillor professional development and attendance at conference and training, in line with annual budget allocations.

Precedents:

Nil.

Strategic Community Plan:

Area: Investing in Councils Capacity – Our Leadership
Goal: Strengthen the Shire's position as an innovative, independent local Government providing excellence in all areas of governance, management and leadership.

Officer Comment:

The above policies do not have the required information to meet the requirements of the regulations; therefore a new policy is required. It is proposed that the new policy be extended to include other related policies that could be linked to training, such as travel, reimbursements of expenses resulting in one comprehensive policy that meets the needs of the Shire and Council Members.

The Council Policy objectives are proposed to ensure that Councillors have equitable access to a range of relevant training and professional development opportunities to enhance their ability to fulfil their roles and responsibilities as Elected Members and to provide good governance to the Shire.

The policy provides guidance to Council Members and Administration employees relating to the organisation, attendance, payment and reimbursement of training and professional development undertaken by Council Members.

Voting Requirements: Absolute Majority

16.5.1 COUNCIL MEMBER CONTINUING PROFESSIONAL DEVELOPMENT AND TRAVEL POLICY

OFFICER RECOMMENDATION

That Council:

1) **Adopt Council Policy – Council Member Continuing Professional Development and Travel, as provided for in attachment 16.5.**

2) **Rescind Council Policies;**
   - **a) 9001 Elected Members Conference and Seminars;**
   - **b) 9002 Elected Members Training;**
   - **c) 9003 Elected Members use of Shire Vehicles;**
   - **d) 9009 Elected Members Fees and Expense;**

As they are adequately accounted for within the Council Policy – Council Member Continuing Professional Development and Travel Policy.

16.5.2 COUNCIL MEMBER CONTINUING PROFESSIONAL DEVELOPMENT AND TRAVEL POLICY

COUNCIL DECISION

That Council:

1) **Adopt Council Policy – Council Member Continuing Professional Development and Travel, as provided for in attachment 16.5.**

2) **Rescind Council Policies;**
   - **e) 9001 Elected Members Conference and Seminars;**
   - **f) 9002 Elected Members Training;**
   - **g) 9003 Elected Members use of Shire Vehicles;**
   - **h) 9009 Elected Members Fees and Expense;**

As they are adequately accounted for within the Council Policy – Council Member Continuing Professional Development and Travel Policy.

Moved: Cr J Sutherland Seconded: Cr L Hepworth Motion put and carried 7/0

16.6 WORKING FROM HOME POLICY

Applicant:	Shire of Perenjori
File:	ADM0311
Disclosure of Interest:	Nil
Author:	Taryn Dayman – Deputy Chief Executive Officer
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	16.6 - Draft Working from Home Policy

Executive Summary:

That Council considers and endorse a new Working from Home Policy.

Background:

The State of Health Emergency declared by the State Government in regards to COVID-19 has highlighted the need for the Shire of Perenjori to implement a Working from Home Policy.

Statutory Environment:

Local Government Act 1995
Local Government Industry Award 2020
Fair Work Act 2009
Occupational Safety & Health Act 1984

Policy Implications:

New Working from Home Policy.

Legal Compliance:

Nil.

Risk Management:

Nil.

Consultation:

Chief Executive Officer.

Financial Implications:

Potential working from home allowances.

Precedents:

Nil.

Strategic Community Plan:

Area: Investing in Councils Capacity – Our Leadership
Goal: Strengthen the Shire's position as an innovative, independent local Government providing excellence in all areas of governance, management and leadership.

Officer Comment:

A new policy has been developed that provides flexible and family friendly working arrangements for employees. The new policy has been based on the WALGA template which was recently reviewed as part of WALGA's assistance to Local Governments during the COVID-19 pandemic.

The policy outlines the circumstances in which a working from home arrangement is appropriate and provides guidelines to facilitate the management of such an arrangement.

A working from home policy will provide staff with opportunities to review their personal and professional circumstances, and assist Council in managing those staff who wish to have the opportunity to work from home in certain circumstances in the short term, return to work after extended leave, or for those staff who may be wishing to transition into retirement.

The working from home policy can also be included as part of Council Business Continuity Plan arrangements.

The policy incorporates allowances that may be paid to the employee to offset the requirements to use their personal phone and/or internet as determined by the Chief Executive Officer.

Voting Requirements: Simple Majority

16.6.1 WORKING FROM HOME POLICY

OFFICER RECOMMENDATION

THAT Council adopts the Working from Home Policy as provided for in attachment 16.6.

16.6.2 WORKING FROM HOME POLICY

PROCEDURAL MOTION

THAT this matter be deferred to the next Ordinary Council Meeting, pending further consideration and explanation.

Moved: Cr B Baxter Seconded: Cr L Hepworth Motion put and carried 6/1

16.7 SCHOOL BUS ROUTES

Applicant:	Shire of Perenjori
File:	ADM0208
Disclosure of Interest:	Nil
Author:	Mario Romeo – Chief Executive Officer
Responsible Officer:	Mario Romeo – Chief Executive Officer
Attachments:	Nil

Executive Summary:

The establishment of school bus routes in Western Australian rural communities is the responsibility of the Department of Transport School Bus Services Branch (DOTSBSB). The Shire of Perenjori (SOP), along with many other local governments, has experienced a general lack of consultation before the School Bus Services Branch (SBSB) (re)allocate school bus routes. In some instances, the result has been that the Shire has had to direct limited resources to roads allocated by DOTSBSB as a school bus route to ensure that they are suitable for that use. Had there been a level of consultation with the Shire before the allocation, other more suitable roads could have been suggested.

In addition, local rural families may be disadvantaged through not being consulted by DOTSBSB when routes are changed because of increasing travel distances to drop children at school bus pick up points., In extreme cases this can necessitate a change in school the child may be attending.

Given the above issues are not just localized to the Shire of Perenjori, it would be appropriate to have the matter raised with the WALGA Northern Country Zone to be addressed with DOTSBSB.

This item seeks Council approval for the President to represent the position of the SOP Council to the Northern Country Zone Council.

Background:

The establishment of school bus routes in Western Australian rural communities is the responsibility of the DOTSBSB. There doesn't appear to be any formal mechanism established between the DOTSBSB and Country Shires for consultation prior to the DOTSBSB amending school bus routes which might impact on Shire residents particularly in remote areas serviced by the unsealed road network.

Statutory Environment:

Nil.

Policy Implications:

Nil.

Legal Compliance:

Nil.

Risk Management:

Improved transparency and communications with DOTSBSB will result in reducing the risk associated with building and maintaining school bus routes in rural communities.

Consultation:

Chief Executive Officer – Shire of Morawa.
Manager Infrastructure Services – Ken Markham.
Community members.

Financial Implications:

The Shire gives priority to maintenance of school bus routes during maintenance grading programs, and all school bus routes are to be graded, if needed, prior to the school year recommencing. There are financial implications of SBSB falling to consult with the Shire when allocating school bus routes. This relates to the Shire having to urgently direct resources to roads that may not have been considered suitable for such routes.

Precedents:

Nil.

Strategic Community Plan:

Area 1 Infrastructure and Natural Assets.
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. Strengthen the Shire's position as an innovative, independent local government providing excellence in all areas of governance, management and leadership.

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 or exceed their potential.

CEO Comment:

Given the nature of this issue it is prudent for SOP Council to seek the assistance of the WALGA Northern Country Zone to address the planning and establishment of school bus routes in rural communities

Voting Requirements: Simple Majority

16.7.1 SCHOOL BUS ROUTES

OFFICER RECOMMENDATION

That an Item be prepared and submitted to the next WALGA Northern Country Zone meeting that seeks to raise with the Department of Transport (School Bus Services Branch), the urgent need for a more timely, transparent and effective process to address the planning and establishment of school bus routes in rural communities.

16.7.2 SCHOOL BUS ROUTES

COUNCIL DECISION

That an Item be prepared and submitted to the next WALGA Northern Country Zone meeting that seeks to raise with the Department of Transport (School Bus Services Branch), the urgent need for a more timely, transparent and effective process to address the planning and establishment of school bus routes in rural communities.

Moved: Cr L Hepworth Seconded: Cr P Logue Motion put and carried 7/0

17. CONFIDENTIAL REPORTS

Nil.

18. ORDERING THE COMMON SEAL

Nil.

19. REPORTS OF COMMITTEES AND MEMBERS

Nil.

20. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

21. NOTICE OF MOTIONS

21.1 POLICY MANUAL REVIEW

THAT the review of the 2021 Strategic Plan and Community Business Plan, be followed by a complete review of the Policy Manual.

Moved: Cr B Baxter Seconded: Cr J Sutherland Motion put and carried 7/0

22. NEW BUSINESS OF AN URGENT NATURE ADMITTED BY COUNCIL

Nil.

23. CLOSURE OF MEETING

The Shire President declared the meeting closed at 6.40 pm.

24. NEXT MEETING:

The Shire President advises that the date of the next Ordinary Meeting of Council will be held on Thursday 17 December 2020, commencing at 5:30 pm at the Shire of Perenjori Council Chambers 56 Fowler Street, Perenjori WA 6620.

Shire of Perenjori

Embrace Opportunity

ATTACHMENT
12.1(a)

Monthly Statement of Financial Activity
ending 30 November 2020

ORDINARY COUNCIL MEETING 17 DECEMBER 2020

SHIRE OF PERENJORI

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 30 November 2020

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

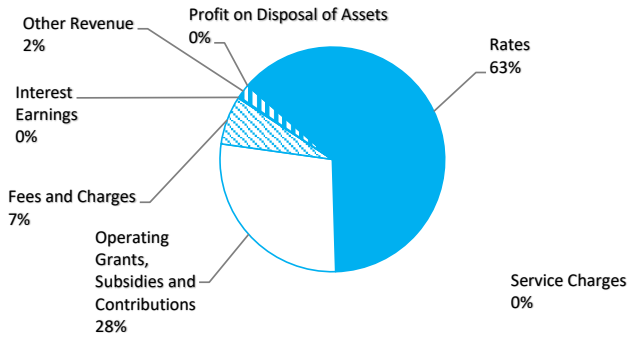
Statement of Financial Activity by Program		4
Statement of Financial Activity by Nature or Type		6
Basis of Preparation		8
Note 1	Statement of Financial Activity Information	9
Note 2	Cash and Financial Assets	10
Note 3	Receivables	11
Note 4	Other Current Assets	12
Note 5	Payables	13
Note 6	Rate Revenue	15
Note 7	Disposal of Assets	16
Note 8	Capital Acquisitions	17
Note 9	Borrowings	20
Note 10	Cash Reserves	21
Note 11	Other Current Liabilities	22
Note 12	Operating grants and contributions	23
Note 13	Non operating grants and contributions	24
Note 14	Trust Fund	25

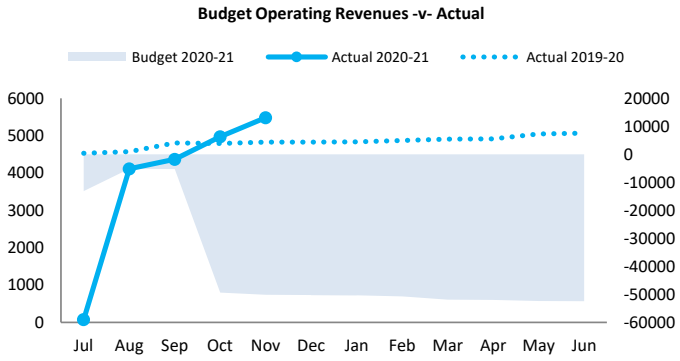
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 NOVEMBER 2020

SUMMARY INFORMATION - GRAPHS

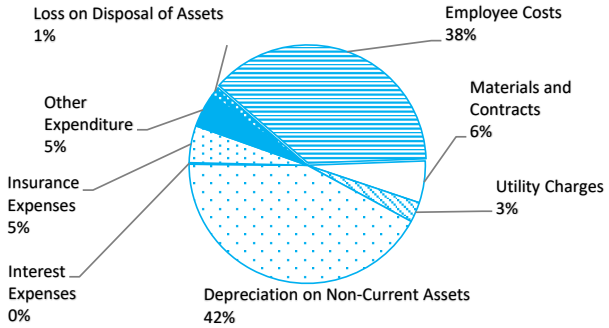
OPERATING ACTIVITIES

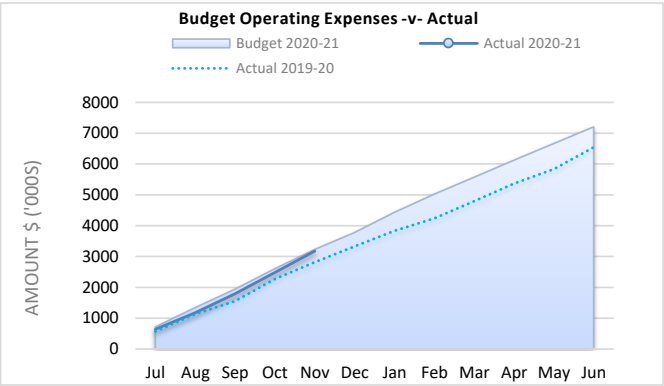
OPERATING REVENUE





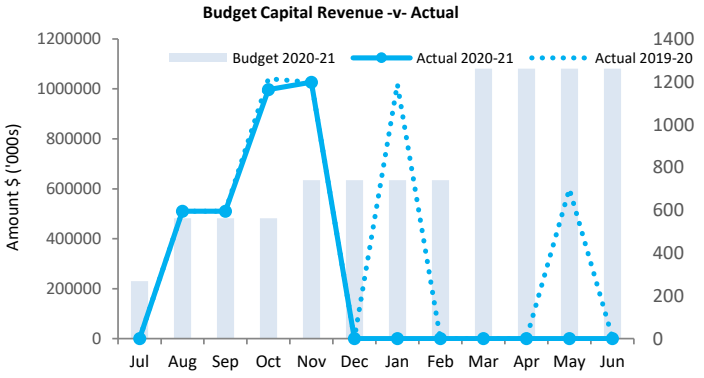
OPERATING EXPENSES



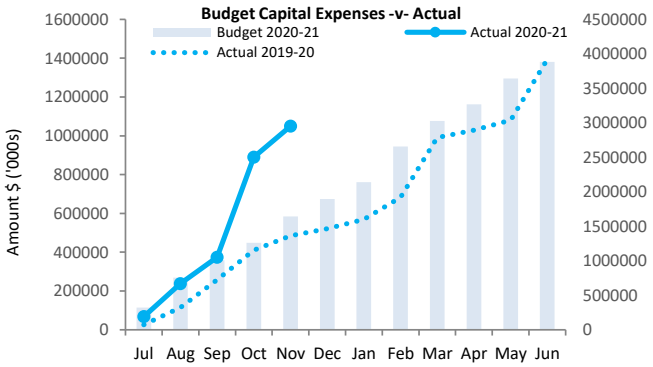


INVESTING ACTIVITIES

CAPITAL REVENUE

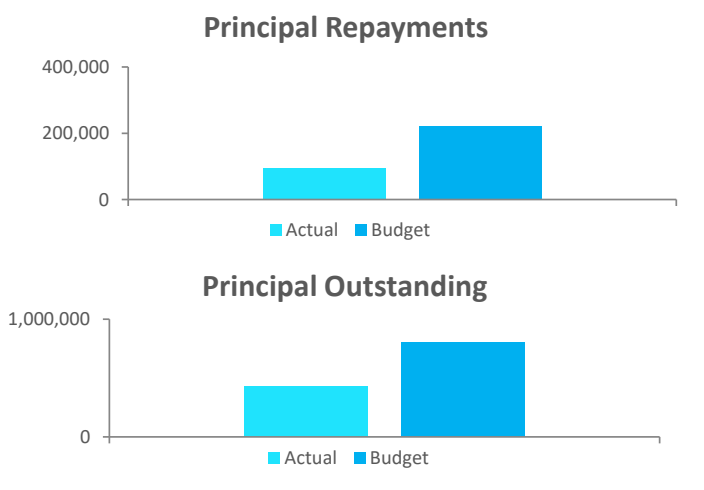


CAPITAL EXPENSES

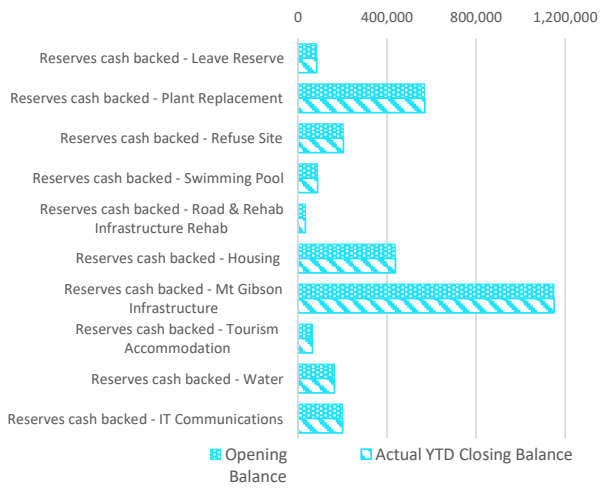


FINANCING ACTIVITIES

BORROWINGS



RESERVES



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

EXECUTIVE SUMMARY

Funding surplus / (deficit) Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
Opening	$2.26 M	$2.26 M	$2.43 M	$0.17 M
Closing	$0.07 M	$4.07 M	$4.82 M	$0.75 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	$7.41 M	% of total
Unrestricted Cash	$4.41 M	59.5%
Restricted Cash	$3.00 M	40.5%

Refer to Note 2 - Cash and Financial Assets

Payables

	$0.11 M	% Outstanding
Trade Payables	$0.09 M	
Over 30 Days		43.3%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables

	$0.27 M	% Collected
Rates Receivable	$0.25 M	91.3%
Trade Receivable	$0.27 M	
Over 30 Days		12.7%
Over 90 Days		2.5%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
$0.85 M	$2.36 M	$2.66 M	$0.30 M

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	$2.81 M	% Variance
YTD Budget	$2.82 M	(0.2%)

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions

YTD Actual	$1.23 M	% Variance
YTD Budget	$1.39 M	(11.4%)

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges

YTD Actual	$0.31 M	% Variance
YTD Budget	$0.27 M	13.5%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($3.31 M)	($0.95 M)	($0.17 M)	$0.78 M

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	$0.03 M	%
Adopted Budget	$0.25 M	(87.2%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition

YTD Actual	$1.23 M	% Spent
Adopted Budget	$4.82 M	(74.5%)

Refer to Note 8 - Capital Acquisition

Capital Grants

YTD Actual	$1.03 M	% Received
Adopted Budget	$1.26 M	(18.6%)

Refer to Note 8 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
$0.27 M	$0.40 M	($0.10 M)	($0.50 M)

Refer to Statement of Financial Activity

Borrowings

Principal repayments	$0.09 M
Interest expense	$0.01 M
Principal due	$0.43 M

Refer to Note 9 - Borrowings

Reserves

Reserves balance	$3.00 M
Interest earned	$0.01 M

Refer to Note 10 - Cash Reserves

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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2020

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		$	$	$	$	%	
Opening funding surplus / (deficit)	1(c)	2,256,095	2,256,095	**2,427,909**	171,814	7.62%	
Revenue from operating activities							
Governance		27,000	9,995	**12,209**	2,214	22.15%	
General purpose funding - general rates	6	2,817,722	2,817,722	**2,812,984**	(4,738)	(0.17%)	
General purpose funding - other		1,779,448	1,175,293	**761,776**	(413,517)	(35.18%)	▼
Law, order and public safety		139,951	58,800	**71,634**	12,834	21.83%	▲
Health		2,500	1,000	**1,313**	313	31.30%	
Education and welfare		61,500	25,625	**90,912**	65,287	254.78%	▲
Housing		124,800	52,000	**66,102**	14,102	27.12%	▲
Community amenities		34,500	34,045	**37,904**	3,859	11.33%	
Recreation and culture		11,550	5,760	**203,317**	197,557	3429.81%	▲
Transport		241,924	204,904	**224,187**	19,283	9.41%	
Economic services		295,000	126,250	**137,556**	11,306	8.96%	
Other property and services		85,150	50,648	**35,128**	(15,520)	(30.64%)	▼
		5,621,045	**4,562,042**	**4,455,022**	(107,020)		
Expenditure from operating activities							
Governance		(323,860)	(218,535)	**(103,466)**	115,069	52.65%	▲
General purpose funding		(155,811)	(65,835)	**(71,522)**	(5,687)	(8.64%)	
Law, order and public safety		(329,310)	(140,310)	**(183,599)**	(43,289)	(30.85%)	▼
Health		(147,680)	(62,830)	**(55,422)**	7,408	11.79%	
Education and welfare		(525,016)	(214,880)	**(219,899)**	(5,019)	(2.34%)	
Housing		(104,833)	(50,124)	**(59,174)**	(9,050)	(18.06%)	
Community amenities		(608,104)	(271,844)	**(207,998)**	63,846	23.49%	▲
Recreation and culture		(1,199,737)	(525,757)	**(539,131)**	(13,374)	(2.54%)	
Transport		(2,818,393)	(1,156,414)	**(1,140,075)**	16,339	1.41%	
Economic services		(917,250)	(402,983)	**(358,150)**	44,833	11.13%	▲
Other property and services		(76,503)	(125,560)	**(239,220)**	(113,660)	(90.52%)	▼
		(7,206,497)	**(3,235,072)**	**(3,177,656)**	57,416		
Non-cash amounts excluded from operating activities	1(a)	2,438,978	1,037,885	**1,383,242**	345,357	33.28%	▲
Amount attributable to operating activities		**853,526**	**2,364,855**	**2,660,608**	295,753		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	13	1,261,657	740,060	**1,027,024**	286,964	38.78%	▲
Proceeds from disposal of assets	7	247,628	67,247	**31,818**	(35,429)	(52.68%)	▼
Payments for property, plant and equipment and infrastructure	8	(4,818,984)	(1,757,886)	**(1,226,794)**	531,092	30.21%	▲
Amount attributable to investing activities		**(3,309,699)**	**(950,579)**	**(167,952)**	782,627		
Financing Activities							
Proceeds from new debentures	9	500,000	500,000	**0**	(500,000)	(100.00%)	▼
Transfer from reserves	10	0	0	**0**	0	0.00%	
Repayment of debentures	9	(222,562)	(93,935)	**(93,935)**	0	0.00%	
Transfer to reserves	10	(8,365)	(6,626)	**(6,276)**	349	5.27%	
Amount attributable to financing activities		**269,073**	**399,439**	**(100,211)**	(499,651)		
Closing funding surplus / (deficit)	1(c)	**68,995**	**4,069,810**	**4,820,354**	750,544		

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to threshold. Refer to Note 15 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 year is $10,000 or 10.00% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 NOVEMBER 2020

STATUTORY REPORTING PROGRAMS

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

KEY TERMS AND DEFINITIONS - REPORTING PROGRAMS

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

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

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

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

PROGRAM NAME AND OBJECTIVES

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

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

LAW, ORDER, PUBLIC SAFETY
Activities:
Enforcement of local laws, fire prevention, animal control and provision of ranger services.

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

EDUCATION AND WELFARE
Activities:
Donations to local education facilities, Perenjori Early Childhood Centre .

HOUSING
Activities:
Provision of maintenace for staff and private housing.

COMMUNITY AMENITIES
Activities:
Rubbish collection services, operation and maintenance of refuse sites, cemetery maintenance and improvements, flood mitigation, public convenience maintenance.

RECREATION AND CULTURE
Activities:
Maintenance of halls, swimming pool, recreation centres, parks and gardens, ovals and various reserves, operation of library services.

TRANSPORT
Activities:
Maintenance of roads, drainage, footpaths, parking facilities, traffic control, street cleaning, maintenance of airstrip

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

OTHER PROPERTY AND SERVICES
Activities:
Plant works, plant overheads and stock of materials.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2020

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		$	$	$	$	%	
Opening funding surplus / (deficit)	1(c)	2,256,095	2,256,095	**2,427,909**	171,814	7.62%	
Revenue from operating activities							
Rates	6	2,817,722	2,817,722	**2,812,984**	(4,738)	(0.17%)	
Operating grants, subsidies andcontributions	12	2,017,461	1,391,892	**1,233,635**	(158,257)	(11.37%)	▼
Fees and charges		575,400	274,028	**310,996**	36,968	13.49%	▲
Interest earnings		15,550	6,655	**9,740**	3,085	46.36%	
Other revenue		174,912	71,745	**87,667**	15,922	22.19%	▲
Profit on disposal of assets	7	20,000	0	**0**	0	0.00%	
		5,621,045	**4,562,042**	**4,455,022**	(107,020)		
Expenditure from operating activities							
Employee costs		(2,907,448)	(1,322,607)	**(1,208,366)**	114,241	8.64%	
Materials and contracts		(940,613)	(427,885)	**(181,744)**	246,141	57.53%	▲
Utility charges		(291,501)	(126,707)	**(87,465)**	39,242	30.97%	▲
Depreciation on non-current assets		(2,490,919)	(1,037,885)	**(1,342,858)**	(304,973)	(29.38%)	▼
Interest expenses		(33,703)	(16,850)	**(6,519)**	10,331	61.31%	▲
Insurance expenses		(132,878)	(129,178)	**(161,128)**	(31,950)	(24.73%)	▼
Other expenditure		(369,895)	(173,960)	**(149,193)**	24,767	14.24%	▲
Loss on disposal of assets	7	(39,540)	0	**(40,384)**	(40,384)	0.00%	▼
		(7,206,497)	**(3,235,072)**	**(3,177,657)**	57,415		
Non-cash amounts excluded from operating activities	1(a)	2,438,978	1,037,885	**1,383,242**	345,357	33.28%	▲
Amount attributable to operating activities		**853,526**	**2,364,855**	**2,660,607**	295,752		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	1,261,657	740,060	**1,027,024**	286,964	38.78%	▲
Proceeds from disposal of assets	7	247,628	67,247	**31,818**	(35,429)	(52.68%)	▼
Payments for infrastructure, property, plant and equipment	8	(4,818,984)	(1,757,886)	**(1,226,794)**	531,092	30.21%	▲
Amount attributable to investing activities		**(3,309,699)**	**(950,579)**	**(167,952)**	782,627		
Financing Activities							
Proceeds from new debentures	9	500,000	500,000	**0**	(500,000)	(100.00%)	▼
Payments for principal portion of lease liabilities		0	0	**0**	0	0.00%	
Repayment of debentures	9	(222,562)	(93,935)	**(93,935)**	0	0.00%	
Transfer to reserves	10	(8,365)	(6,626)	**(6,276)**	349	5.27%	
Amount attributable to financing activities		**269,073**	**399,439**	**(100,211)**	(499,651)		
Closing funding surplus / (deficit)	1(c)	**68,995**	**4,069,810**	**4,820,354**	750,544		

KEY INFORMATION

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

Refer to Note 15 for an explanation of the reasons for the variance.

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

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 NOVEMBER 2020

NATURE OR TYPE DESCRIPTIONS

REVENUE

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS
Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS
Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS
Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

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

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

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

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

PROFIT ON ASSET DISPOSAL
Excess of assets received over the net book value for assets on their disposal.

EXPENSES

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

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)
Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

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

LOSS ON ASSET DISPOSAL
Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS
Depreciation expense raised on all classes of assets.

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

OTHER EXPENDITURE
Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996* , *Regulation 34* . Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

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

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.
In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.
All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 14 to these financial statements.

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

ROUNDING OFF FIGURES

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

NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

Non-cash items excluded from operating activities	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
		$	$	$
Adjustments to operating activities				
Less: Profit on asset disposals	7	(20,000)	0	0
Movement in employee benefit provisions (non-current)		7,599		0
Add: Loss on asset disposals	7	(39,540)	0	40,384
Add: Depreciation on assets		2,490,919	1,037,885	1,342,858
Total non-cash items excluded from operating activities		**2,438,978**	**1,037,885**	**1,383,242**

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation* 32 to agree to the surplus/(deficit) after imposition of general rates.

	Notes	Last Year Closing 30 June 2020	This Time Last Year 30 November 2019	Year to Date 30 November 2020
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(2,991,355)	(2,193,379)	(2,997,631)
Add: Borrowings	9	175,267	241,080	81,332
Add: Provisions - employee	11	298,002	251,092	298,002
Total adjustments to net current assets		**(2,518,086)**	**(1,701,207)**	**(2,618,297)**

(c) Net current assets used in the Statement of Financial Activity

Current assets				
Cash and cash equivalents	2	5,417,123	3,382,358	7,406,146
Rates receivables	3	61,408	350,324	248,322
Receivables	3	27,084	130,401	268,727
Other current assets	4	8,562	32,575	6,902
Less: Current liabilities				
Payables	5	(94,913)	(197)	(112,110)
Borrowings	9	(175,267)	(241,080)	(81,332)
Provisions	11	(298,002)	(251,092)	(298,002)
Less: Total adjustments to net current assets	1(b)	(2,518,086)	(1,701,207)	(2,618,297)
Closing funding surplus / (deficit)		**2,427,909**	**1,702,082**	**4,820,354**

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

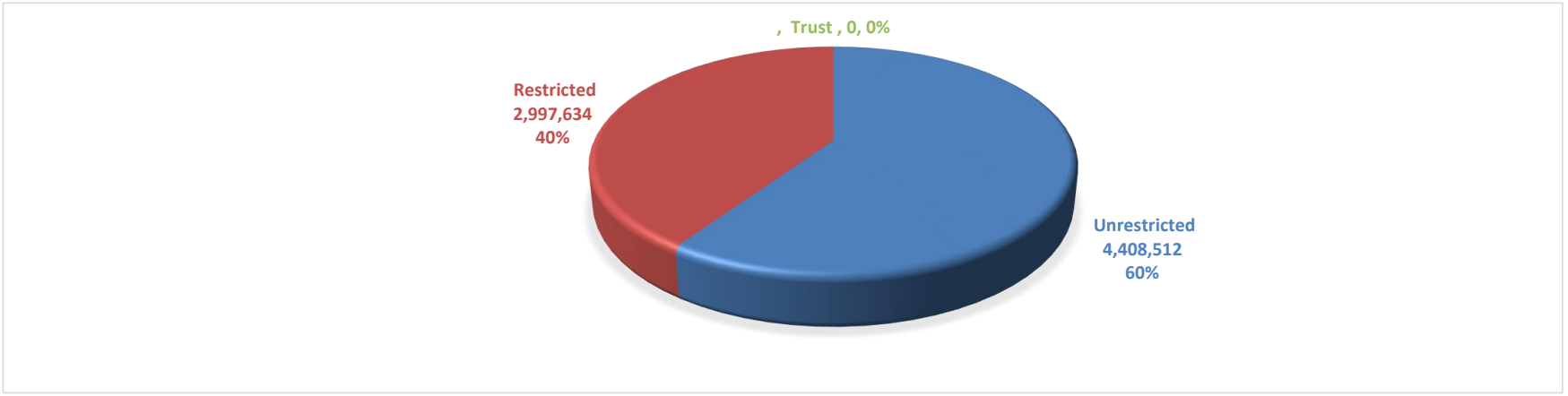
Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		$	$	$	$			
Cash on hand								
Bankwest Municipal Account	Cash and cash equivalents	32,555		32,555		Bank	0.00%	On Hand
Petty Cash & Till Float	Cash and cash equivalents	300		300		Bank	0.00%	On Hand
Bankwest Municipal Telenet Saver Account	Cash and cash equivalents	4,375,657		4,375,657		Bank	0.05%	On Hand
Reserve Funds	Cash and cash equivalents	(0)	2,997,634	2,997,634		Bank	0.05%	On Call
Total		**4,408,512**	**2,997,634**	**7,406,146**	**0**			
Comprising								
Cash and cash equivalents		4,408,512	2,997,634	7,406,146	0			
		4,408,512	**2,997,634**	**7,406,146**	**0**			

KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



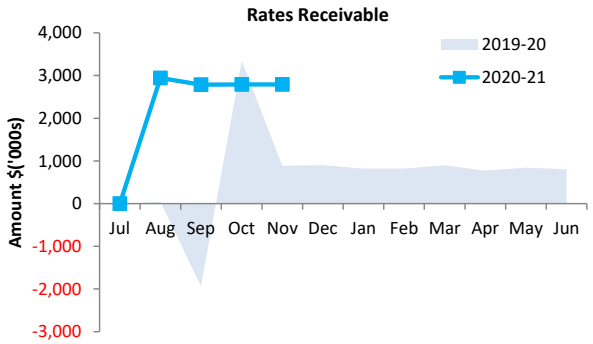
OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

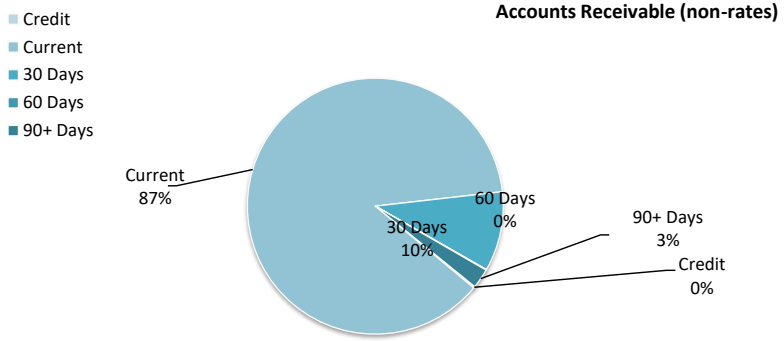
Rates receivable	30 Jun 2020	30 Nov 2020
	$	$
Opening arrears previous years	68,995	61,408
Levied this year		2,812,984
Less - collections to date	(7,587)	(2,622,898)
Equals current outstanding	**61,408**	**251,494**
Net rates collectable	**61,408**	**251,494**
% Collected	11%	91.3%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Receivables - general	(500)	232,946	26,885	200	6,677	266,209
Percentage	(0.2%)	87.5%	10.1%	0.1%	2.5%	
Balance per trial balance						
Sundry receivable						266,209
GST receivable						2,518
Total receivables general outstanding						**268,727**
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.





OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2020	Asset Increase	Asset Reduction	Closing Balance 30 November 2020
	$	$	$	$
Inventory				
Stock on Hand	8,562		(1,660)	6,902
Total other current assets	**8,562**	**0**	**(1,660)**	**6,902**

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

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

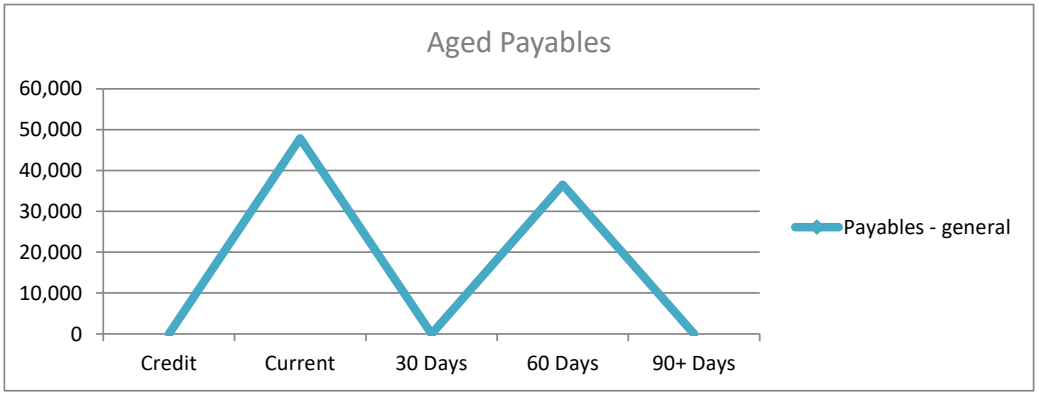
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

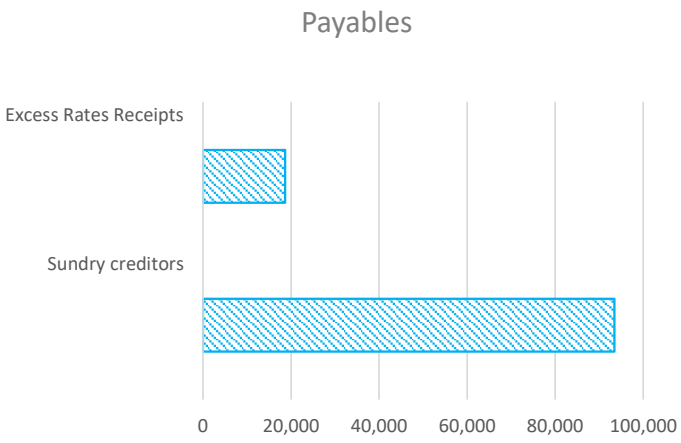
OPERATING ACTIVITIES
NOTE 5
Payables

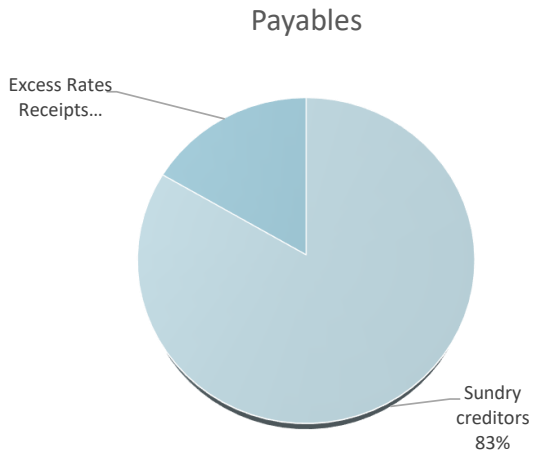
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Payables - general	0	47,890	0	36,542	0	84,432
Percentage	0%	56.7%	0%	43.3%	0%	
Balance per trial balance						
Sundry creditors						93,435
Excess Rates Receipts						18,675
Total payables general outstanding						**112,110**
Amounts shown above include GST (where applicable)						

KEY INFORMATION

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





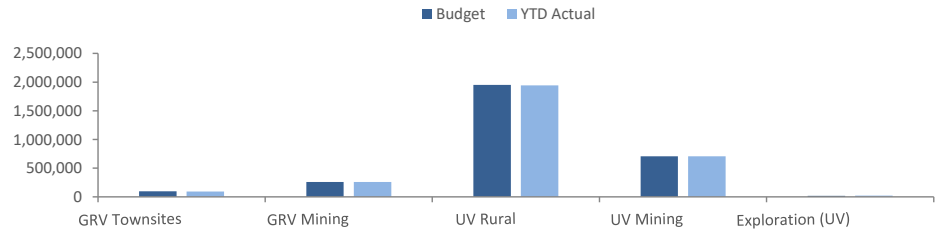


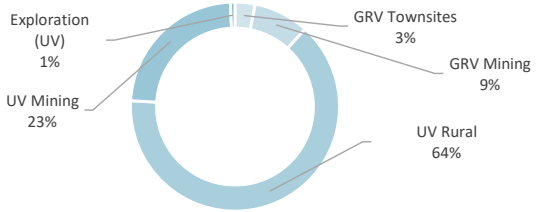
OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

General rate revenue				Budget				YTD Actual			
	Rate in $ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				$	$	$	$	$	$	$	$
Gross rental value											
GRV Townsites	8.2712	106	1,157,948	95,776	0	0	95,776	95,776	(1,396)	0	94,380
GRV Mining	8.271200	1	3,144,000	260,047	0	0	260,047	260,047	0	0	260,047
Unimproved value											
UV Rural	1.9000	258	102,237,000	1,942,503	9,000	(1,500)	1,950,003	1,942,503	47	6	1,942,556
UV Mining	34.255000	38	2,068,797	708,667	0	0	708,667	708,666	(523)	(93)	708,050
Exploration (UV)	25.500000	17	66,066	16,847	0	0	16,847	16,847	4,447	(11)	21,282
Sub-Total		**420**	**108,673,811**	**3,023,840**	**9,000**	**(1,500)**	**3,031,340**	**3,023,839**	**2,575**	**(98)**	**3,026,316**
Minimum payment	**Minimum $**										
Gross rental value											
GRV Townsites	349	36	29,391	12,564	0	0	12,564	12,564	0	0	12,564
GRV Mining	349	1	20	349	0	0	349	349	0	0	349
UV Rural	349	10	72,700	3,490	0	0	3,490	3,490	0	0	3,490
UV Mining	349	5	1,765	1,745	0	0	1,745	1,745	0	0	1,745
Exploration (UV)	349	15	10,925	5,235	0	0	5,235	5,235	0	0	5,235
Sub-total		**67**	**114,801**	**23,383**	**0**	**0**	**23,383**	**23,383**	**0**	**0**	**23,383**
Discount							(250,000)				(253,304)
Amount from general rates							**2,804,723**				**2,796,395**
Ex-gratia rates							13,000				16,589
Total general rates							**2,817,722**				**2,812,984**
Total							**2,817,722**				**2,812,984**

KEY INFORMATION

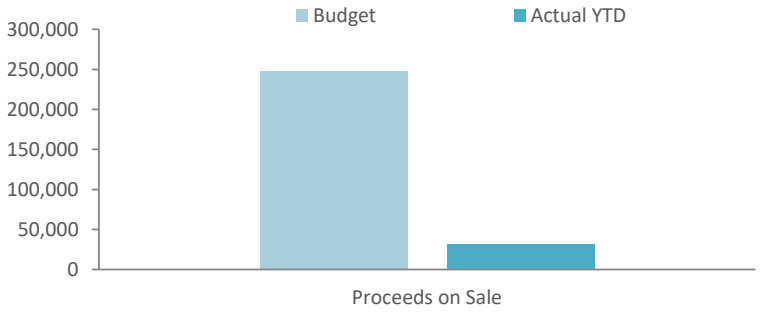
Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.





OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS

		Budget				YTD Actual			
Asset Ref.	Asset description	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		$	$	$	$	$	$	$	$
	Plant and equipment								
	Recreation and culture								
	Kabota Ride on Mower	0	2,000	2,000	0	0	0	0	0
	Transport								
	Volvo Grader	60,000	70,000	10,000	0	0		0	0
	Volvo Vibe Roller	88,750	67,247	0	(21,503)	72,202	31,818		(40,384)
	Skid Steer Loader	58,000	50,000	0	(8,000)	0	0	0	0
	Hino - Mechanics Truck	35,168	33,131	0	(2,037)	0	0	0	0
	Mitsibushi Triton Ute	25,250	17,250	0	(8,000)	0	0	0	0
	Economic services								
	Cleaners Vehicle	0	8,000	8,000	0	0	0	0	0
		267,168	**247,628**	**20,000**	**(39,540)**	**72,202**	**31,818**	**0**	**(40,384)**

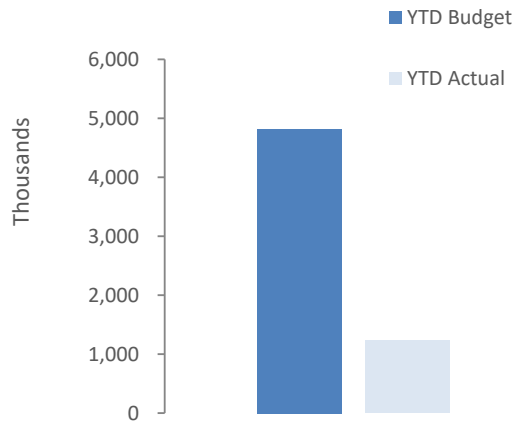


INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital acquisitions	Adopted Budget	YTD Budget	YTD Actual	YTD Actual Variance
	$	$	$	$
Buildings	465,360	312,471	**50,000**	(262,471)
Plant and equipment	531,000	260,500	**485,751**	225,251
Infrastructure - roads	2,528,347	1,122,415	**618,316**	(504,099)
Infrastructure - Parks & Ovals	72,521	0	**72,727**	72,727
Infrastructure - Other	1,221,756	62,500	**0**	(62,500)
Payments for Capital Acquisitions	**4,818,984**	**1,757,886**	**1,226,794**	**(531,092)**
Total Capital Acquisitions	**4,818,984**	**1,757,886**	**1,226,794**	**(531,092)**
Capital Acquisitions Funded By:				
	$	$	$	$
Capital grants and contributions	**1,261,657**	**740,060**	**1,027,024**	286,964
Borrowings	**500,000**	**500,000**	**0**	(500,000)
Other (disposals & C/Fwd)	**247,628**	**67,247**	**31,818**	(35,429)
Contribution - operations	**2,809,699**	**450,579**	**167,952**	(282,627)
Capital funding total	**4,818,984**	**1,757,886**	**1,226,794**	**(531,092)**

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.



INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)

Capital expenditure total
Level of completion indicators

0%
20%
40%
60%
80%
100%
Over 100%

Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Level of completion indicator, please see table at the end of this note for further detail.

	Account Description		Adopted Budget	YTD Budget	YTD Actual	Variance (Under)/Over
	Governance	Admin Building	35,000	29,165	0	(29,165)
	Housing	Capital Expenditure	57,500	18,330	0	(18,330)
	Community Amenities	Undergroud Power for Fowler Street	150,000	62,500	0	(62,500)
	Rec & Culture	PJ Sports Facility	72,521	72,121	72,727	606
	Rec & Culture	Perenjori Pavillion Building	302,860	126,190	0	(126,190)
	Transport	Plant & Equipment	521,000	260,500	485,751	225,251
	Transport	Road Equipment	10,000	0	0	0
	Transport	Road Construction	2,528,347	1,070,330	618,316	(452,014)
	Transport	Footpaths & Curbing	571,756	52,085	0	(52,085)
	Economic Services	Caravan Park	50,000	50,000	50,000	0
	Economic Services	Business Incubator	20,000	16,665	0	(16,665)
	Economic Services	Caron Dam	500,000	0	0	0
			4,818,984	**1,757,886**	**1,226,794**	**(531,092)**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2020

FINANCING ACTIVITIES
NOTE 9
BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	**Loan No.**	**1 July 2020**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**
		$	$	$	$	$	$	$	$	$
Housing										
CHA Housing	96	62,701			6,952	14,196	55,749	48,505	609	3,872
Flat Pack Housing	97	52,406			12,672	25,644	39,734	26,762	1,070	2,160
Duplex Construction	101	59,452			14,400	29,145	45,052	30,307	771	2,456
Community amenities										
John Street Subdivision	98	222,703			10,602	21,584	212,101	201,119	1,630	15,153
Recreation and culture										
Perenjori Acquatic Centre	100	83,898			20,233	40,952	63,665	42,946	2,048	3,549
Transport										
John Deere Grader	102	43,759			29,076	43,759	14,683	0	391	581
Economic services										
Caron Dam	103	0		500,000		47,282	0	452,718		5,932
B/Fwd Balance		524,919	0	500,000	93,935	222,562	430,984	802,357	6,519	33,703
C/Fwd Balance		524,919	0	500,000	93,935	222,562	430,984	802,357	6,519	33,703
Total		524,919	0	500,000	93,935	222,562	430,984	802,357	6,519	33,703
Current borrowings		222,562					81,332			
Non-current borrowings		302,357					349,652			
		524,919					430,984			

All debenture repayments were financed by general purpose revenue.

New borrowings 2020-21

Particulars		Amount Borrowed Actual	Amount Borrowed Budget	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used) Actual	Amount (Used) Budget	Balance Unspent
		$	$				$	%	$	$	$
Caron Dam	103		500,000	WATC	Fixed	10	32,148	1			0
		0	500,000				**32,148**		**0**	0	0

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget YTD Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	$	$	$	$	$	$	$	$	$
Reserves cash backed - Leave Reserve	84,015	252	246	21	246	0	0	84,288	84,261
Reserves cash backed - Plant Replacement	568,395	1,705	1,719	142	1,663	0	0	570,242	570,058
Reserves cash backed - Refuse Site	203,442	0	615	51	595	0	0	203,493	204,037
Reserves cash backed - Swimming Pool	87,902	264	266	22	257	0	0	88,188	88,159
Reserves cash backed - Road & Rehab Infra:	33,411	100	101	8	98	0	0	33,519	33,509
Reserves cash backed - Housing	436,557	1,310	1,321	109	1,277	0	0	437,976	437,834
Reserves cash backed - Mt Gibson Infrastru	1,149,088	491	1,068	41	886	0	0	1,149,620	1,149,974
Reserves cash backed - Tourism Accommod	64,506	3,447	189	287	189	0	0	68,240	64,695
Reserves cash backed - Water	163,533	194	495	16	479	0	0	163,743	164,012
Reserves cash backed - IT Communications	200,506	602	607	50	587	0	0	201,158	201,093
	2,991,355	**8,365**	**6,626**	**747**	**6,276**	**0**	**0**	**3,000,467**	**2,997,631**

KEY INFORMATION

OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 30 November 2020
		$	$	$	$
Provisions					
Annual leave		201,450	0	0	201,450
Long service leave		96,552	0	0	96,552
Total Provisions		298,002	0	0	298,002
Total other current assets		**298,002**	**0**	**0**	**298,002**
Amounts shown above include GST (where applicable)					

KEY INFORMATION

Provisions

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

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

Employee benefits

Short-term employee benefits

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

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

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

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

NOTE 12
OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Nov 2020	Current Liability 30 Nov 2020	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$	$
Operating grants and subsidies								
General purpose funding								
Grants Commission Grant				0		644,468	322,234	285,067
Untied Road Grant				0		449,077	278,688	182,491
LR & CIP Funding				0		571,756	571,756	285,878
Law, order, public safety								
DFES Operating Grant				0		37,539	15,640	9,385
Recreation and culture								
Mt Gibson Funding Allocation				0		0	0	200,000
Education & Welfare								
Community Child Care Funding	0	0	0	0	0	0	0	50,000
Transport								
Direct Grant	0	0	0	0	0	203,574	203,574	220,815
	0	**0**	**0**	**0**		**1,906,414**	**1,391,892**	**$ 1 233 635**
Operating contributions								
Transport	0	0	0					
MRD Street Lighting Subsidy				0	0	2,750	0	0
	0	**0**	**0**	**0**	**0**	**2,750**	**0**	**0**
TOTALS	**0**	**0**	**0**	**0**	**0**	**1,909,164**	**1,391,892**	**1,233,635**

NOTE 13
NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Nov 2020	Current Liability 30 Nov 2020	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual (b)
	$	$	$	$	$	$	$	$
Non-operating grants and subsidies								
Law, order, public safety								
Capital Grant - Fire Truck	0	0	0	0	0	0	0	485,751
Community amenities								
Grant	0	0	0	0	0	1,000	1,000	1,000
Transport								
Regional Road Group	0	0	0	0	0	725,717	268,152	273,333
Roads to Recovery	0	0	0	0	0	534,940	470,908	266,940
	0	**0**	**0**	**0**	**0**	**1,261,657**	**740,060**	**1,027,024**
TOTALS	**0**	**0**	**0**	**0**	**0**	**1,261,657**	**740,060**	**1,027,024**

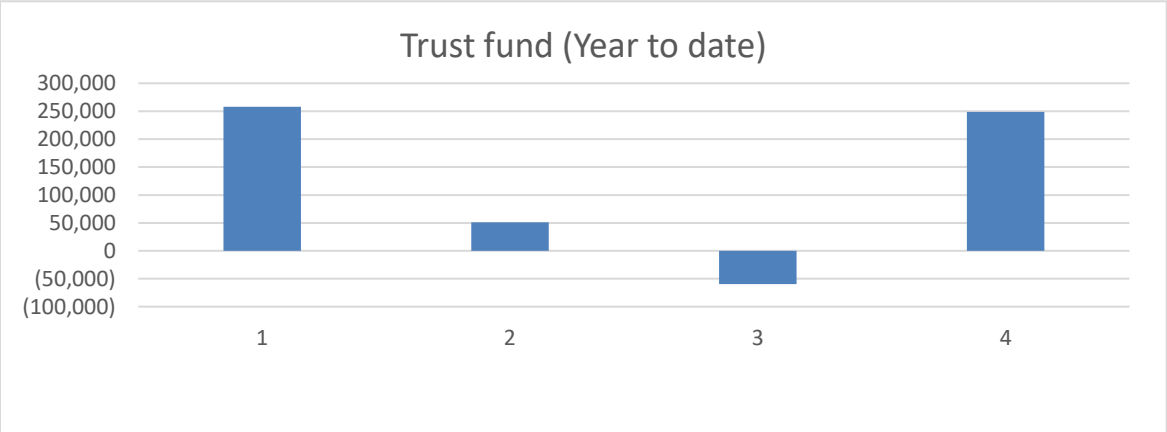
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2020

NOTE 14
TRUST FUND

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

Description	Opening Balance 1 July 2020	Amount Received	Amount Paid	Closing Balance 30 Nov 2020
	$	$	$	$
Mt Gibson Public Benefit Fund	257,880	50,763	(59,616)	**249,027**
	257,880	**50,763**	**(59,616)**	**249,027**

KEY INFORMATION



NOTE 15
EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.
The material variance adopted by Council for the 2020-21 year is $10,000 or 10.00% whichever is the greater.

Reporting Program	Var. $	Var. %		Timing/ Permanent	Explanation of Variance
	$	%			
Revenue from operating activities					
General purpose funding - other	(413,517)	(35.18%)	▼	Timing	Variance between budget YTD & FAGS & LR&CIP due to funding payments received.
Law, order and public safety	12,834	21.83%	▲	Timing	CESM reimbursement claimed quartely
Education and welfare	65,287	254.78%	▲	Timing	Grant income & childcare fees higher than budget YTD
Housing	14,102	27.12%	▲	Timing	Private housing rental income higher than budget YTD
Recreation and culture	197,557	3429.81%	▲		Mt Gibson invoiced as per accrual accounting but not received to date
Other property and services	(15,520)	(30.64%)	▼	Timing	Variance on budget YTD to actuals
Expenditure from operating activities					
Governance	115,069	52.65%	▲	Timing	Depreciation on furniture & equipment written off as at the 31st October 2020.
Law, order and public safety	(43,289)	(30.85%)	▼	Timing	CESM claimed quartely
Community amenities	63,846	23.49%	▲	Timing	Cemetery maintenance & admin allocation higher than budget prediction YTD
Economic services	44,833	11.13%	▲		Area promotion & MW Transportable commission higher than budget prediction YTD
Other property and services	(113,660)	(90.52%)	▼	Timing	Plant repair wages , fuel & oils below budget YTD
Investing activities					
Proceeds from non-operating grants, subsidies and contributions	286,964	38.78%	▲	Timing	Non cash grant received from FESA in the form of a new vehicle
Proceeds from disposal of assets	(35,429)	(52.68%)	▼	Timing	Variance due to budget YTD not being allocated until the second half of the financial year.
Payments for property, plant and equipment and infrastructure	531,092	30.21%	▲	Timing	New FESA fire truck not budgeted for 20-21 .
Financing actvities					
Proceeds from new debentures	(500,000)	(100.00%)	▼	Timing	No loan taken out to date

KEY INFORMATION

Shire of Perenjori

Embrace Opportunity

ATTACHMENT
12.1(b)

Information Schedule ending
30 November 2020

ORDINARY COUNCIL MEETING 17 DECEMBER 2020

SHIRE OF PERENJORI

Statement of Financial Activity

For the Period Ended 30th November 2020

			30/6/2021	30/11/2020	30/11/2020	30/11/2020	30/11/2020
	COA	Description	Budget	YTD Budget	Actual	Variance $ YTD v Actuals	Variance % YTD v Actuals
Schedule 3	**General Purpose Funding**						
	Rates						
	Operating Expenditure						
	03000	Rates Written off Expense	$0	$0	$13	$13	0%
	03003	Training & Conferences Expense	$1,500	$1,250	$0	($1,250)	-100%
	03004	Advertising Expense	$1,000	$415	$0	($415)	-100%
	03005	Printing & Stationery Expense	$1,000	$415	$0	($415)	-100%
	03006	Postage & Freight Expense- Rates	$500	$500	$0	($500)	-100%
	03007	Valuation Expenses	$9,000	$3,750	$487	($3,263)	-87%
	03099	Administration Allocated	$43,804	$18,250	$21,162	$2,912	16%
	Operating Expenditure Total		**$62,804**	**$27,080**	**$21,804**	**($5,276)**	
	General Purpose Funding						
	Rates						
	Operating Income						
	03100	Rates UV	($1,942,503)	($1,942,503)	($1,942,503)	$0	100%
	03101	Rates GRV	($95,776)	($95,776)	($95,776)	($0)	100%
	03102	Minimum Rates UV	($3,490)	($3,490)	($3,490)	$0	100%
	03103	Minimum Rates GRV Perenjori	($6,282)	($6,282)	($6,631)	($349)	106%
	03104	Minimum Rates GRV Latham	($4,188)	($4,188)	($3,839)	$349	92%
	03105	Minimum Rates GRV Other Towns	($2,094)	($2,094)	($2,094)	$0	100%
	03106	Interim Rates	($9,000)	($9,000)	($2,575)	$6,425	29%
	03107	GRV Mining Rates	($260,047)	($260,047)	($260,047)	$0	100%
	03109	ESL Interest	($300)	($300)	($70)	$230	23%
	03110	Ex Gratia Rates	($13,000)	($13,000)	($16,589)	($3,589)	128%
	03112	Back Rates	$1,500	$1,500	$98	($1,402)	7%
	03115	Rates - UV Mining.	($708,666)	($708,666)	($708,666)	($0)	100%
	03116	Discount Allowed	$250,000	$250,000	$253,304	$3,304	101%
	03119	Minimum Rates GRV Mining.	($349)	($349)	($349)	$0	100%
	03120	Penalty Interest	$0	$0	($1,690)	($1,690)	0%
	03121	Instalment Fees	$0	$0	($1,290)	($1,290)	0%
	03123	Instalment Interest	$0	$0	($2,674)	($2,674)	0%
	03201	Minimum Rates UV Mining	($1,745)	($1,745)	($1,745)	$0	100%
	03202	Rates - Exploration UV	($16,847)	($16,847)	($16,847)	$0	100%
	03203	Minimum Rates - Exploration	($5,235)	($5,235)	($5,235)	$0	100%
	Operating Income Total		**($2,818,022)**	**($2,818,022)**	**($2,818,788)**	**($766)**	
	Rates Total		($2,755,218)	($2,790,942)	($2,796,984)	($6,042)	
	General Purpose Funding						
	General Purpose Grants						
	Operating Income						
	03300	Grants Commission Grant	($644,468)	($322,234)	($285,067)	$37,168	88%
	03301	Untied Road Grant	($557,374)	($278,688)	($182,491)	$96,198	65%
	03302	LR&CIP Funding	($571,756)	($571,756)	($285,878)	$285,878	50%
	Operating Income Total		**($1,773,598)**	**($1,172,678)**	**($753,435)**	**$419,243**	
	General Purpose Grants Total		**($1,773,598)**	**($1,172,678)**	**($753,435)**	**$419,243**	
	General Purpose Funding						
	General Finance						
	Operating Expenditure						
	03401	Bank Fees	$600	$250	$1,792	$1,542	717%
	03403	Bank Fees GST	$300	$125	$0	($125)	0%
	03499	Administration Allocated	$87,607	$36,505	$44,729	$8,224	123%
	Operating Expenditure Total		**$93,007**	**$38,755**	**$49,718**	**$10,963**	
	General Purpose Funding						
	General Finance						
	Operating Income						
	03500	Telenet Saver Interest Received	($5,000)	($2,085)	($2,529)	($444)	121%
	03501	Property Enquires	($300)	($125)	$0	$125	0%
	03505	Municipal Account Interest Received	($250)	($105)	($8)	$97	8%
	Operating Income Total		**($5,550)**	**($2,315)**	**($2,537)**	**($222)**	
	General Purpose Funding Total		**($4,441,359)**	**($3,927,180)**	**($3,503,238)**	**$423,942**	
Schedule 4	**Governance**						
	Members Of Council						
	Members Of Council						
	04000	Presidents Allowance Expense	$20,063	$8,360	$0	($8,360)	0%
	04001	Members Travelling Expense	$2,000	$835	$1,251	$416	150%
	04002	Refreshment & Meeting Expense	$7,000	$2,915	$1,536	($1,379)	53%

	Statement of Financial Activity							
	For the Period Ended 30th November 2020							
				30/6/2021	30/11/2020	30/11/2020	30/11/2020	30/11/2020
		COA	Description	Budget	YTD Budget	Actual	Variance $ YTD v Actuals	Variance % YTD v Actuals
		04003	Conference Expenses	$7,000	$2,915	$82	($2,833)	3%
		04004	Subscriptions Expense	$5,000	$2,085	$0	($2,085)	0%
		04005	Insurances Expense	$1,000	$1,000	$750	($250)	75%
		04006	Members Meeting Payments Expense	$34,916	$14,550	$3,480	($11,070)	24%
		04007	Council Ipad Expenses	$2,500	$556	$9,225	$8,669	1659%
		04009	Commissioner Expenses	$48,500	$48,500	$33,301	($15,199)	69%
		04011	Deputy Presidents Allowance Expense	$5,016	$2,090	$0	($2,090)	0%
		04012	Donation Expenditure	$2,000	$835	$0	($835)	0%
		04013	Council Functions Expenses	$5,000	$2,500	$263	($2,237)	11%
		04015	Election Expenses	$15,000	$15,000	$0	($15,000)	0%
		04016	CEO Performance Review	$8,000	$4,000	$0	($4,000)	0%
		04019	Members Training Expense	$10,000	$10,000	$0	($10,000)	0%
		04020	Council Chamber Cleaning Costs	$3,501	$1,460	$262	($1,198)	18%
		04021	Compliance Expense	$50,000	$20,835	$15,386	($5,449)	74%
		04099	Administration Allocated	$76,364	$31,820	$36,150	$4,330	114%
		04221	Legal Fees	$20,000	$8,335	$3,964	($4,371)	48%
		04266	CEO Professional Development	$1,000	$415	$168	($247)	41%
		14911	Donation Expense	$0	$0	$450	$450	0%
		Operating Expenditure Total		**$323,860**	**$179,006**	**$106,267**	**($72,739)**	
		Members Of Council Total		**$323,860**	**$179,006**	**$106,267**	**($72,739)**	
	Governance							
		Administration General						
		Operating Expenditure						
		04008	Bad Debts Expense	$1,000	$415	$0	($415)	0%
		04200	Administration Salaries	$467,477	$194,780	$188,375	($6,405)	97%
		04201	Superannuation Expense	$63,378	$26,410	$43,615	$17,205	165%
		04202	Insurances Public Liability Expense	$32,000	$32,000	$26,845	($5,155)	84%
		04204	GST Penalties & Adjustments Expense	$100	$40	($20)	($60)	-49%
		04205	Regional Risk Co-ordinator Expense	$10,000	$0	$0	$0	0%
		04208	Printing & Stationery Expense	$15,000	$6,250	$7,384	$1,134	118%
		04209	Telephone Expense	$25,000	$10,420	$6,854	($3,566)	66%
		04210	Advertising Expense	$6,000	$2,500	$1,971	($529)	79%
		04211	Office Equipment Maintenance Expense	$1,000	$415	$0	($415)	0%
		04212	Postage Expense	$5,000	$2,085	$1,048	($1,037)	50%
		04213	Office Expenses Other	$2,000	$835	$533	($302)	64%
		04214	IT & Computer Expense	$100,000	$41,665	$28,228	($13,437)	68%
		04215	Photocopier Expense	$13,000	$5,415	$5,869	$454	108%
		04216	IT Vision Support Fees Expense	$48,000	$48,000	$44,324	($3,676)	92%
		04217	Travelling & Accommodation	$4,000	$1,665	$0	($1,665)	0%
		04218	Admin Vehicle Running Expenses	$20,000	$8,335	$7,580	($755)	91%
		04219	Conference Expenses	$2,500	$1,650	$0	($1,650)	0%
		04220	Audit Fees	$50,000	$0	$0	$0	0%
		04222	Removal Allowance Expense	$10,000	$4,165	$0	($4,165)	0%
		04224	Training Expenses	$12,000	$5,000	$3,264	($1,736)	65%
		04226	Housing Allocation	$89,771	$37,405	$37,406	$1	100%
		04227	Admin Low Value Asset Expense	$15,000	$6,250	$2,555	($3,695)	41%
		04229	Admin Building & Mntce Expense	$20,050	$10,904	$3,915	($6,989)	36%
		04230	FBT Expense	$15,000	$7,500	$0	($7,500)	0%
		04232	Record Keeping	$12,500	$5,210	$2,063	($3,148)	40%
		04233	OSH Meeting Expense	$2,000	$835	$0	($835)	0%
		04234	CEO Allowance Expense	$10,000	$4,165	$6,154	$1,989	148%
		04235	Website Maintenance/Upgrade	$5,000	$0	$110	$110	0%
		04238	Consultant Fees	$75,000	$31,250	$15,796	($15,454)	51%
		04240	Salaries - CEO	$150,000	$62,500	$63,915	$1,415	102%
		04241	Superannuation - CEO	$23,250	$9,690	$0	($9,690)	0%
		04242	Insurances Accident, Fidelity & Salary Expenses	$16,500	$16,500	$18,381	$1,881	111%
		04244	Advertsing - New Employee Expense	$5,000	$2,085	$735	($1,350)	35%
		04245	Software Expense	$10,000	$4,165	$0	($4,165)	0%
		04246	Asset Revaluation Expense	$15,000	$0	$0	$0	0%
		04248	Administration Staff Uniforms	$3,500	$1,460	$524	($936)	36%
		04265	Admin Building Cleaning Expenses	$9,753	$4,060	$3,329	($731)	82%
		04267	Strategic Planning	$10,000	$0	$0	$0	0%
		04270	Drug & Alcohol Testing	$2,000	$835	$1,650	$815	198%
		04290	Depreciation - Admin General	$18,092	$7,540	$74,752	$67,212	991%
		04291	Depreciation - Admin Buildings	$46,544	$19,395	$27,263	$7,868	141%
		04299	Allocation to Other Services	($1,477,415)	($615,595)	($660,405)	($44,810)	107%
		04328	Admin Consumables	$5,500	$2,290	$2,057	($233)	90%
		04330	Bonds Expense	$2,500	$1,040	$4,125	$3,085	397%
		04332	Building Insurance	$7,500	$7,500	$10,152	$2,652	135%
		04333	Interest Paid	$0	$0	$2	$2	0%
		04334	Admin Subscriptions	$20,500	$20,500	$16,851	($3,649)	82%
		Operating Expenditure Total		**$0**	**$39,529**	**($2,801)**	**($42,330)**	

	Statement of Financial Activity							
	For the Period Ended 30th November 2020							
				30/6/2021	30/11/2020	30/11/2020	30/11/2020	30/11/2020
		COA	Description	Budget	YTD Budget	Actual	Variance $ YTD v Actuals	Variance % YTD v Actuals
	Governance							
		Administration General						
		Operating Income						
		04300	Bonds Received (Income)	($3,000)	($1,250)	($4,540)	($3,290)	363%
		04301	Sundry Income	($1,000)	($415)	($256)	$159	62%
		04304	Reserve Interest Received	($10,000)	($4,165)	($2,769)	$1,396	66%
		04307	Reimbursements	($10,000)	($4,165)	($4,645)	($480)	112%
		04318	LGISWA Scheme Member Dividend	($3,000)	$0	$0	$0	0%
		Operating Income Total		**($27,000)**	**($9,995)**	**($12,211)**	**($2,216)**	
	Governance							
		Administration General						
		Capital Expenditure						
		04258	Capital - Admin Building	$35,000	$29,165	$0	($29,165)	0%
		005TT	Transfer to Leave Entitlement Reserve	$252	$105	$246	$141	234%
		021TT	Transfer to Mt Gibson Infra Reserve	$3,447	$1,435	$886	($549)	62%
		Capital Expenditure Total		**$38,699**	**$30,705**	**$1,131**	**($29,574)**	
		Administration General Total		**$10,699**	**$59,824**	**($13,880)**	**($73,704)**	
	Governance Total			**$335,559**	**$239,245**	**$92,387**	**($146,858)**	
Schedule 5	**Law, Order & Public Safety**							
		Fire Prevention						
		Operating Expenditure						
		05002	Volunteer Protective Clothing Expense	$5,000	$2,085	$0	($2,085)	0%
		05003	Training Expenses	$1,000	$415	$0	($415)	0%
		05004	Bush Fire Appliances Insurance	$5,600	$5,600	$4,050	($1,550)	72%
		05005	Fire Vehicles Maintenance Expense	$8,000	$3,335	$5,438	$2,103	163%
		05006	Equipment Maintenance Expense	$1,000	$415	$0	($415)	0%
		05008	Fire Control Expense	$2,850	$1,185	$338	($848)	28%
		05010	Perenjori Fire Station Building Mntce Exp	$5,250	$2,185	$1,775	($410)	81%
		05011	Latham Fire Station Building Mntce Exp	$2,080	$870	$493	($377)	57%
		05090	Depreciation - Fire Building Vehicle	$44,000	$18,330	$55,325	$36,995	302%
		05299	Administration Allocated	$35,627	$14,845	$16,579	$1,734	112%
		Operating Expenditure Total		**$110,407**	**$49,265**	**$83,998**	**$34,733**	
	Law, Order & Public Safety							
		Fire Prevention						
		Operating Income						
		05100	DFES Operating Grant	($37,539)	($15,640)	($9,385)	$6,255	60%
		05101	ESG Admin Income	$0	$0	($4,000)	($4,000)	0%
		Operating Income Total		**($37,539)**	**($15,640)**	**($13,385)**	**$2,255**	
	Law, Order & Public Safety							
		Fire Prevention						
		05152	Capital Exp - Replacement Vehicle	$0	$0	$485,751	$485,751	0%
		Capital Expenditure Total		**$0**	**$0**	**$485,751**	**$485,751**	
	Law, Order & Public Safety							
		Fire Prevention						
		05105	Grant Income - DFES	$0	$0	($485,751)	($485,751)	0%
		Capital Income Total		$0	$0	($485,751)	($485,751)	
		Fire Prevention Total		**$72,868**	**$33,625**	**$70,613**	**$40,988**	
	Law, Order & Public Safety							
		Vermin Control						
		Operating Expenditure						
		05201	Animal Control Expense	$12,400	$5,165	$5,038	($127)	98%
		05202	Bio Security (Wild Dog) Expenditure	$10,000	$4,165	$0	($4,165)	0%
		05399	Administration Allocated	$43,804	$18,250	$13,488	($4,762)	74%
		Operating Expenditure Total		**$66,204**	**$27,580**	**$18,526**	**($9,054)**	

	Statement of Financial Activity							
	For the Period Ended 30th November 2020							
				30/6/2021	30/11/2020	30/11/2020	30/11/2020	30/11/2020
		COA	Description	Budget	YTD Budget	Actual	Variance $ YTD v Actuals	Variance % YTD v Actuals
	Law, Order & Public Safety							
		Vermin Control						
		Operating Income						
		05300	Dog Registration Fees	($1,050)	($1,050)	($830)	$220	79%
		05302	Cat Registration Fees	($300)	$0	($60)	($60)	0%
		Operating Income Total		**($1,350)**	**($1,050)**	**($890)**	**$160**	
		Vermin Control Total		**$64,854**	**$26,530**	**$17,636**	**($8,894)**	
	Law, Order & Public Safety							
		Other Law & Order						
		Operating Expenditure						
		05599	Administration Allocated	$14,601	$6,085	$20,924	$14,839	344%
		05609	Depreciation - Other Law & Order	$3,348	$1,395	$1,717	$322	123%
		Operating Expenditure Total		**$17,949**	**$7,480**	**$22,641**	**$15,161**	
		Other Law & Order Total		**$17,949**	**$7,480**	**$22,641**	**$15,161**	
			Subtotal	**$155,671**	**$67,635**	**$110,890**	**$47,255**	
	Law, Order & Public Safety							
		Community Emergency Services Management						
		Operating Expenditure						
		05701	CESM Vehicle expenses	$38,400	$15,835	$12,388	($3,447)	78%
		05702	CESM Employee Expense	$94,050	$39,190	$45,824	$6,634	117%
		05703	CESM - IT, phone and other expense	$1,800	$750	$224	($526)	30%
		05704	CESM Conference and training expense	$500	$210	$0	($210)	0%
		Operating Expenditure Total		**$134,750**	**$55,985**	**$58,435**	**$2,450**	
		Operating Income						
		05802	CESM Reimbursements - Other Councils	($101,062)	($42,110)	($57,359)	($15,249)	136%
				($101,062)	**($42,110)**	**($57,359)**	**($15,249)**	
		Law, Order & Public Safety Total		**$189,359**	**$81,510**	**$111,966**	**$34,456**	
Schedule 7	**Health**							
		Health Admin & Inspection						
		Operating Expenditure						
		07002	EHO Expenses	$12,000	$5,000	$1,236	($3,764)	25%
		Operating Expenditure Total		**$12,000**	**$5,000**	**$1,236**	**($3,764)**	
	Health							
		Health Admin & Inspection						
		Operating Income						
		07103	Food Licence Fees	($100)	$0	($113)	($113)	0%
		Operating Income Total		**($100)**	**$0**	**($113)**	**($113)**	
		Health Admin & Inspection Total		**$11,900**	**$5,000**	**$1,123**	**($3,877)**	
	Health							
		Other Health						
		Operating Expenditure						
		07202	Ambulance Building Mntce Expense	$925	$385	$125	($260)	32%
		07203	Medical Centre Building Mntce Expense	$23,700	$9,880	$4,405	($5,475)	45%
		07205	Doctors Vehicle Expenses - Travelling	$1,500	$750	$0	($750)	0%
		07206	Doctors Software Fees & Computer Maintenance	$13,500	$5,625	$11,546	$5,921	205%
		07208	Doctor - Practice Support	$25,000	$11,585	$13,608	$2,023	117%
		07209	Medical Centre Cleaning Costs	$11,502	$4,795	$2,407	($2,388)	50%
		07213	Other Health Expenditure	$5,000	$2,085	$0	($2,085)	0%
		07290	Depreciation - Other Health	$6,500	$2,705	$3,254	$549	120%
		07299	Administration Allocated	$36,503	$15,210	$17,487	$2,277	115%
		Operating Expenditure Total		**$124,130**	**$53,020**	**$52,830**	**($190)**	
	Health							
		Other Health						
		Operating Income						
		07300	Medical Centre Rent	($2,400)	($1,000)	($1,200)	($200)	120%
		Operating Income Total		**($2,400)**	**($1,000)**	**($1,200)**	**($200)**	
		Other Health Total		**$121,730**	**$52,020**	**$51,630**	**($390)**	
	Health							

	Statement of Financial Activity							
	For the Period Ended 30th November 2020							
				30/6/2021	30/11/2020	30/11/2020	30/11/2020	30/11/2020
		COA	Description	Budget	YTD Budget	Actual	Variance $ YTD v Actuals	Variance % YTD v Actuals
		Preventive Services - Pest Control						
		Operating Expenditure						
		07600	Mosquito Control Expense	$11,550	$4,810	$1,355	($3,455)	28%
		Operating Expenditure Total		**$11,550**	**$4,810**	**$1,355**	**($3,455)**	
		Preventive Services - Pest Control Total		**$11,550**	**$4,810**	**$1,355**	**($3,455)**	
		Health Total		**$145,180**	**$61,830**	**$54,109**	**($7,721)**	
Schedule 8	**Education & Welfare**							
		Other Education						
		Operating Expenditure						
		08001	Donation Perenjori Primary School Expense	$3,000	$1,250	$174	($1,076)	14%
		08003	Achievement Awards - PJ School	$500	$500	$0	($500)	0%
		Operating Expenditure Total		**$3,500**	**$1,750**	**$174**	**($1,576)**	
		Other Education Total		**$3,500**	**$1,750**	**$174**	**($1,576)**	
	Education & Welfare							
		Other Welfare						
		Operating Expenditure						
		08502	Youth Activities.	$10,000	$0	$0	$0	0%
		Operating Expenditure Total		**$10,000**	**$0**	**$0**	**$0**	
		Other Welfare Total		**$10,000**	**$0**	**$0**	**$0**	
	Education & Welfare							
		Childcare Centre						
		Operating Expenditure						
		08400	Perenjori Early Childhood Building Expenditure	$52,750	$21,975	$25,763	$3,788	117%
		08401	Business Review Consultant	$10,000	$4,165	$0	($4,165)	0%
		08421	Other Employee Costs	$6,000	$2,500	$8,948	$6,448	358%
		08453	PECC Centre Building Depreciation	$105,000	$43,750	$48,576	$4,826	111%
		08499	Administration Allocated	$73,006	$30,420	$34,673	$4,253	114%
		08601	PECC Salaries & Wages	$164,504	$68,545	$63,627	($4,918)	93%
		08602	PECC Superannuation Expense	$15,628	$6,510	$5,658	($852)	87%
		08603	Housing Allocation	$67,328	$28,055	$28,055	($0)	100%
		08604	Training Expenses	$2,000	$835	$273	($562)	33%
		08606	Uniform Expense	$1,200	$500	$515	$15	103%
		08633	Childcare Expenses	$14,100	$5,875	$3,639	($2,236)	62%
		Operating Expenditure Total		**$511,516**	**$213,130**	**$219,725**	**$6,595**	
	Education & Welfare							
		Childcare Centre						
		Operating Income						
		08427	Grant Income	$0	$0	($50,000)	($50,000)	0%
		08600	Childcare Fees	($60,000)	($25,000)	($40,912)	($15,912)	164%
		08605	Sundry Income	($1,500)	($625)	$0	$625	0%
		Operating Income Total		($61,500)	($25,625)	($90,912)	($65,287)	
		Childcare Centre Total		$450,016	$187,505	$128,813	($58,692)	
		Education & Welfare Total		**$463,516**	**$189,255**	**$128,987**	**($60,268)**	
Schedule 9	**Housing**							
		Staff Housing						
		Operating Expenditure						
		11206	Interest On Loan 101	$2,456	$1,228	$771	($457)	63%
		09203	Housing Bonds Expense	$8,000	$3,335	$1,992	($1,343)	60%
		09228	Housing Allocation	($291,756)	($121,570)	($121,570)	$0	100%
		09290	Depreciation - Council Housing	$72,056	$30,025	$49,852	$19,827	166%
		09292	Housing Maintenance Cost	$100,000	$43,074	$29,180	($13,894)	68%
		09299	Administration Allocated	$88,045	$36,685	$40,268	$3,583	110%
		Operating Expenditure Total		**($21,199)**	**($7,223)**	**$493**	**$7,716**	
	Housing							
		Housing						
		Operating Income						
		09306	Staff Housing Rent	($45,800)	($19,085)	($18,858)	$227	99%
		Operating Income Total		**($45,800)**	**($19,085)**	**($18,858)**	**$227**	
	Housing							
		Housing						
		Capital Expenditure						

Statement of Financial Activity

For the Period Ended 30th November 2020

				30/6/2021	30/11/2020	30/11/2020	30/11/2020	30/11/2020
		COA	Description	Budget	YTD Budget	Actual	Variance $ YTD v Actuals	Variance % YTD v Actuals
		16111	Loan 101 Repayment	$29,145	$14,573	$14,400	($173)	99%
		Capital Expenditure Total		**$29,145**	**$14,573**	**$14,400**	**($173)**	
	Housing							
		Housing Other						
		Operating Expenditure						
		09201	Loan 96 Interest Expense	$3,872	$1,936	$609	($1,327)	31%
		09229	Loan 97 Housing Interest	$2,160	$1,080	$1,070	($10)	99%
		09291	Housing Maintenance Costs	$120,000	$54,331	$57,002	$2,671	105%
		Operating Expenditure Total		**$126,032**	**$57,347**	**$58,681**	**$1,334**	
	Housing							
		Housing Other						
		Operating Income						
		09300	Housing Rent- Private	($75,000)	($31,250)	($45,338)	($14,088)	145%
		09301	Reimbursements	$0	$0	($264)	($264)	0%
		09305	Housing Bonds Received (Income)	($4,000)	($1,665)	($1,642)	$23	99%
		Operating Income Total		**($79,000)**	**($32,915)**	**($47,244)**	**($14,329)**	
	Housing							
		Housing Other						
		Capital Expenditure						
		09284	Housing Project - Capital	$14,000	$11,665	$0	($11,665)	0%
		09286	Capital - Housing Expenditure	$43,500	$6,665	$0	($6,665)	0%
		16096	Loan 96 Repayment	$14,196	$7,098	$6,952	($146)	98%
		16097	Loan 97 Repayment	$25,644	$12,822	$12,672	($150)	99%
		018TT	Transfer to Housing Reserve	$1,310	$545	$1,277	$732	234%
		Capital Expenditure Total		**$98,650**	**$38,795**	**$20,902**	**($17,893)**	
		Housing Total		**$107,828**	**$36,919**	**$28,373**	**($21,558)**	
Schedule 10	**Community Amenities**							
		Household Refuse						
		Operating Expenditure						
		10000	Transfer Station Improvements	$50,000	$41,665	$0	($41,665)	0%
		10001	Refuse Site Mntce Expense	$96,300	$40,135	$35,730	($4,405)	89%
		10004	Refuse Collection Expense	$34,000	$14,165	$10,504	($3,661)	74%
		10006	Cardboard Recycling Expenses	$16,000	$6,670	$8,971	$2,301	134%
		10199	Administration Allocated	$37,525	$15,635	$17,917	$2,282	115%
		Operating Expenditure Total		**$233,825**	**$118,270**	**$73,122**	**($45,148)**	
	Community Amenities							
		Household Refuse						
		Operating Income						
		10100	Refuse Collection Fees	($32,000)	($32,000)	($33,660)	($1,660)	105%
		Operating Income Total		**($32,000)**	**($32,000)**	**($33,660)**	**($1,660)**	
		Household Refuse Total		**$201,825**	**$86,270**	**$39,462**	**($46,808)**	
	Community Amenities							
		Sanitation Other						
		Operating Expenditure						
		009TT	Transfer to Refuse Reserve	$610	$255	$595	$340	233%
		Operating Expenditure		**$610**	**$255**	**$595**	**$340**	
		Operating Expenditure Total						
	Community Amenities							
		Town Planning & Regional Development						
		Operating Expenditure						
		10202	Town Planning Expense	$10,000	$4,165	$1,727	($2,438)	41%
		10204	Loan 98 Interest Expense	$15,153	$7,576	$1,630	($5,946)	22%
		10298	Administration Allocated	$0	$0	$9,943	$9,943	0%
		Operating Expenditure Total		**$25,153**	**$11,741**	**$13,300**	**$1,559**	
	Community Amenities							
		Town Planning & Regional Development						
		Operating Income						
		10300	Planning Approval Fees	($500)	($210)	($577)	($367)	275%
		Operating Income Total		**($500)**	**($210)**	**($577)**	**($367)**	

	Statement of Financial Activity							
	For the Period Ended 30th November 2020							
				30/6/2021	30/11/2020	30/11/2020	30/11/2020	30/11/2020
		COA	Description	Budget	YTD Budget	Actual	Variance $ YTD v Actuals	Variance % YTD v Actuals
	Community Amenities							
		Town Planning & Regional Development						
		Capital Expenditure						
		16098	Loan 98 Repayment	$21,584	$10,792	$10,602	($190)	98%
		Capital Expenditure Total		**$21,584**	**$10,792**	**$10,602**	**($190)**	
		Town Planning & Regional Development Total		**$46,237**	**$22,323**	**$23,326**	**$1,003**	
	Community Amenities							
		Community Services						
		Operating Expenditure						
		04017	Community Functions Expense	$0	$0	$0	$0	0%
		04018	Banners in the Terrace Competition	$500	$0	$0	$0	0%
		04231	CRC Building Mntce Expense.	$5,025	$2,838	$2,410	($428)	85%
		10400	Cemetery Maintenance Expense	$18,000	$7,505	$23,403	$15,898	312%
		10410	CDO Salaries	$74,544	$31,060	$30,540	($520)	98%
		10401	Burdekin Cemetery Expense	$10,000	$0	$0	$0	0%
		10409	Community Function Expense	$19,700	$8,205	$3,800	($4,405)	46%
		10411	CDO Superannuation	$6,531	$2,720	$2,534	($186)	93%
		10412	CDO Project Expenses	$15,000	$6,250	$1,269	($4,981)	20%
		10415	Community Development Expenses.	$22,800	$9,500	$1,536	($7,964)	16%
		10419	CDO Office Expenses	$1,000	$415	$216	($199)	52%
		10420	CDO Training & Conferences	$2,000	$835	$445	($390)	53%
		10423	Aboriginal History	$20,000	$8,335	$0	($8,335)	0%
		10498	Administration Allocated	$82,497	$34,375	$27,560	($6,815)	80%
		10499	Depreciation - Community Services	$7,082	$2,950	$10,963	$8,013	372%
		10510	Community Bus Maintenance Expense	$6,000	$2,500	$330	($2,170)	13%
		10512	Staff Housing Allocated	$22,443	$9,350	$9,352	$2	100%
			Operating Expenditure Total	**$313,122**	**$126,838**	**$114,358**	**($12,480)**	
	Community Amenities							
		Community Services						
		Operating Income						
		10500	Burial Fees	($500)	($210)	($2,975)	($2,765)	1417%
		10501	Undertakers Licence	$0	$0	($68)	($68)	0%
		10502	Monumental Mason Licence.	$0	$0	($109)	($109)	0%
		14502	Community Bus Hire	($1,500)	($625)	($483)	$142	77%
		Operating Income Total		**($3,000)**	**($1,835)**	**($4,667)**	**($2,832)**	
	Community Amenities							
		Community Services						
		Capital Expenditure						
		10253	Capital - Other Infrastructure	$150,000	$62,500	$0	($62,500)	0%
		Capital Expenditure Total		**$150,000**	**$62,500**	**$0**	**($62,500)**	
	Community Amenities							
		Public Conveniences						
		Operating Expenditure						
		10800	Public Conveniences Mntce Expense	$25,000	$10,405	$2,396	($8,009)	23%
		10810	Public Conveniences Cleaning Costs	$11,004	$4,590	$4,821	$231	105%
		Operating Expenditure Total		**$36,004**	**$14,995**	**$7,217**	**($7,778)**	
		Community Amenities Total		**$744,798**	**$311,346**	**$180,291**	**($131,055)**	
Schedule 11	**Recreation & Culture**							
		Public Halls						
		Operating Expenditure						
		11000	Perenjori Hall Mntce Expense	$9,570	$4,472	$5,687	$1,215	127%
		11001	Latham Hall Mntce Expense	$4,720	$2,894	$15,767	$12,873	545%
		11005	PJ Hall Cleaning Costs	$6,128	$2,555	$1,529	($1,026)	60%
		11020	Latham CWA Building Maintenance	$3,870	$1,815	$1,076	($739)	59%
		11090	Depreciation - Public Halls	$11,000	$4,585	$6,625	$2,040	144%
		11099	Administration Allocated	$29,202	$12,170	$20,828	$8,658	171%
		Operating Expenditure Total		**$64,490**	**$28,491**	**$51,512**	**$23,021**	
	Recreation & Culture							
		Public Halls						
		Operating Income						
		11100	Hall Hire Fees	$0	$0	($75)	($75)	0%
		Operating Income Total		**$0**	**$0**	**($75)**	**($75)**	
				$64,490	**$28,491**	**$51,438**	**$22,947**	

	Statement of Financial Activity							
	For the Period Ended 30th November 2020							
				30/6/2021	30/11/2020	30/11/2020	30/11/2020	30/11/2020
		COA	Description	Budget	YTD Budget	Actual	Variance $ YTD v Actuals	Variance % YTD v Actuals
	Recreation & Culture							
		Swimming Pool						
		Operating Expenditure						
		11200	Swimming Pool Managers Salary	$87,957	$36,650	$35,053	($1,597)	96%
		11201	Superannuation - Pool Manager	$7,664	$3,195	$2,445	($750)	77%
		11202	Training & Conference - Pool	$2,200	$915	$497	($418)	54%
		11203	Pool Operating Expense	$60,150	$25,060	$39,123	$14,063	156%
		11208	Loan 100 Interest	$3,549	$1,774	$2,048	$274	115%
		11209	Minor Equipment (Expensed)	$10,000	$8,335	$0	($8,335)	0%
		11290	Depreciation - Swimming Pools	$93,805	$39,085	$40,963	$1,878	105%
		11299	Administration Allocated	$43,804	$18,250	$20,733	$2,483	114%
		Operating Expenditure Total		**$309,129**	**$133,264**	**$140,862**	**$7,598**	
	Recreation & Culture							
		Swimming Pool						
		Operating Income						
		11301	Swimming Pool - Admission Fees	($7,000)	($2,915)	($488)	$2,427	17%
		Operating Income Total		**($7,000)**	**($2,915)**	**($488)**	**$2,427**	
	Recreation & Culture							
		Swimming Pool						
		Capital Expenditure						
		011TT	Transfer to Swimming Pool Reserve	$264	$110	$257	$147	234%
		16100	Loan 100 Repayment	$40,952	$20,476	$20,233	($243)	99%
		Capital Expenditure Total		**$41,216**	**$20,586**	**$20,490**	**($96)**	
		Swimming Pool Total		**$343,345**	**$150,935**	**$160,864**	**$9,929**	
	Recreation & Culture							
		Other Recreation & Sport						
		Operating Expenditure						
		11401	Sports Club - Insurance	$3,650	$3,650	$3,575	($75)	98%
		11404	Perenjori Pavillion Mntce Expense	$21,450	$11,897	$11,639	($258)	98%
		11405	Latham Community Centre Mntce Expense	$11,375	$5,338	$15,038	$9,700	282%
		11407	Parks & Gardens Expense	$255,450	$106,633	$86,056	($20,577)	81%
		11408	Golf & Bowls Expense	$25,000	$25,000	$12,594	($12,406)	50%
		11409	Perenjori Oval Expense- JOB	$159,125	$64,820	$42,231	($22,589)	65%
		11412	PJ Pavillion Cleaning	$8,753	$3,645	$1,017	($2,628)	28%
		11413	Gym Cleaning	$1,750	$725	$236	($489)	33%
		11415	PJ Oval Toilets Cleaning Costs	$5,471	$2,280	$4,505	$2,225	198%
		11416	PJ Oval Toilets Maintenance	$4,630	$1,930	$802	($1,128)	42%
		11421	Gym Equipment Maintenance	$2,500	$1,040	$68	($972)	6%
		11490	Depreciation - Other Rec & Sport	$141,322	$58,885	$76,356	$17,471	130%
		11498	Administration Allocated	$31,393	$13,080	$27,437	$14,357	210%
		11897	Staff Housing Allocated	$22,443	$9,350	$9,352	$2	100%
		Operating Expenditure Total		**$694,312**	**$308,273**	**$290,905**	**($17,368)**	
	Recreation & Culture							
		Other Recreation & Sport						
		Operating Income						
		11304	Reimbursements	($5,000)	($2,085)	$0	$2,085	0%
		11500	Pavilion Hire Charges	($350)	($145)	($244)	($99)	168%
		11511	Gym Membership Fees	($1,000)	($415)	($959)	($544)	231%
		11521	Mt Gibson Funding Allocation	$0	$0	($200,000)	($200,000)	0%
		11522	Latham Camping Donation Received	($200)	($200)	($1,533)	($1,333)	766%
		Operating Income Total		**($6,550)**	**($2,845)**	**($202,736)**	**($199,891)**	
	Recreation & Culture							
		Other Recreation & Sport						
		Capital Expenditure						
		11450	Capital - Perenjori Pavillion Building	$302,860	$126,190	$0	($126,190)	0%
		11455	Capital - Parks & Ovals	$0	$0	$72,727	$72,727	0%
		11459	PJ Sports Facility Capital Expenditure	$72,521	$72,121	$0	($72,121)	0%
		Capital Expenditure Total		**$375,381**	**$198,311**	**$72,727**	**($125,584)**	
		Other Recreation & Sport Total		**$1,063,143**	**$503,739**	**$160,896**	**($342,843)**	

	Statement of Financial Activity							
	For the Period Ended 30th November 2020							
				30/6/2021	30/11/2020	30/11/2020	30/11/2020	30/11/2020
		COA	Description	Budget	YTD Budget	Actual	Variance $ YTD v Actuals	Variance % YTD v Actuals
	Recreation & Culture							
		Libraries						
		Operating Expenditure						
		11600	Admin Salaries	$25,500	$10,625	$0	($10,625)	0%
		11601	Library Materials Expense	$1,500	$625	$1,577	$952	252%
		11602	Library Amlib Licence & Support	$2,000	$835	$0	($835)	0%
		11699	Administration Allocated	$26,282	$10,950	$19,346	$8,396	177%
		Operating Expenditure Total		**$55,282**	**$23,035**	**$20,923**	**($2,112)**	
		Libraries Total		**$55,282**	**$23,035**	**$20,923**	**($2,112)**	
	Recreation & Culture							
		Other Culture						
		Operating Expenditure						
		11800	Community Event - Ag Society	$0	$0	$0	$0	0%
		11801	Old Bankwest Building	$2,495	$1,120	$1,078	($42)	96%
		11803	Radio Broadcasting - FM Tower Mntce Expense	$4,713	$1,965	$1,497	($468)	76%
		11805	Museum/Tourist Bureau Mntce Expense	$24,300	$11,329	$4,695	($6,634)	41%
		11806	Perenjori Masonic Lodge Mntce Expense	$9,600	$3,525	$2,611	($914)	74%
		11890	Depreciation - Other Culture	$6,214	$2,585	$9,122	$6,537	353%
		11899	Administration Allocated	$29,202	$12,170	$15,926	$3,756	131%
		Operating Expenditure Total		**$76,524**	**$32,694**	**$34,929**	**$2,235**	
		Other Culture Total		**$76,524**	**$32,694**	**$34,910**	**$2,216**	107%
	Recreation & Culture Total			**$1,602,784**	**$738,894**	**$429,031**	**($309,863)**	
Schedule 12	**Transport**							
		Streets, Roads - Construction						
		Operating Income						
		12300	Direct Grant	($203,574)	($203,574)	($220,815)	($17,241)	108%
		12301	Regional Road Group Funding	($725,717)	($268,152)	($273,333)	($5,181)	102%
		12302	MRD Street Lighting Subsidy	($2,750)	$0	$0	$0	0%
		12303	Roads To Recovery Funding	($534,940)	($470,908)	($266,940)	$203,968	57%
		Operating Income Total		**($1,466,981)**	**($942,634)**	**($761,088)**	**$181,546**	
	Transport							
		Streets, Roads - Construction						
		Capital Expenditure						
		12001	Road Construction Expense Council	$500,690	$25,850	$101,394	$75,544	392%
		12003	Road Construction Expense RRG	$1,280,425	$919,390	$324,732	($594,658)	35%
		12005	Road Construction Expense Black Spot - JOB	$0	$0	$262	$262	0%
		12006	Road Construction R2R	$534,941	$125,090	$191,928	$66,838	153%
		Capital Expenditure Total		**$2,316,056**	**$1,070,330**	**$618,650**	**($451,680)**	
		Streets, Roads - Construction Total		**$849,075**	**$127,696**	**($142,438)**	**($270,134)**	
	Transport							
		Streets, Roads - Maintenance						
		Operating Expenditure						
		12200	Street Lighting Expense	$22,600	$9,962	$9,103	($859)	91%
		12201	Romans Software Expense	$6,700	$6,700	$6,772	$72	101%
		12240	Depot Mntce Expense	$64,500	$27,986	$27,997	$11	100%
		12241	Railway Station Mntce Expense	$1,070	$740	$640	($100)	87%
		12250	Depot Builiding Insurance	$1,700	$1,700	$2,381	$681	140%
		12252	Transport Depreciation	$23,219	$9,680	$87,173	$77,493	901%
		12260	General Road Mntce Expense - JOBS	$842,799	$351,170	$189,611	($161,559)	54%
		12261	Traffic Signs Expense	$20,000	$8,340	$9,530	$1,190	114%
		12262	Street Cleaning Expense	$12,400	$5,160	$4,875	($285)	94%
		12263	Street Trees Mntce Expense	$15,000	$0	$8,230	$8,230	0%
		12265	Engineers/Consultant.	$3,000	$1,250	$0	($1,250)	0%
		12284	Plant & Equipment - Sundry	$6,000	$0	$0	$0	0%
		12290	Depreciation - Infrastructure	$1,538,425	$641,010	$657,124	$16,114	103%
		12299	Administration Allocated	$90,089	$37,535	$40,986	$3,451	109%
		Operating Expenditure Total		**$2,647,502**	**$1,101,233**	**$1,044,422**	**($56,811)**	
	Transport							
		Streets, Roads - Maintenance						
		Capital Expenditure						
		12285	Capital Expenditure - Other Infras	$571,756	$52,085	$0	($52,085)	0%
		Capital Expenditure Total		**$571,756**	**$52,085**	**$0**	**($52,085)**	
		Streets, Roads - Maintenance Total		**$3,219,258**	**$1,153,318**	**$1,044,422**	**($108,896)**	

Statement of Financial Activity
For the Period Ended 30th November 2020

		COA	Description	30/6/2021 Budget	30/11/2020 YTD Budget	30/11/2020 Actual	30/11/2020 Variance $ YTD v Actuals	30/11/2020 Variance % YTD v Actuals
	Transport							
		Airport						
		Operating Expenditure						
		12400	Perenjori Air Strip Mntce Expense	$8,920	$4,121	$4,756	$635	115%
		12490	Depreciation - Airport	$48,845	$20,350	$15,449	($4,901)	76%
		Operating Expenditure Total		**$57,765**	**$24,471**	**$20,204**	**($4,267)**	
		Airport Total		**$57,765**	**$24,471**	**$20,204**	**($4,267)**	
	Transport							
		Road Plant Purchases						
		Operating Income						
		12306	Profit On Sale Of Assets.	($20,000)	$0	$0	$0	0%
		12307	Proceeds From Sale Of Assets	$0	$0	$0	$0	0%
		Operating Income Total		**($20,000)**	**$0**	**$0**	**$0**	
	Transport							
		Road Plant Purchases						
		Operating Expenditure						
		12267	Loan 102 Interest Expense	$581	$290	$391	($101)	135%
		12270	Loss on Sale of Assets	$39,540	$0	$40,384	$40,384	0%
		Operating Expenditure Total		**$40,121**	**$290**	**$40,775**	**$40,283**	
	Transport							
		Road Plant Purchases						
		Capital Expenditure						
		008TT	Transfer to Plant Replacement Reserve	$1,705	$710	$1,663	($953)	234%
		017TT	Transfer to Road & Rehab Infra Reserve	$100	$40	$98	$58	244%
		12279	Loan 102 Repayment	$43,759	$21,880	$29,076	($7,196)	133%
		12283	Plant & Equipment Purchase	$521,000	$260,500	$0	$260,500	0%
		12286	Capital - Road Equipment	$10,000	$0	$0	$0	0%
		Capital Expenditure Total		**$576,564**	**$283,130**	**$30,837**	**$252,408**	
		Road Plant Purchasesl Total		**$596,685**	**$283,420**	**$71,613**	**$292,691**	
	Transport							
		Traffic Control						
		Operating Expenditure						
		12600	Administration Allocated	$73,005	$30,420	$34,673	($4,253)	114%
				$73,005	$30,420	$34,673	($4,253)	
	Transport							
		Traffic Control						
		Operating Income						
		12650	Local Authority Plates	($100)	($40)	($47)	$7	117%
		12651	DOT Licensing Commissions	($5,500)	($2,290)	($3,325)	$1,035	145%
		Operating Income Total		**($5,600)**	**($2,330)**	**($3,372)**	**$1,042**	
		Transport Total		$4,790,188	$1,616,995	$1,025,103	($93,816)	
Schedule 13	Economic Services							
		Caravan Park						
		Operating Expenditure						
		13100	Caravan Park Salaries	$63,040	$26,265	$24,814	($1,451)	94%
		13101	Caravan Park Superannuation	$5,989	$2,495	$1,593	($902)	64%
		13102	Caravan Park Maintenance Expense	$79,905	$36,995	$36,795	($200)	99%
		13108	CVP Cleaning	$113,200	$47,165	$43,668	($3,497)	93%
		13109	Eco House Maintenance	$13,306	$6,043	$5,056	($987)	84%
		13110	Eco House Cleaning Cost	$5,252	$2,190	$116	($2,074)	5%
		13170	Caravan Park Village Salaries	$2,000	$835	$0	($835)	0%
		13171	Caravan Park Village Superannuation	$150	$60	$0	($60)	0%
		13172	Caravan Park Village Maintenance Expense.	$16,000	$6,769	$10,918	$4,149	161%
		13173	Midwest Transportables Commission Expense.	$10,000	$10,000	$18,893	$8,893	189%
		13175	CVP Village Cleaning Costs	$31,687	$13,200	$18,283	$5,083	139%
		13176	Caravan Park Insurance Expense	$4,800	$4,800	$5,299	$499	110%
		13177	CP - Low Value Asset Pool	$10,000	$4,165	$0	($4,165)	0%
		13399	Administration Allocated	$71,984	$29,995	$11,289	($18,706)	38%
		13898	Staff Housing Allocated GEN	$22,443	$9,350	$9,352	$2	100%
		13615	Loan 103 Interest	$5,932	$2,966	$0	($2,966)	0%
		Operating Expenditure Total		**$489,616**	**$217,428**	**$186,075**	**($31,353)**	

			Statement of Financial Activity					
			For the Period Ended 30th November 2020					
				30/6/2021	30/11/2020	30/11/2020	30/11/2020	30/11/2020
		COA	Description	Budget	YTD Budget	Actual	Variance $ YTD v Actuals	Variance % YTD v Actuals
	Economic Services							
		Caravan Park						
		Operating Income						
		13150	Caravan Park Fees	($75,000)	($31,250)	($50,537)	($19,287)	162%
		13152	Caravan Park Chalets - Revenue	($60,000)	($25,000)	($28,568)	($3,568)	114%
		13185	Caravan Park Village Accommodation Fees.	($140,000)	($58,335)	($48,946)	$9,389	84%
		Operating Income Total		**($275,000)**	**($114,585)**	**($128,050)**	**($13,465)**	
	Economic Services							
		Caravan Park						
		Capital Expenditure						
		026TT	Transfer to Tourist Accom Reserve	$194	$80	$189	$109	236%
		13194	Caravan Park - Capital.	$50,000	$50,000	$50,000	$0	100%
		13651	Capital - Business Incubator (Russell Street Depot	$20,000	$16,665	$0	($16,665)	0%
		Capital Expenditure Total		**$70,194**	**$66,745**	**$50,189**	**($16,556)**	
		Caravan Park Total		**$284,810**	**$169,588**	**$108,213**	**($61,375)**	
	Economic Services							
		Tourism & Area Promotion						
		Operating Expenditure						
		13199	Administration Allocated	$41,467	$17,280	$19,640	$2,360	114%
		13200	Area Promotion Expense	$20,000	$8,335	$14,543	$6,208	174%
		13201	Townscape Project Expense	$20,000	$8,330	$2,203	($6,127)	26%
		13203	Regional Tourism Officer	$4,500	$4,500	$0	($4,500)	0%
		13204	Tourist Sites Mntce Expense	$16,950	$7,065	$7,528	$463	107%
		13209	Tourism Signage Interpretation Exp	$6,500	$2,710	$0	($2,710)	0%
		13213	Local Tourism Officer	$8,000	$3,335	$0	($3,335)	0%
		13291	Depreciation - Tourism	$75,794	$31,585	$40,788	$9,203	129%
		Operating Expenditure Total		**$193,211**	**$83,140**	**$84,702**	**$1,562**	
				$193,211	**$83,140**	**$84,702**	**$1,562**	
	Economic Services							
		Building Control						
		Operating Expenditure						
		13400	Building Expense	$5,000	$2,080	$106	($1,974)	5%
		13404	Building Maintenance Superannuation Expense	$7,755	$3,230	$2,978	($252)	92%
		13499	Administration Allocated	$37,233	$15,515	$17,979	$2,464	116%
		Operating Expenditure Total		**$49,988**	**$20,825**	**$21,279**	**$454**	
	Economic Services							
		Building Control						
		Operating Income						
		13500	Building Permit Fees	($5,000)	($2,085)	($444)	$1,641	21%
		Operating Income Total		**($5,000)**	**($2,085)**	**($444)**	**$1,641**	
		Building Control Total		**$44,988**	**$18,740**	**$20,835**	**$2,095**	
	Economic Services							
		Other Economic Services						
		Operating Expenditure						
		13601	Caron Dam Maintenance	$15,000	$6,250	$0	($6,250)	0%
		13603	Standpipes Mntce Expense	$9,475	$3,950	$1,810	($2,140)	46%
		13604	Dams Mntce Expense	$32,500	$13,540	$2,446	($11,094)	18%
		13607	Cemetery Maintenance.	$0	$0	$125	$125	0%
		13608	Western Power Connection Fee	$12,154	$12,154	$12,154	$0	100%
		13614	Standpipes Water Expenses	$15,000	$3,911	$6,018	$2,107	154%
		13699	Administration Allocated	$44,534	$18,555	$20,009	$1,454	108%
		Operating Expenditure Total		**$128,663**	**$58,360**	**$42,560**	**($15,800)**	
	Economic Services							
		Other Economic Services						
		Operating Income						
		13700	Standpipe Water Charges	($16,000)	($6,665)	($6,212)	$453	93%
		Operating Income Total		**($16,000)**	**($6,665)**	**($6,212)**	**$453**	
	Economic Services							
		Other Economic Services						
		Capital Expenditure						
		020TT	Transfer to Water Reserve	$491	$205	$479	$274	233%
		027TT	Transfer to IT Communication Reserve	$602	$250	$587	$337	235%
		Capital Expenditure Total		**$1,093**	**$455**	**$1,065**	**$610**	

			Statement of Financial Activity					
			For the Period Ended 30th November 2020					
				30/6/2021	30/11/2020	30/11/2020	30/11/2020	30/11/2020
		COA	Description	Budget	YTD Budget	Actual	Variance $ YTD v Actuals	Variance % YTD v Actuals
	Economic Services							
		Other Economic Services						
		Capital Income						
		14981	Proceeds of Loan - Caron's Dam Roof.	($500,000)	($500,000)	$0	$500,000	0%
		Capital Income Total		**($500,000)**	**($500,000)**	**$0**	**$500,000**	
		Other Economic Services Total		**($401,244)**	**($454,100)**	**$37,414**	**$491,514**	
	Economic Services							
		Economic Development						
		Operating Expenditure						
		13610	Business Incubator - Operating Expenses.	$13,428	$5,585	$2,541	($3,044)	46%
		13899	Administration Allocated	$42,344	$17,645	$20,993	$3,348	119%
		Operating Expenditure Total		**$55,772**	**$23,230**	**$23,534**	**$304**	
	Economic Services							
		Economic Development						
		Operating Income						
		13909	Business Incubator - Rental Income	($7,000)	($2,915)	($2,850)	$65	98%
		Operating Income Total		**($7,000)**	**($2,915)**	**($2,850)**	**$65**	
	Economic Services							
		Economic Development						
		Capital Expenditure						
		14980	Capital - Caron Dam Roof.	$500,000	$0	$0	$0	0%
		16113	Loan 103 Repayment	$47,282	$23,640	$0	($23,640)	0%
		Capital Expenditure Total		**$547,282**	**$0**	**$0**	**$0**	
		Economic Development Total		**$596,054**	**$43,955**	**$20,684**	**($23,271)**	
		Economic Services Total		**$732,819**	**($132,427)**	**$271,848**	**$427,915**	
Schedule 14	**Other Property & Services**							
		Plant Depreciation						
		14490	Depreciation - Plant	$248,073	$103,365	$136,448	$33,083	132%
		14491	Depreciation Posted to Jobs	($248,073)	($103,370)	($126,041)	($22,671)	122%
		Plant Depreciation Total		**$0**	**($5)**	**$10,407**	**$10,412**	
	Other Property & Services							
		Private Works						
		Operating Expenditure						
		14000	Private Works Expense	$14,000	$5,830	$6,602	$772	113%
		14003	Mining Project Expense (Karara Mining)	$26,000	$19,420	$12,035	($7,385)	62%
		14099	Administration Allocated	$36,503	$15,210	$18,631	$3,421	122%
		Operating Expenditure Total		**$76,503**	**$40,460**	**$37,268**	**($3,192)**	
	Other Property & Services							
		Private Works						
		Operating Income						
		14102	Private Works Income	($18,000)	($7,505)	($8,721)	($1,216)	116%
		14106	Mining Project Income	($26,000)	($25,998)	($8,094)	$17,904	31%
		Operating Income Total		**($44,000)**	**($33,503)**	**($18,015)**	**$15,488**	
		Private Works Total		**$32,503**	**$6,957**	**$19,253**	**$12,296**	
	Other Property & Services							
		Public Works Overheads						
		Operating Expenditure						
		14200	Manager of Infrastructure Services	$103,924	$43,300	$42,877	($423)	99%
		14201	Superannuation	$124,719	$51,965	$57,349	$5,384	110%
		14202	Sick & Holiday Pay	$144,707	$60,295	$78,324	$18,029	130%
		14204	Protective Clothing Expense	$12,000	$5,000	$2,094	($2,906)	42%
		14205	Travel & Accommodation Exp	$2,500	$1,040	$0	($1,040)	0%
		14206	Removal Allowance Expense	$2,000	$830	$0	($830)	0%
		14207	Long Service Leave Expense	$0	$0	$17,264	$17,264	0%
		14209	Occupational Health & Safety Expenses	$6,000	$5,000	$8,449	$3,449	169%
		14210	Staff Training - Wages	$17,500	$14,585	$16,479	$1,894	113%
		14211	Staff Training - Other	$20,000	$8,335	$13,864	$5,529	166%
		14212	Pre-placement Medicals Expense	$1,500	$625	$896	$271	143%
		14213	Workers Compensation Insurance	$95,000	$95,000	$102,986	$7,986	108%
		14214	Less Allocated to PWO	($794,981)	($331,245)	($318,446)	$12,799	96%
		14216	Fringe benefits Tax	$5,000	$2,500	$4,287	$1,787	171%
		14218	Housing Benefit Expense	$20,000	$8,335	$4,424	($3,911)	53%
		14219	Allowances Expense	$6,000	$2,500	$4,727	$2,227	189%
		14220	Depot Cleaning	$4,377	$1,825	$1,076	($749)	59%

	Statement of Financial Activity							
	For the Period Ended 30th November 2020							
				30/6/2021	30/11/2020	30/11/2020	30/11/2020	30/11/2020
		COA	Description	Budget	YTD Budget	Actual	Variance $ YTD v Actuals	Variance % YTD v Actuals
		14221	Depot Admin	$27,567	$11,485	$8,078	($3,407)	70%
		14222	OSH Meetings	$4,375	$1,820	$0	($1,820)	0%
		14223	Minor Equipment Expensed	$10,000	$4,165	$1,094	($3,071)	26%
		14229	Cleaners Administration Cost	$10,000	$4,165	$2,814	($1,351)	68%
		14299	Administration Allocated	$92,134	$38,390	$49,802	$11,412	130%
		14225	Staff Housing Allocated	$67,328	$28,055	$28,055	($0)	100%
		14415	Freight Charges	$150	$65	$2,796	$2,731	4301%
		14801	Workers Compensation - Wages	$18,200	$7,585	$0	($7,585)	0%
		Operating Expenditure Total		**$0**	**$65,620**	**$129,290**	**$63,670**	
		Public Works Overheads Total		**$0**	**$65,620**	**$129,290**	**$63,670**	
	Other Property & Services							
		Plant Operating Costs						
		Operating Expenditure						
		14400	Fuels & Oils	$196,000	$81,665	$71,611	($10,054)	88%
		14401	Tyres & Tubes	$25,000	$10,415	$24,530	$14,115	236%
		14402	Tool Replacement	$5,000	$2,080	$369	($1,711)	18%
		14403	Parts	$85,000	$35,415	$35,209	($206)	99%
		14404	Plant Repair Wages	$139,200	$58,000	$37,120	($20,880)	64%
		14405	Insurance	$42,000	$42,000	$41,093	($907)	98%
		14406	Wearparts	$12,000	$5,000	$3,196	($1,805)	64%
		14407	Licences & Stamp Duty	$12,000	$0	$562	$562	0%
		14410	Less POC	($580,445)	($241,855)	($168,433)	$73,422	70%
		14499	Administration Allocated	$64,245	$26,770	$23,705	($3,065)	89%
		Operating Expenditure Total		**$0**	**$19,490**	**$68,963**	**$49,473**	
	Other Property & Services							
		Plant Operating Costs						
		Operating Income						
		14504	Reimbursements - Good Insurance	($3,000)	($1,250)	($2,897)	($1,647)	232%
		14950	Reimbursements Income	($150)	($60)	($363)	($303)	605%
		Operating Income Total		**($3,000)**	**($1,250)**	**($3,260)**	**($1,950)**	
		Plant Operating Costs Total		**($3,150)**	**$18,180**	**$65,703**	**$47,523**	
	Other Property & Services							
		Materials						
		Operating Income						
		14700	Fuel Rebates	($38,000)	($15,835)	($13,853)	$1,982	87%
		Operating Income Total		**($38,000)**	**($15,835)**	**($13,853)**	**$1,982**	
		Materials Total		**($38,000)**	**($15,835)**	**($23,768)**	**($7,933)**	
	Other Property & Services							
		Salaries & Wages						
		Operating Expenditure						
		14800	Gross Salary & Wages	$2,315,143	$964,645	$1,054,570	$89,925	109%
		14803	Less Salary & Wages Allocated	($2,315,143)	($964,650)	($1,051,361)	($86,711)	109%
		Operating Expenditure Total		**$0**	**($5)**	**$3,209**	**$3,214**	
		Salaries & Wages Total		$0	($5)	$3,209	$3,214	
	Other Property & Services Total			($8,647)	$74,907	$204,095	$132,397	
	Finance							
		Loan Repayments						
		Liabilities						
		16096	Loan 96 Repayment	$14,196	$7,098	$6,952	($146)	98%
		16097	Loan 97 Repayment	$25,644	$12,822	$12,672	($150)	99%
		16098	Loan 98 Repayment	$21,584	$10,792	$10,602	($190)	98%
		16100	Loan 100 Repayment	$40,952	$20,476	$20,233	($243)	99%
		16111	Loan 101 Repayment	$29,145	$14,573	$14,400	($173)	99%
		12279	Loan 102 Repayment	$43,759	$21,880	$29,076	$7,196	133%
		Liabilities Total		**$175,280**	**$87,641**	**$93,935**	**$6,294**	
		Loan Repayments Total		**$175,280**	**$87,641**	**$93,935**	**$6,294**	
	Finance Total			**$175,280**	**$87,641**	**$93,935**	**$6,294**	

Shire of Perenjori

Embrace Opportunity

ATTACHMENT
12.2 (a)

Accounts for Payment ending
30 November 2020

ORDINARY COUNCIL MEETING 17 DECEMBER 2020

Shire of Perenjori.

Local Government Act 1995

Accounts for Payment for Month Ended 30th November 2020

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
427	02/11/2020	BANK FEES - BANK FEES NO GST	BANK FEES WITH GST	M		10.00
427	03/11/2020	EFT GST - EFTPOS FEES WITH GST	EFTPOS FEES WITH GST	M		160.92
427	03/11/2020	EFT GST - EFTPOS FEES WITH GST	EFTPOS FEES WITH GST	M		70.02
EFT13582	17/11/2020	AARON VAN BRUNSCHOT	Supply of 20000m3 of gravel for Warriedar Coppermine road	M		33,000.00
EFT13583	17/11/2020	BLUEHILL COURIERS	Freight from 13/10 - 30/10/2020	M		1,309.00
EFT13584	17/11/2020	BRIAN BAXTER	Refund of candidate nomination deposit	M		113.66
EFT13585	17/11/2020	BURGESS RAWSON (WA) PTY LTD	Toilets at Loading St - Memorial at Fowler St - water usage from 19/08/2020 - 26/10/2020	M		1,341.16
EFT13586	17/11/2020	CHRISTOPHER ROBERT KING	Refund of candidate nomination deposit	M		82.83
EFT13587	17/11/2020	COLIN MURRICE BRYANT	Cr Travel Fees - Meeting with Minister Templeman - 12/11/2020	M		188.91

Shire of Perenjori.

Local Government Act 1995

Accounts for Payment for Month Ended 30th November 2020

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT13588	17/11/2020	DANIEL KEVIN BRADFORD	Cr Travel Fees - Meeting with Minister Templeman - 12/11/2020	M		163.16
EFT13589	17/11/2020	HERRINGS COASTAL PLUMBING & GAS	Supply and install new solar hart hot water system	M		5,916.37
EFT13590	17/11/2020	INDEPENDENT RURAL PTY LTD	Revolving lamp 55w magnetic base, end plug barb 13mm	M		683.23
EFT13591	17/11/2020	J'S HARDWARE & GIFTS	Purchases made from J'S Hardware and Gifts for the month of October 2020	M		644.95
EFT13592	17/11/2020	J. BLACKWOOD & SON PTY LIMITED	Filter sandstorm, filter gas organic	M		141.05
EFT13593	17/11/2020	JMH MECHANICAL SERVICES	Aircon repairs, TX valve, v- belt, brake clean, freight	M		2,856.71
EFT13594	17/11/2020	JOANNE MAUD HIRSCH	Refund of candidate nomination deposit	M		80.00
EFT13595	17/11/2020	JUDE Sutherland	Councillor payment for Special Meeting 20/10/2020	M		375.24
EFT13596	17/11/2020	KINGS WA PTY LTD	Semi watercart hire - Semi single side tipper hire, Spencer Rd, Semi watercart hire, Single semi side tipper hire - Locharda Road	M		31,157.50

Shire of Perenjori.

Local Government Act 1995

Accounts for Payment for Month Ended 30th November 2020

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT13597	17/11/2020	Kindyhub	Childcare Subscriptions for the year as per proposal ADM0544	M		38.50
EFT13598	17/11/2020	LESLIE DEREK HEPWORTH	Refund of candidate nomination deposit	M		101.26
EFT13599	17/11/2020	LORRAINE BESTRY	Refund of Hall Bond - 24/10/2020	M		155.00
EFT13600	17/11/2020	MALCOLM IVOR JUST	Rates refund for assessment A14874 171 Old Perth Road LATHAM 6616	M		4,048.90
EFT13601	17/11/2020	OAKSTAR ASSET PTY LTD	Dozer hire to push 20000m3 gravel, mob of dozer	M		23,100.00
EFT13602	17/11/2020	P.D. & J.L. SPENCER	Refund of candidate nomination deposit	M		80.00
EFT13603	17/11/2020	PAUL OMODEI AND ASSOCIATES	Commissioner payments for the month of September 2020	M		11,805.70
EFT13604	17/11/2020	PERENJORI COMMUNITY RESOURCE CENTRE	22/10 Catering for Men's Health Night	M		833.98
EFT13605	17/11/2020	PHILLIP ROBERT LOGUE	Cr meeting payment for Special Meeting October	M		513.84

Shire of Perenjori.

Local Government Act 1995

Accounts for Payment for Month Ended 30th November 2020

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT13606	17/11/2020	RICK RYAN	Reimbursements of meals	M		40.50
EFT13607	17/11/2020	RJ & LJ KING	Grader tyre repair, backhoe tyre repair, 1400 24 double coin, 11	M		1,895.30
EFT13608	17/11/2020	WALLIS COMPUTER SOLUTIONS	ADSL internet 25g internet data allowance for November	M		77.00
EFT13609	17/11/2020	WAYNE SCHEGGIA	Fuel reimbursement - 04PJ and Honda CRV	M		112.85
EFT13610	17/11/2020	ZED ELECT	Reconfigure wiring at units so can be switched on and off manually	M		480.05
EFT13611	30/11/2020	AMPAC DEBT RECOVERY	AMPAC - debt recovery on overdue rates	M		143.00
EFT13612	30/11/2020	AUSTRALIA POST	Postage for the month of October 2020	M		319.87
EFT13613	30/11/2020	AUSTRALIAN SERVICES UNION	Payroll deductions	M		51.80
EFT13614	30/11/2020	AVON WASTE	Waste collection for the month of October 2020	M		2,619.60

Shire of Perenjori.

Local Government Act 1995

Accounts for Payment for Month Ended 30th November 2020

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT13615	30/11/2020	BOC LIMITED	Container service for the period 28/09/2020 - 28/10/2020	M		81.43
EFT13616	30/11/2020	BRIAN BAXTER	Councillor meeting fee - Ordinary Council Meeting 19/11/2020	M		220.00
EFT13617	30/11/2020	CANINE CONTROL	Ranger services for Tuesday 20 October 2020	M		1,265.00
EFT13618	30/11/2020	CENTRAL REGIONAL TAFE	Working at heights training for 10 persons held in Perenjori	M		2,054.40
EFT13619	30/11/2020	CHRISTOPHER ROBERT KING	Councillor meeting fee - Ordinary Council meeting 19/11/2020	M		420.00
EFT13620	30/11/2020	CIVIC LEGAL	Native title - Widi Mob WAD 6193 of 1998 matter number 150898	M		1,617.00
EFT13621	30/11/2020	CJD EQUIPMENT	Trace & Repair 'Brake Failure Fault' Warning Alarm	M		4,467.54
EFT13622	30/11/2020	COLIN MURRICE BRYANT	Councillor meeting fee - Ordinary Council Meeting 19/11/2020	M		220.00
EFT13623	30/11/2020	COMMERCIAL SPARES T/A JAPANESE TRUCKS AUSTRALIA	PJ1566 - outer seal shaft	M		106.79

Shire of Perenjori.

Local Government Act 1995

Accounts for Payment for Month Ended 30th November 2020

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT13624	30/11/2020	CORSIGN WA	Road Signs and brackets	M		919.60
EFT13625	30/11/2020	DANIEL KEVIN BRADFORD	Councillor meeting fee - Ordinary Council Meeting 19/11/2020	M		220.00
EFT13626	30/11/2020	DAVE WATSON CONTRACTING PTY LTD	Tree pruning and removal various locations Perenjori and Latham	M		4,702.50
EFT13627	30/11/2020	DEPARTMENT OF FIRE & EMERGENCY SERVICES PERTH	2020/21 ESL Qtr. 2 in accordance with Department of Fire & Emergency Services	M		13,591.20
EFT13628	30/11/2020	E & MJ ROSHER PTY LTD	PJ 1564 - Door, gasket, washer, door hinge, window tinting glass, weather-strip	M		1,705.36
EFT13629	30/11/2020	ECOWATER SERVICES PTY LTD	C20 Quarterly service - PECC	M		774.41
EFT13630	30/11/2020	ELECTRICITY NETWORKS CORPORATION WESTERN POWER	Installation of power to 153 England Crescent	M		12,154.00
EFT13631	30/11/2020	GERALDTON INDUSTRIAL SUPPLIES ATOM SUPPLY	Chain sling 4 leg 3m 10mm	M		1,242.67
EFT13632	30/11/2020	GERALDTON MOWER & REPAIR SPECIALIST	PJ1599 - 20" blade bar	M		58.00

Shire of Perenjori.

Local Government Act 1995

Accounts for Payment for Month Ended 30th November 2020

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT13633	30/11/2020	GERALDTON TROPHY CENTRE	Honour Board Plaques for the new Councillors 2020	M		127.50
EFT13634	30/11/2020	HILLE THOMPSON & DELFOS	Setout the design CI at offset complete survey of road reserve for the first 3km of Warriedar Coppermine road,	M		6,248.00
EFT13635	30/11/2020	INDEPENDENT RURAL PTY LTD	1800 x 16mm PVC coated metal	M		629.71
EFT13636	30/11/2020	IT VISION	Correction for Depreciation imbalance in Synergy system	M		2,750.00
EFT13637	30/11/2020	JCB CONSTRUCTION EQUIPMENT AUSTRALIA	PJ 1575 - hydro hose, hose tool O-rings, freight	M		361.82
EFT13638	30/11/2020	JENNIFER BORGER	Spring vegetation monitoring of remnant quadrats and rehabilitation quadrats in reserve lot 3635	M		3,162.94
EFT13639	30/11/2020	JOHN MORRIS T/A CATUA LAKE	Repair TV system	M		660.00
EFT13640	30/11/2020	JUDE Sutherland	Councillor meeting fee - Ordinary Council Meeting 19/11/2020	M		220.00

Shire of Perenjori.

Local Government Act 1995

Accounts for Payment for Month Ended 30th November 2020

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT13641	30/11/2020	LESLIE DEREK HEPWORTH	Councillor meeting fee - Ordinary Council Meeting 19/11/2020	M		220.00
EFT13642	30/11/2020	LGIS	2nd instalment - LGIS Work care for the period 31/10/2020 - 30/06/2021	M		108,615.45
EFT13643	30/11/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Asset Management Workshop - MIS	M		403.00
EFT13644	30/11/2020	M&B SALES PTY LTD	ECO2 - decking replacement	M		4,682.80
EFT13645	30/11/2020	MAIN STREET HARDWARE COOROW	PJ1566 - paint, rust primer, thinner, paint brush	M		105.91
EFT13646	30/11/2020	MARKET CREATIONS	10 x 10.2in IPAD and Cellular 128gb, 10 x smart covers, JAMF Now - 1-year license per device, set up and configuration of devices, set up within JAMF Now	M		15,797.67
EFT13647	30/11/2020	MARKETFORCE	28/10 - Advertising - Notice of Election Results Midwest Times	M		1,337.03
EFT13648	30/11/2020	METAL ARTWORK CREATIONS	Desk plaques, name bases, freight	M		421.30
EFT13649	30/11/2020	MODERN TEACHING AIDS	Resources for PECC	M		1,075.74

Shire of Perenjori.

Local Government Act 1995

Accounts for Payment for Month Ended 30th November 2020

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT13650	30/11/2020	NAPA	Female spade insulated red and blue, conduit tubing, bag of rags, spray bottle, deindex pump spray bottle	M		372.68
EFT13651	30/11/2020	OCEAN AIR CUSTOM AIRCONDITIONING SOLUTIONS	Chalet 4 - Fujitsu louvre and case assembly	M		304.65
EFT13652	30/11/2020	PERENJORI HOTEL	Re - stock of Council Fridge	M		468.00
EFT13653	30/11/2020	PERENJORI PISTOL CLUB	Round 16 Mt Gibson Perenjori Public Benefit Trust - Perenjori Pistol Club	M		4,766.39
EFT13654	30/11/2020	PEST - A - KILL WA	Pest management services for all Shire buildings and properties	M		8,415.00
EFT13655	30/11/2020	PHILLIP ROBERT LOGUE	Councillor meeting fee - Ordinary Council Meeting 19/11/2020	M		220.00
EFT13656	30/11/2020	PROCUREMENT PLUS	IT Consultant - review of ICT Systems and Hardware - 4th Milestone	M		432.00
EFT13657	30/11/2020	RICK RYAN	Reimbursement on meals	M		27.00

Shire of Perenjori.

Local Government Act 1995

Accounts for Payment for Month Ended 30th November 2020

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT13658	30/11/2020	RJ & LJ KING	PJ1566 - tyre, truck valve, PJ1524 - Carton Moly grease, PJ1577 - 20kg Moly grease	M		4,900.50
EFT13659	30/11/2020	SETON AUSTRALIA	Custom signage	M		684.29
EFT13660	30/11/2020	SHERRIN RENTALS	Hire of 15-ton smooth drum vibratory roller- 26th October 2020 to 21st January 2021 (estimated) excluding RDO's, public holidays approx. 45 days	M		3,300.00
EFT13661	30/11/2020	SHIRE OF CHAPMAN VALLEY	Planning services for the Shire of Perenjori for the months of July through to September 2020	M		1,456.70
EFT13662	30/11/2020	SIGMA CHEMICALS	Pool chlorine	M		1,771.00
EFT13663	30/11/2020	SUNCITY CEILINGS	Eco 2 - Repair damage to ceiling in bedroom.	M		2,530.00
EFT13664	30/11/2020	TOLL IPEC PTY LTD	Freight from 09/11/2020 - 13/11/2020	M		1,056.99
EFT13665	30/11/2020	TOTALLY WORKWEAR	Outside staff uniforms	M		891.54
EFT13666	30/11/2020	VIKKI THOAMS	Refund on bond for staff housing	M		200.00

Shire of Perenjori.

Local Government Act 1995

Accounts for Payment for Month Ended 30th November 2020

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT13667	30/11/2020	WAYNE SCHEGGIA	Reimbursement on fuel - Honda CRV	M		139.00
EFT13668	30/11/2020	WESTRAC PTY LTD	Edge, nipple, coupler, dust caps	M		3,902.01
EFT13669	30/11/2020	WINC AUSTRALIA PTY LIMITED	Purchases from WINC as needed	M		1,306.31
EFT13670	30/11/2020	YOUNGMOTORS	PJ4708 - 15000 Km Service	M		510.99
19850	17/11/2020	SYNERGY	Lot 53 Fowler St - electricity usage from 17/09/2020 - 15/10/2020	M		6,334.30
19851	17/11/2020	WATER CORPORATION	Sports Ground at Morawa South Rd Lot 153 RES 17056 - water usage from 19/08/2020 - 26/10/2020	M		20,324.00
DD12833.1	02/11/2020	WESTNET	Westnet - internet and web hosting	M		285.85
DD12842.1	10/11/2020	WA SUPER	Payroll deductions	M		8,282.09
DD12842.2	10/11/2020	PRIME SUPER PTY LTD	Superannuation contributions	M		152.05

Shire of Perenjori.

Local Government Act 1995

Accounts for Payment for Month Ended 30th November 2020

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD12842.3	10/11/2020	INTEGRA SUPER	Superannuation contributions	M		2,008.78
DD12842.4	10/11/2020	THE RL & JMA RYAN SUPERANNUATION FUND	Superannuation contributions	M		687.49
DD12842.5	10/11/2020	AMP SUPERANNUATION SAVINGS TRUST	Superannuation contributions	M		1,559.31
DD12842.6	10/11/2020	AUSTRALIAN SUPER	Superannuation contributions	M		308.11
DD12842.7	10/11/2020	REST INDUSTRY SUPERANNUATION	Superannuation contributions	M		115.93
DD12842.8	10/11/2020	BT SUPER FOR LIFE	Superannuation contributions	M		471.19
DD12842.9	10/11/2020	HUB24 SUPERANNUATION	Superannuation contributions	M		248.78
DD12847.1	10/11/2020	AUSTRALIAN TAXATION OFFICE	BAS for the month of October 2020	M		19,983.00
DD12848.1	09/11/2020	WESTERN AUSTRALIAN TREASURY	Loan No. 101 Fixed Component - Duplex Construction	M		29,695.37

Shire of Perenjori.

Local Government Act 1995

Accounts for Payment for Month Ended 30th November 2020

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
		CORPORATION				
DD12854.1	10/11/2020	WA SUPER	Superannuation contributions	M		259.42
DD12855.1	12/11/2020	WA SUPER	Superannuation contributions	M		-259.42
DD12856.1	10/11/2020	WA SUPER	Superannuation contributions	M		133.12
DD12857.1	16/11/2020	REFUEL AUSTRALIA	Fuel Card Purchases for month of October 2020	M		13,638.47
DD12857.2	16/11/2020	BOQ FINANCE (AUST) LTD	Rental Expenditure - Ricoh MPC6004exSp - 012-0673495-000	M		156.83
DD12857.3	16/11/2020	SG FLEET AUSTRALIA PTY LIMITED	Rental Agreement Costs on Ford Ranger and Fuel for the period 14/11/2020 - 13/12/2020			2,715.90
DD12857.4	06/11/2020	WRIGHT EXPRESS FUEL	Card management fee for the month of October	M		11.96
DD12862.1	24/11/2020	WA SUPER	Payroll deductions	M		8,362.51

Shire of Perenjori.

Local Government Act 1995

Accounts for Payment for Month Ended 30th November 2020

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD12862.2	24/11/2020	PRIME SUPER PTY LTD	Superannuation contributions	M		121.64
DD12862.3	24/11/2020	INTEGRA SUPER	Superannuation contributions	M		2,018.52
DD12862.4	24/11/2020	THE RL & JMA RYAN SUPERANNUATION FUND	Superannuation contributions	M		687.49
DD12862.5	24/11/2020	AMP SUPERANNUATION SAVINGS TRUST	Superannuation contributions	M		1,389.13
DD12862.6	24/11/2020	AUSTRALIAN SUPER	Superannuation contributions	M		312.22
DD12862.7	24/11/2020	REST INDUSTRY SUPERANNUATION	Superannuation contributions	M		282.01
DD12862.8	24/11/2020	BT SUPER FOR LIFE	Superannuation contributions	M		471.19
DD12862.9	24/11/2020	HUB24 SUPERANNUATION	Superannuation contributions	M		248.78
DD12865.1	12/11/2020	BANKWEST MASTERCARD	Payment made from the Corporate Credit Card - 23/09/2020 -	M		2,778.79

Shire of Perenjori.

Local Government Act 1995

Accounts for Payment for Month Ended 30th November 2020

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
			23/10/2020			
			23/09 – Sarah's Flowers – EA			84.90
			24/09 – Dunning's Fuel Toodyay – CEO			50.00
			28/09 – Star Car Wash and detailing of 1PJ – CEO			51.50
			01/10 – Seek advertising for Plant Operator/General Hand – CDO			313.50
			02/10 – Net Virtue – Website Hosting – CDO			49.34
			02/10 – Bunnings – Purple paint for Purple bench project – CDO			96.60
			06/10 – EPEC Education, online training - PECC			269.70
			11/10 – Foreign transaction fee – fraud			49.34
			11/10 – Back Market – fraud transaction			1672.68
			12/10 – Woolworths online – school holiday and Christmas food – PECC			40.81
DD12842.10	10/11/2020	HOST PLUS SUPER	Superannuation contributions	M		453.38
DD12862.10	24/11/2020	HOST PLUS SUPER	Superannuation contributions	M		450.41
			TOTAL PAYMENTS FOR NOVEMBER			**479,694.28**

Shire of Perenjori

Embrace Opportunity

ATTACHMENT
16.1 (a)

Proposed Draft Purchasing Policy

ORDINARY COUNCIL MEETING 17 DECEMBER 2020

1. Purchasing

The Shire of Perenjori (the "**Shire**") is committed to applying the objectives, principles and practices outlined in this Policy, to all purchasing activity and to ensuring alignment with the Shire's strategic and operational objectives.

1.1 OBJECTIVES

The Shire's purchasing activities will:

(a) Achieve best value for money that considers sustainable benefits, such as; environmental, social and local economic factors;

(b) Foster economic development by maximising participation of local businesses in the delivery of goods and services;

(c) Use consistent, efficient and accountable purchasing processes and decision-making, including; competitive quotation processes, assessment of best value for money and sustainable procurement outcomes for all purchasing activity, including tender exempt arrangements;

(d) Apply fair and equitable competitive purchasing processes that engage potential suppliers impartially, honestly and consistently;

(e) Commit to probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;

(f) Comply with the *Local Government Act 1995*, *Local Government (Functions and General) Regulations 1996*, other relevant legislation, Codes of Practice, Standards and the Shire's Policies and procedures;

(g) Ensure purchasing outcomes contribute to efficiencies (time and resources) for the Shire of Perenjori.

(h) Identify and manage risks arising from purchasing processes and purchasing outcomes in accordance with the Shire's Risk Management framework;

(i) Ensure records evidence purchasing activities in accordance with the *State Records Act 2000* and the Shire's Record Keeping Plan;

(j) Ensure confidentiality that protects commercial-in-confidence information and only releases information where appropriately approved.

1.2 ETHICS & INTEGRITY

The Shire's Code of Conduct applies when undertaking purchasing activities and decision making, requiring Council Members and employees to observe the highest standards of ethics and integrity and act in an honest and professional manner at all times.

DRAFT

1.3 VALUE FOR MONEY

The Shire will apply value for money principles in critically assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantageous.

1.3.1 Assessing Value for Money

Value for money assessment will consider:

(a) All relevant Total Costs of Ownership (TCO) and benefits including; transaction costs associated with acquisition, delivery, distribution, and other costs such as, but not limited to; holding costs, consumables, deployment, training, maintenance and disposal;

(b) The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes but is not limited to an assessment of compliances, the supplier's resource availability, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies and response times, ease of inspection and maintenance, ease of after sales service, ease of communications, etc.

(c) The supplier's financial viability and capacity to supply without the risk of default, including the competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history;

(d) A strong element of competition by obtaining a sufficient number of competitive quotations consistent with this Policy, where practicable;

(e) The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance;

(f) The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire Policy including Local Economic Benefit; and

(g) Analysis and management of risks and opportunities that may be associated with the purchasing activity, potential supplier/s and the goods or services required.

1.4 PURCHASING THRESHOLDS AND PRACTICES

1.4.1. Defining the Purchasing Value

The Shire will apply reasonable and consistent methodologies to assess and determine Purchasing Values, which ensure:

(a) The appropriate purchasing threshold and practice is applied in all purchasing activities; and

DRAFT

(b) Wherever possible, purchasing activity for the same category of supply is aggregated into single contract arrangements to achieve best value and efficiency in future purchasing activities where the requirements are able to be provided by a single supplier.

A ***category of supply*** can be defined as groupings of similar goods or services with common: supply and demand drivers; market characteristics; or suppliers.

1. Strategic Purchasing Value Assessments

The Shire will periodically review recent past purchasing activity across its operations to identify categories of supply for which the Shire will have continuing need and which can be aggregated into single contract arrangements in order to achieve best value for money and efficiency in future purchasing activity.

The assessment of aggregated expenditure for the same category of supply capable of being supplied by a single supplier will determine the Purchasing Value threshold applicable to future purchasing activity.

2. Individual Purchasing Value Assessments

In any case, where there is no relevant current contract, each purchasing activity is to assess the Purchasing Value based upon the following considerations:

(a) Exclusive of Goods and Services Tax (GST); and

(b) The estimated total expenditure for the proposed supply including the value of all contract extension options and where applicable, the total cost of ownership considerations.

(c) The appropriate length of a contract is to be determined based on market volatility, ongoing nature of supply, historical purchasing evidence and estimated future purchasing requirements.

(d) Requirements must not be split to avoid purchasing or tendering thresholds [F&G Reg. 12].

The calculated estimated Purchasing Value will determine the applicable threshold and purchasing practice to be undertaken.

1.4.2. Table of Purchasing Thresholds and Practices

(1) Supplier Order of Priority

The Shire will consider and apply, where applicable, the following Supplier Order of Priority:

Priority 1:	**Existing Prequalified Supplier Panel or other Contract** Current contracts, including a Panel of Prequalified Suppliers or contracted supplier, must be used where the Shire's supply requirements can be met through the existing contract.

DRAFT

	If the Shire does not have a current contract relevant to the required supply, then a relevant WALGA PSA is to be used.
Priority 2:	**Local Suppliers** Where the Purchasing Value does not exceed the tender threshold and a relevant local supplier is capable of providing the required supply, the Shire will ensure that wherever possible quotations are obtained from local suppliers permanently located within the District as a first priority, and those permanently located within surrounding Districts as the second priority. If no relevant local supplier is available, then a relevant WALGA PSA may be used.
Priority 3:	**Tender Exempt - WALGA Preferred Supplier Arrangement (PSA)** Use a relevant WALGA PSA regardless of whether or not the Purchasing Value will exceed the tender threshold. However, if a relevant PSA exists but an alternative supplier is considered to provide best value, then the CEO, or an officer authorised by the CEO, must approve the alternative supplier. Reasons for not using a PSA may include: i. Local supplier availability (that are not within the PSA); or, ii. Social procurement – preference to use Aboriginal business or Disability Enterprise. If no relevant WALGA PSA is available, then a relevant State Government CUA may be used.
Priority 4:	**Tender Exempt - WA State Government Common Use Arrangement (CUA)** Use a relevant CUA regardless of whether or not the Purchasing Value will exceed the tender threshold.

DRAFT

	However, if a relevant CUA exists, but an alternative supplier is considered to provide best value for money, then the proposed alternative supplier must be approved by the CEO, or an officer authorised by the CEO. If no relevant CUA is available, then a Tender Exempt *[F&G Reg.11(2)]* arrangement may be used.
Priority 5:	**Other Tender Exempt arrangement** *[F&G Reg. 11(2)]* Regardless of whether or not the Purchasing Value will exceed the tender threshold, the Shire will investigate and seek quotations from tender exempt suppliers, and will specifically ensure that wherever possible quotations are obtained from a WA Disability Enterprise and / or an Aboriginal Owned Business that is capable of providing the required supply.
Priority 6:	**<u>Other Suppliers</u>** Where there is no relevant existing contract or tender exempt arrangement available, purchasing activity from any other supplier is to be in accordance with relevant Purchasing Value Threshold and Purchasing Practice specified in the table below.

DRAFT

(2) Purchasing Practice Purchasing Value Thresholds

The Purchasing Value, assessed in accordance with clause 1.4.1, determines the Purchasing Practice to be applied to the Shire's purchasing activities.

Purchase Value Threshold *(ex GST)*	**Purchasing Practice**
Less than $3,000 (ex GST)	No quotations required. Officers are to use professional judgment and discretion to determine if prices or rates are value for money.
$3,001 to $5,000 (ex GST)	Obtain at least one (1) verbal or written quotation from a suitable supplier in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1). The purchasing decision is to be evidenced in accordance with the Shire's Record Keeping Plan.
From $5,001 and up to $20,000 *(ex GST)*	Seek at least three (3) verbal or written quotations from suitable suppliers in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1). If purchasing from a WALGA PSA, CUA or other tender exempt arrangement, a minimum of one (1) written quotation is to be obtained. The purchasing decision is to be based upon assessment of the suppliers response to: • a brief outline of the specified requirement for the goods; services or works required; and • Value for Money criteria, not necessarily the lowest price. The purchasing decision is to be evidenced using the Brief Evaluation Report Template retained in accordance with the Shire's Record Keeping Plan.
From $20,001 and up to $50,000 *(ex GST)*	Seek at least three (3) written quotations from suitable suppliers in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1) except if purchasing from a WALGA PSA, CUA or other tender exempt arrangement, where a minimum of one (1) written quotation is to be obtained. The purchasing decision is to be based upon assessment of the suppliers' responses to: • a brief outline of the specified requirement for the goods; services or works required; and • Value for Money criteria, not necessarily the lowest quote.

DRAFT

Purchase Value Threshold *(ex GST)*	**Purchasing Practice**
	The purchasing decision is to be evidenced using the Brief Evaluation Report Template retained in accordance with the Shire's Record Keeping Plan.
From $50,001 and up to $250,000 *(ex GST)*	Seek at least three (3) written responses from suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1). The purchasing decision is to be based upon assessment of the suppliers response to: • a detailed written specification for the goods, services or works required; and • pre-determined selection criteria that assesses all best and sustainable value considerations. The procurement decision is to be evidenced using the Evaluation Report template retained in accordance with the Shire's Record Keeping Plan.
Over $250,000 *(ex GST)*	**Tender Exempt** arrangements (i.e. WALGA PSA, CUA or other tender exemption under *F&G Reg.11(2)*) require at least three (3) written responses from suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1). OR **Public Tender** undertaken in accordance with the *Local Government Act 1995* and relevant Shire Policy and procedures. The Tender Exempt or Public Tender purchasing decision is to be based on the suppliers response to: • A detailed specification; and • Pre-determined selection criteria that assesses all best and sustainable value considerations. The purchasing decision is to be evidenced using the Evaluation Report template retained in accordance with the Shire's Record Keeping Plan.
Emergency Purchases *(Within Budget)* Refer to Clause 1.4.3	Where goods or services are required for an emergency response and are within scope of an established Panel of Pre-qualified Supplier or existing contract, the emergency supply must be obtained from the Panel or existing contract using relevant unallocated budgeted funds. If there is no existing Panel or contract, then clause 1.4.2(1) Supplier Order of Priority will apply wherever practicable.

DRAFT

Purchase Value Threshold *(ex GST)*	**Purchasing Practice**
	However, where due to the urgency of the situation; a contracted or tender exempt supplier is unable to provide the emergency supply OR compliance with this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply. However, an emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value and sustainable practice. The rationale for policy non-compliance and the purchasing decision must be evidenced in accordance with the Shire's Record Keeping Plan.
Emergency Purchases *(No budget allocation available)* Refer for Clause 1.4.3	Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with s.6.8 of the *Local Government Act 1995,* the President must authorise, in writing, the necessary budget adjustment prior to the expense being incurred. The CEO is responsible for ensuring that an authorised emergency expenditure under s.6.8 is reported to the next ordinary Council Meeting. The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply.
LGIS Services Section 9.58(6)(b) Local Government Act	The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the Local Government Act 1995 and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy. Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.

1.4.3. Emergency Purchases

Emergency purchases are defined as the supply of goods or services associated with:

(a) A local emergency and the expenditure is required (within existing budget allocations) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets; OR

(b) A local emergency and the expenditure is required (with no relevant available budget allocation) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets in accordance with s.6.8 of the Local Government Act 1995 and Functions and General Regulation 11(2)(a); OR

DRAFT

(c) A State of Emergency declared under the Emergency Management Act 2005 and therefore, Functions and General Regulations 11(2)(aa), (ja) and (3) apply to vary the application of this policy.

Time constraints, administrative omissions and errors do not qualify for definition as an emergency purchase. Instead, every effort must be made to research and anticipate purchasing requirements in advance and to allow sufficient time for planning and scoping proposed purchases and to then obtain quotes or tenders, as applicable.

1.4.4. Inviting Tenders Though not Required to do so

The Shire may determine to invite Public Tenders, despite the estimated Purchase Value being less than the $250,000 prescribed tender threshold, but only where an assessment determines that the purchasing requirement cannot be met through a tender exempt arrangement and the use of a public tender process will enhance; value for money, efficiency, risk mitigation and sustainable procurement benefits.

In such cases, the tender process must comply with the legislative requirements and the Shire's tendering procedures *[F&G Reg.13]*.

1.4.5. Expressions of Interest

Expressions of Interest (EOI) will be considered as a prerequisite to a tender process *[F&G Reg.21]* where the required supply evidences one or more of the following criteria:

(a) Unable to sufficiently scope or specify the requirement;

(b) There is significant variability for how the requirement may be met;

(c) There is potential for suppliers to offer unique solutions and / or multiple options for how the purchasing requirement may be obtained, specified, created or delivered;

(d) Subject to a creative element; or

(e) Provides a procurement methodology that allows for the assessment of a significant number of potential tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes will be based upon qualitative and other non-price information only.

1.4.6. Unique Nature of Supply (Sole Supplier)

An arrangement with a supplier based on the unique nature of the goods or services required or for any other reason, where it is unlikely that there is more than one potential supplier may only be approved where the:

(a) purchasing value is estimated to be over $5,000; and

(b) purchasing requirement has been documented in a detailed specification; and

DRAFT

(c) specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and

(d) market testing process and outcomes of supplier assessments have been evidenced in records, inclusive of a rationale for why the supply is determined as unique and why quotations / tenders cannot be sourced through more than one potential supplier.

An arrangement of this nature will only be approved for a period not exceeding one (1) year. For any continuing purchasing requirement, the approval must be re-assessed before expiry, to evidence that only one potential supplier still genuinely exists.

1.4.7. Anti-Avoidance

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, so that the effect is to avoid a particular purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

1.4.8. Contract Renewals, Extensions and Variations

Where a contract has been entered into as the result of a publicly invited tender process, then *Functions and General Regulation 21A* applies.

For any other contract, the contract must not be varied unless

(a) The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or

(b) The variation is a renewal or extension of the term of the contract where the extension or renewal options were included in the original contract.

Upon expiry of the original contract, and after any options for renewal or extension included in the original contract have been exercised, the Shire is required to review the purchasing requirements and commence a new competitive purchasing process in accordance with this Policy.

2. Sustainable Procurement

The Shire is committed to implementing sustainable procurement by providing a preference to suppliers that demonstrate sustainable business practices (social advancement, environmental protection and local economic benefits).

The Shire will apply Sustainable Procurement criteria as part of the value for money assessment to ensure that wherever possible our suppliers demonstrate outcomes which contribute to improved environmental, social and local economic outcomes.

DRAFT

Sustainable Procurement can be demonstrated as being internally focussed (i.e. operational environmental efficiencies or employment opportunities and benefits relating to special needs), or externally focussed (i.e. initiatives such as corporate philanthropy).

Requests for Quotation and Tenders will include a request for Suppliers to provide information regarding their sustainable practices and/or demonstrate that their product or service offers enhanced sustainable benefits.

2.1. LOCAL ECONOMIC BENEFIT

The Shire promotes economic development through the encouragement of competitive participation in the delivery of goods and services by local suppliers permanently located within its District first, and secondly, those permanently located within its broader region. As much as practicable, the Shire will:

(a) consider buying practices, procedures and specifications that encourage the inclusion of local businesses and the employment of local residents;

(b) consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);

(c) ensure that procurement plans, and analysis is undertaken prior to develop Requests to understand local business capability and local content availability where components of goods or services may be sourced from within the District for inclusion in selection criteria;

(d) explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;

(e) avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid;

(f) consider the adoption of Key Performance Indicators (KPIs) within contractual documentation that require successful Contractors to increase the number of employees from the District first; and

(g) provide adequate and consistent information to local suppliers.

To this extent, a weighted qualitative criterion will be included in the selection criteria for Requests for Quotation and Tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy.

The Shire has adopted a Regional Price Preference Policy, which will be applied when undertaking all purchasing activities.

DRAFT

2.2. SOCIALLY SUSTAINABLE PROCUREMENT

The Shire will support the purchasing of requirements from socially sustainable suppliers such as Australian Disability Enterprises and Aboriginal businesses wherever a value for money assessment demonstrates benefit towards achieving the Shire's strategic and operational objectives.

A qualitative weighting will be used in the evaluation of Requests for Quotes and Tenders to provide advantages to socially sustainable suppliers in instances where the below tender exemptions are not exercised.

(1) Aboriginal Businesses

Functions and General Regulation 11(2)(h) provides a tender exemption if the goods or services are supplied by a person on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia, or Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation), where the consideration under contract is $250,000 or less, or worth $250,000 or less.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other registered Aboriginal Businesses as noted in *F&G Reg.11(2)(h)*) to determine overall value for money for the Shire.

Where the Shire makes a determination to contract directly with an Aboriginal Business for any amount up to and including $250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents value for money.

If the contract value exceeds $50,000 (ex GST), a formal Request for Quotation will be issued to the relevant Aboriginal business. The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

(2) Australian Disability Enterprises

Functions and General Regulation 11(2)(i) provides a tender exemption if the goods or services are supplied by an Australian Disability Enterprise.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other Australian Disability Enterprises) to determine overall value for money for the Shire.

Where the Shire makes a determination to contract directly with an Australian Disability Enterprise for any amount, including an amount over the Tender threshold of $250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents value for money.

If the contract value exceeds $50,000 (ex GST), a formal Request for Quotation will be issued to the relevant Aboriginal business. The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

DRAFT

2.3. ENVIRONMENTALLY SUSTAINABLE PROCUREMENT

The Shire will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefit toward achieving the Shire's strategic and operational objectives.

Qualitative weighted selection criteria will be used in the evaluation of Requests for Quote and Tenders to provide advantages to suppliers which:

(a) demonstrate policies and practices that have been implemented by the business as part of its operations;

(b) generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed; and

(c) encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

3. Panels of Pre-qualified Suppliers

3.1. OBJECTIVES

The Shire will consider creating a Panel of Pre-qualified Suppliers ("Panel") when a range of similar goods and services are required to be purchased on a continuing and regular basis.

Part of the consideration of establishing a panel includes:

(a) there are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of 'value for money';

(b) the Panel will streamline and will improve procurement processes; and

(c) the Shire has the capability to establish a Panel, and manage the risks and achieve the benefits expected of the proposed Panel through a Contract Management Plan.

3.2. ESTABLISHING AND MANAGING A PANEL

If the Shire decides that a Panel is to be created, it will establish the panel in accordance with the Regulations.

Panels will be established for one supply requirement, or a number of similar supply requirements under defined categories. This will be undertaken through an invitation procurement process advertised via a state-wide notice.

Panels may be established for a maximum of three (3) years. The length of time of a Local Panel is decided with the approval of the CEO/ Executive Director.

Evaluation criteria will be determined and communicated in the application process by which applications will be assessed and accepted.

DRAFT

In each invitation to apply to become a pre-qualified supplier, the Shire will state the expected number of suppliers it intends to put on the panel.

If a Panel member leaves the Panel, the Shire will consider replacing that organisation with the next ranked supplier that meets/exceeds the requirements in the value for money assessment – subject to that supplier agreeing. The Shire will disclose this approach in the detailed information when establishing the Panel.

A Panel contract arrangement needs to be managed to ensure that the performance of the Panel Contract and the Panel members under the contract are monitored and managed. This will ensure that risks are managed and expected benefits are achieved. A Contract Management Plan should be established that outlines the requirements for the Panel Contract and how it will be managed.

3.3. DISTRIBUTING WORK AMONGST PANEL MEMBERS

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel will prescribe one of the following as to whether the Shire intends to:

(a) obtain quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or

(b) purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or

(c) develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.

In considering the distribution of work among Panel members, the detailed information will also prescribe whether:

(a) each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or

(b) work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under *Functions and General Regulation 24AD(5)(f)* when establishing the Panel.

i. The Shire will invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken.

ii. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract.

iii. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the

Panel, in accordance with the Purchasing Thresholds stated in clause 1.4.2(2) of this Policy.

iv. When a ranking system is established, the Panel will not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

3.4. PURCHASING FROM THE PANEL

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every Panel member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

3.5. COMMUNICATIONS WITH PANEL MEMBERS

The Shire will ensure clear, consistent and regular communication with Panel Members.

Each quotation process, including the invitation to quote, communications with Panel members, quotations received, evaluation of quotes and notification of award communications must all be captured in accordance with the Shire's Record Keeping Plan. A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the Shire and Panel members.

4. Record Keeping

All Local Government purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the *State Records Act 2000* and the Shire's Record Keeping Plan.

In addition, the Shire must consider and will include in each contract for the provision of works or services, the contractor's obligations for creating, maintaining and where necessary the transferral of records to the Shire relevant to the performance of the contract.

5. Purchasing Policy Non-Compliance

The Purchasing Policy is mandated under the *Local Government Act 1995* and Regulation 11A of the *Local Government (Functions and General) Regulations 1996* and therefore the policy forms part of the legislative framework in which the Local Government is required to conduct business.

DRAFT

Where legislative or policy compliance is not reasonably able to be achieved, records must evidence the rationale and decision making processes that substantiate the non-compliance.

Purchasing activities are subject to internal and external financial and performance audits, which examine compliance with legislative requirements and the Shire's policies and procedures.

If non-compliance with; legislation, this Purchasing Policy or the Code of Conduct, is identified it must be reported to the Chief Executive officer or the Deputy Chief Executive officer.

A failure to comply with legislation or policy requirements, including compliance with the Code of Conduct when undertaking purchasing activities, may be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated it may be treated as:

(a) an opportunity for additional training to be provided;

(b) a disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*; or

(c) where the beach is also identified as potentially serious misconduct, the matter will be reported in accordance with the *Corruption, Crime and Misconduct Act 2003*.

Policy Links:

	Policy Number
Regional Price Preference Policy	4006
Corporate Credit Card Policy	4008

DRAFT

Shire of Perenjori

Embrace Opportunity

ATTACHMENT
16.1 (b)

Existing Purchasing Policy

ORDINARY COUNCIL MEETING 17 DECEMBER 2020

4007 – PURCHASING POLICY

POLICY:

The Shire of Perenjori (the "**Shire**") is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance and complies with the *Local Government Act 1995* (the "**Act**") and Part 4 of the *Local Government (Functions and General) Regulations 1996* (the "**Regulations**").

Procurement processes and practices to be complied with are defined within this Policy and the Shire's prescribed procurement procedures.

OBJECTIVES:

The objectives of this Policy are to ensure that all purchasing activities:

1. Demonstrate that best value for money is attained for the Shire;
2. Are compliant with relevant legislations, including the Act and Regulations;
3. Are recorded in compliance with the State Records Act 2000 and associated records management practices and procedures of the Shire;
4. Mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers and ensure risks are identified and managed within the shire of Perenjori's Risk Management Framework;
5. Ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment;
6. Are conducted in a consistent and efficient manner across the Shire and that ethical decision making is demonstrated;
7. Probity and integrity, including the avoidance of bias and of perceived and actual; conflicts of interest; and
8. Confidentiality protocols that protect commercial-in-confidence information and only release information where appropriately approved.

1. ETHICS & INTEGRITY:

1.1 Code of Conduct

All officers and employees of the Shire undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All officers and employees of the Shire must act in an honest and professional manner at all times which supports the standing of the Shire.

1.2 Purchasing Principles

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

1. Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
2. All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire's policies and Code of Conduct;

3. Purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;
4. All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
5. Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and

6. Any information provided to the Shire's by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

2. VALUE FOR MONEY:

2.1 Policy

Value for money is determined when the consideration of qualitative, environmental, social, economic, timeliness, risk and price factors are assessed to determine the most advantageous outcome to be achieved for the Shire.

As such, purchasing decisions must be made with greater consideration than obtaining lowest price, but also to incorporate these factors into the decision.

2.2 Application

An assessment of the best value for money outcome for any purchasing process should consider:

1. All relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
2. The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, tenderers resources available, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
3. Financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
4. A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable and consistent with this policy;
5. The safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance;
6. The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits regarding the supplier's operations, in accordance with this Policy and any other Shire of Perenjori Policy;
7. Purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
8. Providing opportunities for businesses within the Shire's boundaries to be given the opportunity to quote for providing goods and services wherever possible.

3. PURCHASING REQUIREMENTS

3.1 Legislative / Regulatory Requirements

The requirements that must be complied with by the Shire, including purchasing thresholds and processes, are prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire.

3.2 Policy

Purchasing that is **$150,000 or below in total project value** (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 0 of this Purchasing Policy.

Purchasing that **exceeds $150,000 in total project value** (excluding GST) or may exceed $150,000 total project value, must be put to public Tender when it is determined that a regulatory Tender exemption, as stated under 5.6 of this Policy is not deemed to be necessary. (Reg. 11 Functions & General Regulations)

3.3 Purchasing Value Definition

Determining purchasing value is to be based on the following considerations:

I. Exclusive of Goods and Services Tax (GST);

II. The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the Shire will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased. A best practice suggestion is that if a purchasing threshold is reached within three years for a particular category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply.

III. Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value.

3.4 Purchasing from Existing Contracts

Where the Shire has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows. When planning the purchase, the Shire must consult its Contracts Register in the first instance before seeking to obtain quotes and tenders on its own accord.

3.5 Purchasing Thresholds

The table below prescribes the purchasing process that the Shire must follow, based on the purchase value:

Purchase Value Threshold	Purchasing Requirement
Up to $5,000	Purchase directly from a supplier using a Purchasing Order or Corporate Credit Card issued by the Shire, or obtain at least one (1) oral or written quotation from a suitable supplier, either from: • an existing panel of pre-qualified suppliers administered by the Shire; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • from the open market.

Over $5,000 and up to $10,000	Purchase directly from a supplier using a Purchasing Order or Corporate Credit Card issued by the Shire and obtain at least one written quotation from a suitable supplier, either from: • an existing panel of pre-qualified suppliers administered by the Shire; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • from the open market.
Over $10,000 and up to $50,000	Seek to obtain at least two (2) written quotations from suppliers following a brief outlining the specified requirement, either from: • an existing panel of pre-qualified suppliers administered by the Shire; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or • from the open market. • If two written quotations can't be obtained the reason/s must be recorded on the purchaser order office copy.
Over $50,000 and up to $150,000	Seek to obtain at least three (3) written quotations from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy. Quotations within this threshold may be obtained from: • an existing panel of pre-qualified suppliers administered by the Shire; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or • from the open market. Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Shire through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained. Social impact of the purchase may be a consideration in quotations in accordance with Council Policy 4006 Regional Price Preference Policy.
Over $150,000	Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender-exempt arrangement as listed under section 11 of this Policy, or if a broader range of suppliers is desired, conduct a public Request for Tender process in accordance with Part 4 of the *Local Government (Functions and General) Regulations 1996,* this Policy and the Shire's tender procedures. The procurement decision is to be based on pre-determined evaluation criteria which may include the Regional

	Price Preference Policy and social impact that assesses all value for money considerations in accordance with the definition stated within this Policy.

3.6 Tendering Exemptions

An exemption to publicly invite tenders may apply in the following instances:

- The purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement;
- The purchase is from a Regional Local Government or another Local Government;
- The purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth $250,000 or less and represents value for money;
- The purchase is acquired from an Australian Disability Enterprise and represents value for money; and
- The purchase is from a pre-qualified supplier under a Panel established by the Shire; or
- Any of the other exclusions under Regulation 11 of the Regulations apply.

Note: When making a decision about whether to conduct a public tender or utilise a tender exempt arrangement, the Shire should compare the cost and benefits of both processes.

The compliance requirements, time constraints, costs and risks associated with a public Tender should be evaluated against the value delivered by such a process.

This should then be compared with the costs and benefits of using a Tender exempt arrangement which include direct access to pre-qualified suppliers, full regulatory compliance, risk mitigation, administrative efficiencies and cost savings.

3.7 Inviting Tenders Under the Tender Threshold

Where considered appropriate and beneficial, the Shire may consider publicly advertising Tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold.

This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and whether the purchasing requirement can be met through the WALGA Preferred Supply Program or State Government CUA.

If a decision is made to undertake a public Tender for contracts expected to be $150,000 or less in value, the Shire's tendering procedures must be followed in full.

3.8 Sole Source of Supply

Where the purchasing requirement is over the value of $5,000 and of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process.

This is only permitted in circumstances where the Shire is satisfied and can evidence that there is only one source of supply for those goods, services or works.

The Shire must use its best endeavours to determine if the sole source of supply is genuine by exploring if there are any alternative sources of supply.

Once determined, the justification must be documented and endorsed by the Chief Executive Officer or responsible Manager, prior to a contract being entered into.

A sole source of supply arrangement will only be approved for a period not exceeding three (3) years.

For any continuing purchase requirement, the approval must be reassessed before expiry to evidence that a Sole source of Supply still genuinely exists.

From time to time, the Shire may publicly invite an expression of interest to effectively determine that one sole source of supply still genuinely exists.

3.9 Anti-Avoidance

The Shire shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the consideration of the purchase below a particular purchasing threshold, particularly in relation to Tenders and to avoid the need to call a public Tender. (Reg. 12 Functions & General Regulations).

The Shire shall ensure the length of contracts also considers threshold limits and the risks associated with rolling contracts without testing the market.

3.10 Emergency Purchases

An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided for in the *Local Government Act 1995*.

In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

An emergency purchase does not relate to purchases not planned for due to time constraints.

Every effort must be made to anticipate purchases required by the Shire in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

4. RECORDS MANAGEMENT

Records of all purchasing activity must be retained in compliance with the *State Records Act 2000 (WA)*, the Shire's Records Management Policy and associated procurement procedures.

For each procurement activity, such documents may include:

1. The Procurement initiation document such as a procurement business case which justifies the need for a contract to be created (where applicable);
2. Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the contract;
3. Request for Quotation/Tender documentation;
4. Copy of public advertisement inviting tenders, or the notice of private invitation (whichever is applicable);
5. Copies of quotes/tenders received;
6. Evaluation documentation, including individual evaluators note and clarifications sought;
7. Negotiation documents such as negotiation plans and negotiation logs;
8. Approval of award documentation;
9. All correspondence to respondents notifying of the outcome to award a contract;

10. Contract Management Plans which describes how the contract will be managed; and
11. Copies of contract(s) with supplier(s) formed from the procurement process.

5. SUSTAINABLE PROCUREMENT

The Shire is committed to providing a preference to suppliers that demonstrate sustainable business practices (social advancement, environmental protection and local economic benefit).

The Shire of Perenjori will embrace Sustainable Procurement by applying the value for money assessment to ensure that wherever possible our suppliers demonstrate outcomes which contribute to improved environmental, social and local economic outcomes.

Sustainable Procurement can be demonstrated as being internally focussed (i.e. operational environmental efficiencies or employment opportunities and benefits relating to special needs), or externally focussed (i.e. initiatives such as corporate philanthropy).

Requests for Quotation and Tenders will include a request for information from Suppliers regarding their sustainable practices and/or demonstrate that their product or service offers enhanced sustainable benefits.

6. REGIONAL PRICE PREFERENCE POLICY

As much as practicable, the Shire must:

1. Where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
2. Consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
3. Ensure that procurement plans address local business capability and local content;
4. Explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
5. Avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
6. Provide adequate and consistent information to potential suppliers.

To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy.

A regional price preference may be afforded to locally based businesses for the purposes of assessment. Provisions are detailed within the Shire's Regional Price Preference Policy.

7. PURCHASING FROM DISABILITY ENTERPRISES

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from an Australian Disability Enterprise, as registered on www.ade.org.au. This is contingent on the demonstration of value for money.

Where possible, Australian Disability Enterprises are to be invited to quote for supplying goods and services under the tender threshold.

A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises.

8. PURCHASING FROM ABORIGINAL BUSINESSES

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from a person registered on the Aboriginal Business Directory published by the Small Business Development Corporation on www.abdwa.com.au, where the expected consideration under contract is worth $250,000 or less. This is contingent on the demonstration of value for money.

Where possible, Aboriginal businesses are to be invited to quote for supplying goods and services under the tender threshold.

A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Aboriginal owned businesses, or businesses that demonstrate a high level of aboriginal employment.

9. PURCHASING FROM ENVIRONMENTALLY SUSTAINABLE BUSINESSES

The Shire of Perenjori will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefits for the Shire of Perenjori's achievement of its strategic and operational objectives.

A qualitative weighting will be used in the evaluation of quotes and tenderers to provide advantage to suppliers which demonstrate policies and practices that have been implemented by the business as part of its operations; generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed; and encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

10. PANELS OF PRE-QUALIFIED SUPPLIERS

Note: If the local government has intent to establish and manage panels of pre-qualified suppliers, it must do so in accordance with Division 3 Part 4 of the Local Government (Functions and General) Regulations 1996, through the creation of a written policy permitting the local government to do so.

10.1 Policy Objectives

In accordance with Regulation 24AC of the *Local Government (Functions and General) Regulations 1996*, a Panel of Pre-qualified Suppliers ("Panel") may be created where most of the following factors apply:

- The Shire determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- There are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money';
- The purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- The Panel will streamline and will improve procurement processes; and
- The Shire has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The Shire will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

10.2 Establishing a Panel

Should the Shire determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 the *Local Government (Functions and General) Regulations 1996*.

Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.

Panels may be established for a minimum of two (2) years and for a maximum length of time deemed appropriate by the Shire.

Evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.

Where a Panel is to be established, the Shire will endeavour to appoint at least three (3) suppliers to each category, on the basis that best value for money is demonstrated. Where less than three (3) suppliers are appointed to each category within the Panel, the category is not to be established.

In each invitation to apply to become a pre-qualified supplier (through a procurement process advertised through a state-wide notice), the Shire must state the expected number of suppliers it intends to put on the panel.

Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) when establishing the Panel.

10.3 Distributing Work Amongst Panel Members

Note: The local government is to establish the requirements before establishing panels of pre-qualified suppliers, including factors to take into account when distributing work among pre-qualified suppliers (Regulation 24AC(d)).

To satisfy Regulation 24AD (5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether the Shire intends to:

1. Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases, in accordance with Clause 10.4; or

2. Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
3. Develop a ranking system for selection to the Panel, with work awarded in accordance with Clause 10.3(b).

In considering the distribution of work among Panel members, the detailed information must also prescribe whether:

a) Each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work.

   Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or

b) Work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the Panel.

   The Shire is to invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken.

   Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract.

   Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 5.5 of this Policy.

   When a ranking system is established, the Panel must not operate for a period exceeding 12-months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12-months, which includes options to extend the contract.

10.4 Purchasing from the Panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Note: If the Local Government has upgraded its eQuotes license, or adopted any other electronic quotation facility, to enable the ability to create and manage its own local panels and facilitate communications with pre-qualified suppliers the following clause applies;

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must all be made through eQuotes, or any other electronic quotation facility.

Note: If the Local Government has not elected to upgrade its eQuotes licence, or has not adopted an electronic quotation facility the following clause applies:

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must all be captured on the Shire's electronic records system.

A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the Shire and Panel members.

10.5 Recordkeeping

Note: The recording and retaining of written information is required under Regulation 24AC of the Regulations, which prescribes that information is to include all quotations received and all purchases made from pre-qualified suppliers.

Records of all communications with Panel members, with respect to the quotation process and all subsequent purchases made through the Panel, must be kept.

For the creation of a Panel, this includes:

1. The Procurement initiation document such as a procurement business case which justifies the need for a Panel to be created;
2. Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the Panel;
3. Request for Applications documentation;
4. Copy of public advertisement inviting applications;
5. Copies of applications received;
6. Evaluation documentation, including clarifications sought;
7. Negotiation documents such as negotiation plans and negotiation logs;
8. Approval of award documentation;
9. All correspondence to applicants notifying of the establishment and composition of the Panel such as award letters;
10. Contract Management Plans which describes how the contract will be managed; and
11. Copies of framework agreements entered into with pre-qualified suppliers.

The Shire is also to retain itemised records of all requests for quotation, including quotations received from pre-qualified suppliers and contracts awarded to Panel members.

A unique reference number shall be applied to all records relating to each quotation process, which is to also be quoted on each purchase order issued under the Contract.

Information with regards to the Panel offerings, including details of suppliers appointed to the Panel, must be kept up to date, consistent and made available for access by all officers and employees of the Shire.

11. PURCHASING POLICY NON-COMPLIANCE

Purchasing activities are subject to financial and performance audits, which review compliance with legislative requirements and also compliance with the Shire of Perenjori's policies and procedures.

A failure to comply with the requirements of this policy will be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated it may be treated as an opportunity for additional training to be provided, a disciplinary matter (which may or may not be subject to reporting requirements under the Public Sector Management Act 1994), and/or misconduct in accordance with the Corruption, Crime and Misconduct Act 2003.

Policy Links:

	Policy Number
Regional Price Preference Policy	4006
Corporate Credit Card Policy	4008

Policy Links:

	Policy Number
Regional Price Preference Policy	4006
Corporate Credit Card Policy	4008

POLICY ADMINISTRATION

Date Adopted: Item Nº 18025.2 15th February 2018
Reviews/Amendments: Item 16.2.1 29th August 2019

Shire of Perenjori

Embrace Opportunity

ATTACHMENT
16.2 (a)

Proposed Draft Regional Price Preference Policy

ORDINARY COUNCIL MEETING 17 DECEMBER 2020

4007 – REGIONAL PRICE PREFERENCE

OBJECTIVE

The purpose of this policy is to stimulate economic activity and growth in the Shire by maximising the use of competitive local business in supplying goods, services and works purchased or contracted on behalf of the Shire of Perenjori.

POLICY

The *Local Government (Functions and General) Regulations 1996* provide the opportunity for local governments to establish Regional Price Preference.

Regional Preference can include any area, but must include the entire district of the local government and cannot include a part of the Metropolitan Area.

Local Economic Benefit

As much as practicable, the Shire will:

- Consider buying practices, procedures and specifications that encourage the inclusion of local businesses and the employment of local residents;
- Consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);

Regional Price Preference

A price preference will apply to suppliers who are based in, operate from or source goods or services from with the Shire in relation to all quotations/tenders invited by the Shire for the supply of goods, services and construction (building) services.

The Regional price preference enables suppliers to be evaluated as if the proposed tender / quotation bed price were reduced in accordance with permitted price preferences as specified below in this policy.

This Policy will operate in conjunction with the purchasing considerations and procedures as outlined in the Council's 'Purchasing Policy' when evaluating and awarding tender contracts.

DRAFT

QUALIFYING CRITERIA

Local / Regional Supplier

A suppler of goods or services who submits a tender/quotation is regarded as being a local tenderer if:

i) The supplier has a physical business premises (in the form of an office, depot, shop, outlet, headquarters or other premises where goods or services are being supplied from), located within the Shire. This does not exclude suppliers whose registered business is located outside the Shire but undertake the business from premises located in the Shire / region;

ii) A business having permanent staff that are based at the business premises located within the Shire /; region;

iii) Management or delivery of the majority of the outcomes will be carried out from the business premises located in the shire / region;

iv) Has been operating a business continuously for at least six (6) months prior to the closing date of tender/quotation sought.

In order for the policy to apply, the supplier is required to provide to the Shire sufficient evidence which demonstrates compliance with the above criteria.

Regional Price Preference Value – Local Supplier – (Perenjori Shire)

The following levels of preference will be applied under this policy:

a) 10% - where the contract is for goods or services, up to a maximum price reduction of $50,000 excluding GST;

b) 5% - where the contract is for construction (building) services, up to a maximum price reduction of $50,000 excluding GST; or

c) 10% - where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of $500,000 excluding GST, if the local government is seeking tenders for the provision of those goods and services for the first time, due to those goods or services having been, until then, undertaken by the local government.

Regional Price Preference Value – Regional Supplier

The following levels of preference will be applied under this policy:

a) 5% - where the contract is for goods or services, up to a maximum price reduction of $50,000 excluding GST;

DRAFT

b) 2.5% - where the contract is for construction (building) services, up to a maximum price reduction of $50,000 excluding GST; or

c) 5% - where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of $500,000 excluding GST, if the local government is seeking tenders for the provision of those goods and services for the first time, due to those goods or services having been, until then, undertaken by the local government.

Only those goods and services identified in the tender as being supplied locally will be included in the discounted calculation that forms a part of the assessment of a tender.

A regional price preference applies whenever tenders are called, unless the local government, or the Chief Executive Officer by delegated authority, resolves otherwise in reference to a particular tender.

It should be noted that price is only one factor or criteria when considering tenders. Value for money principals will be used to achieve the best possible outcome for the tender.

Terminology

Construction (building Services): is defined as the construction of and improvement to buildings (including housing) on or over any area of land, lake, river or ocean and any services related to that activity in the Shire Region.

Goods: include tangible, quantifiable material requirements usually capable of being moved or transported that are purchased, rented, leased or hired by the Shire.

Shire: for the purpose of this policy the Shire is specified as the entire geographical area encompassed within the boundaries of the Shire of Perenjori.

Region: for the purpose of this policy the Region is specified as the entire geographical area encompassed localities that boundaries with the Shire of Perenjori.

Services: means any task, consultancy work or advice to be performed or provided that is procured by the Shire. Included are services such as management consultancies, outsourcing, maintenance contract/agreements, cleaning, waste removal, equipment repairs, external auditors, utilities and services, public infrastructure construction and repair etc.

This policy is to be given Local Public Notice

DRAFT

Shire of Perenjori

Embrace Opportunity

ATTACHMENT
16.2 (b)

Existing Regional Price Preference Policy

ORDINARY COUNCIL MEETING 17 DECEMBER 2020

4006 – REGIONAL PRICE PREFERENCE POLICY

POLICY OBJECTIVE:

The policy is designed to meet the following objectives:

1. To be applied in the purchasing of goods or services over $10,000
2. To contribute to regional sustainability by supporting local businesses;
3. To enhance the social impacts by assisting local employment and retaining population; and
4. Define the preferences that may be given when evaluating quotations and when evaluating tenders.

When acquiring quotes or tenders the specifications must include a clause stating that a Regional Price Preference will or will not apply.

(Local Government Functions & Generals Regulation 24B, 24C, 24D, 24E)

POLICY STATEMENT:

1. Quotations

Regulations on regional price preferencing refers to Tenders and this Policy outlines the application of regional price preferencing on quotations defining the maximus allowed to be considered where quotations are called and incorporates the Buy Local Policy.

Local Business: is a business that maintains its primary place of business in the Shire of Perenjori (for at least 6 months) or has 80% of its business activity in the Shire of Perenjori.

Sub Regional Business: is a business that maintains its primary place of business in the sub-region (for at least 6 months) or has 80% of its business in the sub-region. For the purposes of this policy, sub regional businesses are those located within Shires of the North Midlands Zone of WALGA, or the Shire of Dalwallinu.

Regional Business: is a business that maintains its primary place of business in the region (for at least 6 months) or has 80% of its business activity in the region. For the purposes of this policy the region consists of those shires located within the Mid-West.

Local Content: when the goods or services sought are purchased within the Shire (Local), Sub-Region or Region.

2. Tenders

Discounts Permitted for Regional Price Preferences for Tenders:

Clause 24D (3) of the Function & General Regulations states that price is only one of the factors to be assessed when the local government is to decide which of the tenders it thinks would be most advantageous to that local government to accept.

Clause 24D permits the application of regional price preferencing as if the bids were reduced by;

a) up to 10% — where the contract is for goods or services, up to a maximum price reduction of $50 000; or

b) up to 5% — where the contract is for construction (building) services, up to a maximum price reduction of $50 000; or

c) up to 10% — where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of $500 000, if the local government is seeking tenders for the provision of those goods or services for

the first time, due to those goods or services having been, until then, undertaken by the local government.

However, when evaluating a tender for regional price preferencing the evaluation must be in compliance with Clause 24D (2) of the Regulations in that only the goods and services identified in the tender as being from regional sources may be included in the discounted calculations.

3. Social Impact Statement:

Social procurement builds on initiatives already undertaken by the Shire in enhancing sustainable and strategic procurement practises, enabling procurement to effectively contribute to building a stronger community and meeting the social policy objectives of the Shire.

Some of the benefits of incorporating social procurement into procurement decisions include:

1. Strengthening the local economy and ensuring its financial sustainability.
2. Promoting equal opportunity for disadvantaged and vulnerable community groups.
3. Creating local employment opportunities.
4. Ensuring all businesses have the same opportunity to tender or quote for Shire contracts.
5. Ensuring council supply chains adhere to local, national and international labour standards.

Tenderers claims of social impacts are not to be aspirational but measurable deliverables, just as the provision of goods or services are core to the contract.

Social impact clauses should include:

1. Reference to measurable performance indicators;
2. How the impacts will be monitored by the Shire (including reporting requirements);
3. The management processes that are in place to evaluate the contractor's performance in relation to achieving the agreed impacts.

When procuring through quotations or tenders the Shire must specify that a Social Impact qualification will be included in the assessment of the quotation or tender, to what extent it will apply and that tenderers must provide measurable benefits in their submission to be considered for a social benefit.

The Shire will specify a predetermined number or percentage that will be considered as a social impact when evaluating the submissions.

This may include that a specific number or percentage of local (preferably already unemployed) people will be employed;

The tenderer will specify targets and will include in the tender or quotation what targets are proposed and how they will ensure measurability to the satisfaction of the local government.

If social benefits form part of the basis for selection of a particular service provider, the benefits should be clearly articulated in terms of benefit to the community and financial benefit in a manner that demonstrates the contribution of the benefit to the council's objectives under the Act.

Compliance with trade practices law should be monitored by the local government in relation to all procurement. Provided that the activity is "the carrying out of a function of government in the interests of the community" the activity will not be

considered to be trade and the trade practices law will not apply. This will be the case for most local government procurement.

Social procurement encourages the best overall result for the money spent. In some cases, it may appear to be an expensive option based on the provision of a good or service alone. It is important to assess the meaning of **'best value'** when purchasing, as the overall benefits can outweigh the costs if both benefits and costs are assessed in more than monetary terms.

The optimum outcome for the local community will be considered when contemplating value for money.

4. Who is a Regional Tenderer?

A regional supplier is regarded as a supplier of goods or services who:

a) has been operating a business continuously out of premises in the appropriate region for at least 6 months before the time after which further tenders cannot be submitted; or

b) some or all of the goods or services are to be supplied from regional sources. (Regulation 24B (2))

The tenderer seeking a price preference as a regional supplier must identify those goods and/or services that are from regional sources.

5. Monetary Discounts – Tenders & Quotations:

When comparing bids from suppliers of goods and services, prices may be reduced for evaluation purposes only, to the maximums set out in the table below:

Goods and Services (Excluding Works)

Supplier	% Reduction	Maximum Differential
Local Business	10%	$20,000
Sub Regional Business	4%	$5,000
Regional Business	2%	$2,000

Works, Construction, Building – Total Bid Price

Supplier	% Reduction	Maximum Differential
Local Business	10%	$50,000
Sub Regional Business	2%	$20,000
Regional Business	1%	$10,000

Suppliers should be aware that price might be only one of a number of criteria used to determine the best value for money for the Shire of Perenjori.

POLICY ADMINISTRATION

Date Adopted: **Item Nº 18025.3 15th February 2018**

Reviews/Amendments:

Shire of Perenjori

Embrace Opportunity

ATTACHMENT
16.3 (a)

Proposed Draft Working from Home Policy

ORDINARY COUNCIL MEETING 17 DECEMBER 2020

1024 – WORKING FROM HOME POLICY

POLICY OBJECTIVE:

The Shire of Perenjori (Local Government) is committed to providing flexible and family friendly working arrangements for employees. This policy outlines the circumstances in which a working from home arrangement is appropriate and provides guidelines to facilitate the management of such an arrangement.

SCOPE

This policy applies to permanent employees of the Local Government seeking to enter into a regular arrangement to carry out part of his/her duties from home, for a specified period of time or in exceptional circumstances, permanently.

For the purpose of this policy 'working from home' means working away from an employee's ordinary contracted place of employment. A 'home office' means a designated space for an employee to work while away from the workplace.

POLICY

Working from home arrangement

In order to ensure the safety and wellbeing of our employees, and to ensure the arrangement is consistent with the Local Government's requirements, an interested employee must apply for a Working from Home Arrangement **(WFHA).** All applications are considered on a case-by-case basis by the Line Manager for subsequent consideration and approval by the Chief Executive Officer. The Manager and employee are responsible for demonstrating that the requirements of this policy have been satisfied before an application for a WFHA is approved. The Local Government may refuse an application for a WFHA where it is not suitable or it does not meet operational requirements.

Eligibility criteria

The Local Government's responsibility to consider flexible working arrangements is in accordance with the *Local Government Industry Award 2010* and the National Employment Standards in the *Fair Work Act 2009*.

Applications to work from home will be assessed according to the following criteria:

- Suitability of the employee's work to be performed off-site
- The employee being able to demonstrate efficiency will be maintained or increased as a result of the WFHA
- The reasons for the employee wanting to work from home

DRAFT

- Ability of the employee to complete work within the employee's agreed span of hours as detailed in their employment contract and Local *Government Industry Award 2010*
- The presence of the skills, ability and knowledge to work autonomously
- The impact the arrangement may have on the productivity of co-workers
- The impact the arrangement may have on service delivery and customer service
- Proposed methods for engaging with the employee and assessing their productivity and effectiveness
- The employee having a suitable home office and access to necessary equipment, internet and IT systems to enable the employee to effectively work from home

Manager responsibilities

Where a WFHA has been approved, it is the responsibility of an employee's manager to:

- ensure the employee is working in accordance with their WFHA and adhering to the Local Government's policies and procedures
- ensure the employee has completed a risk assessment of their home office and other relevant areas, for example bathroom, kitchen and facilitate the Local Government to conduct safety inspections
- review and sign off on records of hours worked (timesheets) as required
- monitor and review the WFHA on a regular basis to ensure it is meeting the needs of the Local Government and the employee
- communicate regularly and ensure employees working from home are included in team meetings and receive all necessary information to undertake their work
- where practicable, ensure equipment and tools required to perform the tasks are provided to the employee, and
- accurately document the ownership and usage arrangements of the equipment and assets.

Employee responsibilities

Where an employee's application to work from home has been approved, it is the employee's responsibility to ensure they:

- adhere to the Local Government's policies and procedures
- maintain regular contact with their respective Line Manager and colleagues, and be contactable during their agreed hours of work
- meet fitness for work requirements. If an employee is unwell, injured or unable to work due to other reasons, then the employee must submit a request for leave
- take all reasonable steps to establish a safe working environment and report any health, safety and wellbeing hazards, near misses and incidents

- maintain accurate and up to date records of hours worked at home within the normal span of hours
- allow a person, appointed by the Local Government, to access their home office and related areas to allow a safety inspection as required, and
- take all reasonable precautions necessary to secure the Local Government's equipment.

Working from home arrangement agreement

An employee's terms and conditions of employment remain the same when working from home. This includes hours of work, remuneration and the requirement to perform their role effectively and efficiently, and to act in the best interests of the Local Government. Any variation to hours of work, availability and expectations associated with implementing a WFHA must be documented in a working from home agreement.

WFHAs will be reviewed on a regular basis to ensure they are operating effectively and meeting the requirements of the Local Government. As part of the review process, concerns with the WFHA may be addressed or if the WFHA is unsuccessful, the agreement may be terminated.

Allowances

Where deemed appropriate, the Chief Executive Officer may award a Mobile Phone Allowance to staff to allow them to use their personal mobile phones for calls / texts for work purposes as and when the need arises. The Chief Executive Officer may determine the Mobile Phone Allowance amount based on the employees requirements to the maximum of $20 per fortnight.

Where deemed appropriate, the Chief Executive Officer may award an Internet Allowance to staff to allow them to use their personal internet for work purposes as and when the need arises. The Chief Executive Officer may determine the Internet Allowance amount based on the employees requirements to a maximum of $40 per fortnight.

Consequences of breaching this policy

This policy constitutes a lawful instruction to employees. Any breach of this policy may lead to disciplinary action including, but not limited to, termination of employment.

Variation to this policy

This policy may be cancelled or varied from time to time. The Local Government's employees will be notified of any variation to this policy by the normal correspondence method.

DRAFT

Shire of Perenjori

Embrace Opportunity

ATTACHMENT
16.5 (a)

Copy of Rezoning Submission

ORDINARY COUNCIL MEETING 17 DECEMBER 2020

KINGS
CIVIL-EARTHMOVING

19th November 2020

Mr. Mario Romeo
Shire of Perenjori
PO Box 22
PERENJORI WA 6620

APPLICATION TYPE: Application for Planning Approval
LOCATION: 2 (Lot 150) Downer Street, PERENJORI WA 6620 (Deposited Plan 185170)

Dear Mr. Romeo,

We are hereby seeking planning permission from the Shire of Perenjori to develop an Earthmoving Business at Lot 150 Downer Street, Perenjori. We are seeking permission to use the lot as a Transport Depot, Commercial Vehicle Parking, Site Office and in the future, we are also looking at the possibility of getting permission to build a Caretaker's Dwelling at the property.

Enclosed with this application for development approval is the following:

- A completed Application for Planning Approval form, signed by the owners of the property;
- A site plan; and
- Structure Specifications.

The purpose of this cover letter is to provide an overview of our proposed development and provide background information to support the assessment of the application.

Kings WA Pty Ltd
ABN: 19 641 807 865
19 Hesford Street, PERENJORI WA 6620
Phone: +61 (0) 402 934 994
Email: admin@kingsce.com

Kings WA Pty Ltd is a well-known and established business in Perenjori. We are employing 5 local people in our business and we are striving to bring more work to town.

We are currently renting the old Shire Depot at Lot 51 Russell St. Perenjori, which is located in the middle of town. The only access to the yard is from Russel St. which means you have to drive trucks through the residential area to access the property. As there is not enough room to turn around in the yard, trucks have to be reversed into the property.

As we are expanding our business, we now require a bigger yard to operate from. That is why we wanted to move our business to 2 (Lot 150) Downer Street which is better suited for our proposed development.

Site and Surroundings

2 (Lot 150) Downer Street sits at the East end of the townsite and was previously used as mining accommodation for Mt. Gibson Mining Ltd (Redland Mining Pty Ltd) between the years of 2011 and 2016. When they demobilised the mining camp in 2016, they left behind a fence surrounding the whole property, concrete footings where transportable accommodation was previously placed and the electricity wiring and plumbing intact. This means that there is not much work involved in getting this site working as a transport depot.

Four 20ft shipping containers have already been placed around an existing concrete pad (15m x 12m) left in the middle of the property and a 12m (L) x 15m (W) x 3.6m (H) Dome Shelter has been installed on top of these, to create a sheltered work space with a concrete base[1].

[1] See attachment no. 1.1 and 1.2 for specifications.

One of the containers has been fitted out and will be used as an office space. The other three containers will be used as storage. The office toilet and shower will be connected to the main water supply and an existing septic system, left intact by Redland Mining Pty Ltd.

A freshwater tank has been placed at the East of the property to be used for a wash down bay. As there is no sump installed at the site, we only use biodegradable truck wash to wash our trucks & machinery.[2]

For convenience, reliability and to save costs we are also seeking permission to install a diesel tank at the property. The tank is a 10,000ltr diesel storage tank that incorporates a diesel pump on one end[3]. This tank will sit on an existing concrete base (5m x 5m) next to the dome shelter.

Services

The site already is well established with existing services to support the development, including:

- Effluent disposal – existing on-site septic and leach drain system;
- Water – Water is connected to the main water supply from Water Corporation;
- Power – the site is connected to the Western Power network and there is sufficient power supply to accommodate the proposed use; and
- Telecommunications – the site receives good reception.

[2] See attachment no. 2 for Hazard/Chemical Procedures.
[3] See attachment no. 3 for specifications.

Commercial Parking and Access

As seen on the provided site plan, an existing sealed area at the property will be used as truck and machinery parking.

Vehicles that will be parked at the property include:

1 x Semi Water Cart - 2.5m (W) & 15m (L)
1 x Road Train – 2.5m (W) & 25m (L)
1 x Dolly Trailer
1 x 12 T Excavator
1 x 4 T Skid Steer Loader
2-4 x Cars

Vehicle access to the property is from North Road which is currently RAV7 rated. This road is used by trucks/road trains on a regular basis as this is one of the main routes to Karara Mine Site. It is also frequently used by farmers transporting grain and fertiliser. Entering/exiting the yard on North Road eliminates traffic through the residential area of town.

Pedestrian access to the property is either from North Road or from intersection Downer St./Hesford St. at the West side of the property, where an existing gate/pedestrian path can be found.

Operations

Work that will be conducted at the site include:

- Washing Trucks;
- Light Repairs & Maintenance Work;
- Welding;
- Administration Duties

The average number of truck movements per truck and day is two (total of 4 movements, two trucks in and out of the yard). Trucks leave the property between 6.00am – 7.00am and normally return between 5.00pm – 6.00pm.

Dust and Noise Control

We are aware of the need to comply with the Environmental Health (Noise) Regulations 1997 and we will ensure that operations on site comply at all times.

- No noise will be made at the site between 6.00pm – 7.00am Monday – Friday (except for trucks leaving the yard between 6.00am – 7.00am);

- No noise will be made between the hours of 6.00pm – 9.00am Saturday – Sunday;

- Screening is provided by existing Colourbond 1.79m (h) fence surrounding the whole property, trees/shrubs and the dome shelter;

- Additional trees are to be planted to further prevent noise/dust affecting adjoining properties on Hesford St. and Downer St;

- Area where trucks will be parked is already sealed. Truck turning area/road will also be sealed upon approval to prevent dust.

Conclusion

Thank you for considering our application for planning approval for 2 (Lot 150) Downer St. Perenjori. Kings WA Pty Ltd is hoping to continue and develop our business in Perenjori by bringing more work to town, supporting other local businesses and employing local people.

We are hoping to get the support from the local Council on the road to achieve our goals.

If you require further information to support this application, please do not hesitate to contact us on 0402 934 994 or by email to admin@kingsce.com .

Kind Regards,

Caroline Dahlberg
Kings WA Pty Ltd

Shire of Perenjori

Embrace Opportunity

ATTACHMENT
16.6 (a)

Reviewed Delegations Register
December 2020

ORDINARY COUNCIL MEETING 17 DECEMBER 2020

Perenjori
Embrace Opportunity

DELEGATIONS REGISTER

Shire of Perenjori

LOCAL GOVERNMENT TO CHIEF EXECUTIVE OFFICER

RECORD OF REVIEWS

FULL REVIEW DATE	MINUTE REFERENCE
15 August 2013	13086.2
21 August 2014	14082.3
20 August 2015	15082.6
15 September 2016	16092.3
21 September 2017	17092.4
15 November 2018	18112.5
10 July 2019	190718.7

DELEGATION AMENDED/ADDED

21 May 2020	16.3.1

WESTERN AUSTRALIA'S
WILDFLOWER COUNTRY

TABLE OF CONTENTS

TITLES - ABBREVIATIONS 4
ABBREVIATION 4
TITLES 4
1000 – ADMINISTRATION 5
1001 LOCAL LAWS ADMINISTRATION 5
1002 FUNCTIONS OUTSIDE OWN DISTRICT 5
1003 NOTICES TO OWNERS AND OCCUPIERS OF LAND 6
1004 POWERS OF ENTRY 6
1005 REMOVE AND IMPOUND GOODS 7
1005.1 AUTHORITY TO REMOVE AND IMPOUND ABANDONED VEHICLE 7
1005.2 PROVIDE NOTICE TO WHERE ABANDONED VEHICLE TO BE COLLECTED 7
1005.3 DECLARING A VEHICLE AN ABANDONED WRECK 8
1006 DISPOSING OF CONFISCATED OR UNCOLLECTED GOODS 9
1007 STAFF EMPLOYMENT 9
1008 ADVERTISING OF CEO POSITION 10
1009 SENIOR EMPLOYEE POSITION TO BE ADVERTISED 10
1010 ADVERTISING OF ADOPTION OR MODIFICATION OF PLAN 11
1011 CERTIFICATE – AUTHORISED ENFORCEMENT PERSON 11
1012 PRESCRIBED INFORMATION MAY BE INSPECTED 12
1013 FREEDOM OF INFORMATION 13
1013.1 FOI DECISION 13
1013.2 FOI INTERNAL REVIEW 13
1014 PROVIDING INFORMATION TO THE MINISTER 13
1014.1 ADVICE TO THE MINISTER WITHIN 35 DAYS 14
1014.2 COPIES OF ADVICE TO THE MINISTER MADE PUBLIC 14
1015 AUTHORISATION OF OFFICERS 15
1016 EXPRESSION OF INTEREST AND TENDERS – FOR SUPPLY OF GOODS OR SERVICES 16
1017 PERENJORI HISTORY BOOKS 17
190718.7 EXECUTING AND AFFIXING OF COMMON SEAL TO DOCUMENTS AND BUSH FIRES ACT 1954 17
2000 – WORKS 18
2001 ROAD CLOSURES 18
2001.1 TEMPORARY ROAD CLOSURES 18
2001.2 PUBLIC NOTICE OF ROAD CLOSURE 18
2001.3 CLOSURE WITHOUT PUBLIC NOTICE FOR MAINTENANCE OR REPAIRS 19
2001.4 AFFECTED OWNERS TO BE NOTIFIED OF CERTAIN PROPOSALS 19
2001.5 LOCAL GOVERNMENT AND PARKS AND RESERVES ACT 1996 20
2002 GATES AND PIPES ACROSS THOROUGHFARES 20
2003 ALTERING THOROUGHFARE ALIGNMENTS 21
2004 DANGEROUS EXCAVATION 21
2005 CROSSING FROM PUBLIC THOROUGHFARE TO PRIVATE LAND OR PRIVATE THOROUGHFARE 22
2006 DISPOSAL OF PROPERTY BY AUCTION 22
2007 DISPOSAL OF PROPERTY BY PRIVATE TREATY 23
2008 LICENCE TO DEPOSIT MATERIALS ON OR EXCAVATE ADJACENT TO A STREET 23
2009 SUPPORT OR OPPOSE RESTRICTED ACCESS VEHICLE HEAVY HAULAGE APPLICATIONS 24
2010 PRIVATE WORKS 24
2011 DAMAGE TO ROADS, KERBING, FOOTPATHS ETC. 25
2012 COMPENSATION FOR DAMAGE CAUSED BY LOCAL GOVERNMENT 25
2013 MAKING A PERSON COMPLY WITH A NOTICE FOR CERTAIN THINGS TO BE DONE ON THEIR LAND 26

2014 CONTINUE TO CARRY OUT WORK NOT CARRIED OUT BY OWNER....26
2015 AUTHORITY TO CARRY OUT WORK ON PRIVATE LAND....27
2016 PAYMENT OF SUBSIDIES....27
3000 – FINANCE 28
3001 PAYMENTS OF ACCOUNTS....28
3002 AMEND THE RATE RECORD....29
3003 AGREEMENT AS TO PAYMENT OF RATES AND SERVICE CHARGES....29
3004 UNPAID RATES OR SERVICE CHARGES (SECTION 6.64)....30
3005 PAYMENT OF OUTSTANDING DEBTS AND CANCELLATION OF PROPOSED SALE....30
3006 PROCEEDURES FOR CONTROL OVER INVESTMENTS....31
3007 INVESTMENT OF SURPLUS FUNDS....31
3008 COUNCIL PURCHASING AUTHORITY....32
3009 MUNICIPAL FUND ACCOUNTING....32
3010 APPLICATION OF MUNICIPAL ACCOUNT FUNDS....33
3011 REFERRAL OF DISPUTE WITH CBH TO MINISTER....33
3012 AUTHORITY TO WAIVE, GRANT DISCOUNTS, DEFER OR WRITE OFF DEBTS....34
3013 EXPENSE REIMBURSEMENTS....34
3013.1 PRESCRIBED EXPENSE REIMBURSEMENTS TO ELECTED MEMBERS 34
3013.3 APPROVED EXPENSE REIMBURSEMENTS TO NON-COUNCIL MEMBERS OF COMMITTEES....35
3013.4 EXPENSE REIMBURSEMENTS TO EMPLOYEES....35
3013.5 REIMBURSEMENTS- CASH ADVANCE....35
16.3.1 MINOR COMMUNITY GRANTS FUND DELEGATION....36
4000 – BUSH FIRE CONTROL 37
4001 FIREBREAK ORDER, VARIATION TO....37
4002 BURNING OF ROADSIDES....37
5000 – HEALTH & BUILDING 38
5001 CARAVAN PARK AND CAMPING GROUNDS....38
5002 TREATMENT OF SEWAGE AND DISPOSAL OF EFFLUENT AND LIQUID WASTE....38
5003 PRIVATE SWIMMING POOLS....39
5004 DELEGATIONS UNDER BUILDING ACT 2011....40
5005 ISSUING NOTICES (SECTION 3.25) OF THE LOCAL GOVERNMENT ACT 1995....41
6000 – ANIMAL CONTROL 42
6001 ENFORCEMENT OF DOG ACT AND LOCAL LAWS....42
6002 ENFORCEMENT OF CAT ACT 2011....42
7000 – PLANNING 42
7001 SHIRE OF PERENJORI PLANNING SCHEME NO. 2....43
7002 PLANNING AND DEVELOPMENT ACT 2005 – OTHER DELEGATIONS....44
1).SUBDIVISION RECOMMENDATIONS 45
2) SUBDIVISION CLEARANCES 45
3).BUILT STRATA SUBDIVISION APPLICATIONS 45
4).PUBLIC WORKS PLANNING APPLICATIONS 45
5).CLAUSE 32 PLANNING APPLICATIONS 45
6).LIQUOR LICENCE APPLICATIONS 46
7).STREET NAMING 46
8).NOTICES 46

TITLES - ABBREVIATIONS

ABBREVIATION	TITLE
ACC	Accountant
ACM	Aquatic Centre Manager
AO	Accounts Officer
BFCO	Bush Fire Control Officer
CBFCO	Chief Bush Fire Control Officer
CDO	Community Development Officer
CEO	Chief Executive Officer
CESM	Community Emergency Services Manager
CPM	Caravan Park Manager
CSO	Customer Service Officer
DCEO	Deputy Chief Executive Officer
EADV	Executive Advisor
EA	Executive Assistant
EHO	Environmental Health Officer
FO	Finance Officer
MEC	Mechanic
MIS	Manager Infrastructure Services
ACCOUNTANT	Accountant
OTHERS	Ranger

1000 – ADMINISTRATION

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

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

1003 NOTICES TO OWNERS AND OCCUPIERS OF LAND	
Function to be performed:	**The Chief Executive Officer is authorised to issue notices to owners or occupiers or land in accordance with the provisions of Schedule 3.1, Divisions 1 and 2 of the Local Government Act 1995.**
Power or Duty Assigned:	**Local Government**
Power to Delegate:	**Yes**
Delegation Recommended:	**Yes**
Delegation to:	**Chief Executive Officer**
Chief Executive Officer delegates to:	**DCEO; MIS; Environmental Health Officer**
Reference:	**Section 3.25(1) & Schedule 3.1, Divisions 1 and 2 Local Government Act 1995.**

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

1005 REMOVE AND IMPOUND GOODS	
Function to be performed:	**The CEO is delegated authority to remove and impound goods from a public place if the goods present a hazard to public safety or they obstruct the lawful use of any place.**
Power or Duty Assigned:	**Local Government**
Power to Delegate:	**Yes**
Delegation Recommended:	**Yes**
Delegation to:	**Chief Executive Officer**
Chief Executive Officer delegates to:	**DCEO, MIS**
Reference:	**Section 3.39 Local Government Act 1995**

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

1005.3 DECLARING A VEHICLE AN ABANDONED WRECK	
Function to be performed:	**The CEO is delegated authority to declare that a vehicle is an abandoned wreck.**
Power or Duty Assigned:	**Local Government**
Power to Delegate:	**Yes**
Delegation Recommended:	**Yes**
Delegation to:	**Chief Executive Officer**
Chief Executive Officer delegates to:	**DCEO, MIS**
Reference:	**Section 3.40A(4) Local Government Act 1995**

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

1007 STAFF EMPLOYMENT	
Function to be performed:	**The CEO is delegated authority to employ such other persons as the Council believes are necessary to enable the functions of the local government and the functions of council to be performed.**
Power or Duty Assigned:	**Local Government**
Power to Delegate:	**Yes**
Delegation Recommended:	**Yes**
Delegation to:	**Chief Executive Officer**
Chief Executive Officer delegates to:	**NIL**

1008 ADVERTISING OF CEO POSITION	
Function to be performed:	**If the position of CEO becomes vacant, the CEO is delegated authority to advertise the position in the manner and containing such information as prescribed.**
Power or Duty Assigned:	**Local Government**
Power to Delegate:	**Yes**
Delegation Recommended:	**Yes**
Delegation to:	**Chief Executive Officer**
Chief Executive Officer delegates to:	**DCEO**
Reference:	**Section 5.36(4) Local Government Act**

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

1010 ADVERTISING OF ADOPTION OR MODIFICATION OF PLAN	
Function to be performed:	**The CEO is delegated authority to carry out local advertising when a new Community Strategic Plan is adopted or if the existing plan is modified.**
Power or Duty Assigned:	**Local Government**
Power to Delegate:	**Yes**
Delegation Recommended:	**Yes**
Delegation to:	**Chief Executive Officer**
Chief Executive Officer delegates to:	**DCEO**
Reference:	**Local Government (Administration) Regulations 19D(1)(2)**

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

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

1013 FREEDOM OF INFORMATION	
1013.1 FOI DECISION	
Function to be performed:	**The CEO is delegated authority to make decisions in regards to applications submitted to the Shire under the Freedom of Information Act 1992.**
Power or Duty Assigned:	**Principal of the agency - Chief Executive Officer**
Power to Delegate:	**Yes**
Delegation Recommended:	**Yes**
Delegation to:	**Chief Executive Officer**
Chief Executive Officer delegates to:	**Nil**
Reference:	**Section 100(1) Freedom of Information Act 1992**
1013.2 FOI INTERNAL REVIEW	
Function to be performed:	**The CEO is delegated authority to deal with an application for an internal review made under the Freedom of Information Act 1992.**
Power or Duty Assigned:	**No person who is subordinate to the primary decision maker**
Power to Delegate:	**Yes**
Delegation Recommended:	**Yes**
Delegation to:	**Chief Executive Officer**
Chief Executive Officer delegates to:	**DCEO**
Reference:	**Section 41 Freedom of Information Act 1992**

1014 PROVIDING INFORMATION TO THE MINISTER	
Function to be performed:	**Upon receiving a request from the Minister for information, the CEO is delegated authority to provide the information to the Minister within the specified time of the notice.**
Power or Duty Assigned:	**Local Government**
Power to Delegate:	**Yes**
Delegation Recommended:	**Yes**
Delegation to:	**Chief Executive Officer**
Chief Executive Officer delegates to:	**DCEO**
Reference:	**Section 8.2(2) Local Government Act 1995**

1014.1 ADVICE TO THE MINISTER WITHIN 35 DAYS	
Function to be performed:	**The CEO is authorised to within 35 days after receiving the report or such longer period as the Minister allows, give the Minister written advice setting out the things that it has done or proposes to do to give effect to the recommendations of the authorised person.**
Power or Duty Assigned:	**Local Government**
Power to Delegate:	**Yes**
Delegation Recommended:	**Yes**
Delegation to:	**Chief Executive Officer**
Chief Executive Officer delegates to:	**DCEO**
Reference:	**Section 8.14(3) Local Government Act 1995**

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

1015 AUTHORISATION OF OFFICERS	
Function to be performed:	**The CEO is delegated authority to authorise officers to make complaints and enforce the various Acts and Regulations for the Shire including, yet not limited to, those listed hereunder:** **Local Government Act 1995** **Dog Act 1976 (as amended) and Regulations thereunder;** **Cat Act 2011 & Regulations thereunder** **Bushfire Act 1954 and Regulations thereunder;** **Control of Vehicles (Off Road Areas) Act 1978 and Regulations thereunder;** **Litter Act 1979 and Regulations thereunder;** **Caravan Parks and Camping Act 1995 and Regulations thereunder.** **Planning & Development Act 2006** **Building Act 2011 and Regulations thereunder**
Power or Duty Assigned:	**Local Government**
Power to Delegate:	**Yes**
Delegation Recommended:	**Yes**
Delegation to:	**Chief Executive Officer**
Chief Executive Officer delegates to:	**Nil**
Reference:	**Section 5.42 Local Government Act 1995**

1016	EXPRESSION OF INTEREST AND TENDERS – FOR SUPPLY OF GOODS OR SERVICES
Function to be performed:	**The CEO is delegated authority to;** **Determine:** **1. When to call tenders or not to call tenders [s3.57(1) of the Local Government Act 1995 (the Act) and Reg.11 of the Local Government (Functions and General) Regulations 1996 (the Regulations].** **2. The circumstances to invite tenders, though not required to do so [Reg.13 of the Regulations];** **3. Selection criteria for the acceptance of tenders [Reg.14(2a) of the Regulations];** **4. The information to be disclosed to those interested in submitting a tender [Reg.14(4)(of the Regulations];** **5. Minor variations before entering into a contract [Reg.20 of the Regulations];** **6. Appropriate circumstances (for application of the Expression of interest process) and to call for Expressions of Interest [Reg.21 of the Regulations]; and,** **7. Where the successful tenderer does not want to accept the contract and a variation or agreement cannot be reached, determine to select the next most appropriate tenderer [Reg.20 of the Regulations].**
Power or Duty Assigned:	**Local Government**
Power to Delegate:	**Chief Executive Officer**
Delegation Recommended:	**Yes**
Delegation to:	**Chief Executive Officer**
Chief Executive Officer delegates to:	**DCEO; MIS**
Reference:	**Local Government Act 1995** **Section 3.57** **Local Government (Function and General) Regulations 1996** **Reg.11 Tenders to be invited for certain contracts** **Reg.13 Procedure when local government invites tenders though not required to do so** **Reg.14 (2a), (4) and (5) Requirements for publicly inviting tenders** **Reg.20 Variation of requirements before entry into contract** **Reg.21 Limitation may be placed on who can tender**

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

190718.7 EXECUTING AND AFFIXING OF COMMON SEAL TO DOCUMENTS AND BUSH FIRES ACT 1954	
Function to be performed:	**The Shire President is delegated authority to; Perform the duties of delegations Executing and Affixing of Common Seal to Documents and Bush Fires Act 1954 - Auth**
Power or Duty Assigned:	**Local Government**
Power to Delegate:	**Yes**
Delegation Recommended:	**Yes**
Delegation to:	**The President of the Shire of Perenjori (Vice President in Presidents Absence) and the Chief Executive Officer**
Chief Executive Officer delegates to:	**DCEO (in absence of the CEO)**
Reference:	**Section 6.12(1)(b), (1) (c) and (3) Local Government Act 1995**

2000 - WORKS

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

Delegation to:	**Chief Executive Officer**
Chief Executive Officer delegates to:	**MIS, DCEO**
Reference:	**Section 3.50(4) Local Government Act 1995**
2001.3 CLOSURE WITHOUT PUBLIC NOTICE FOR MAINTENANCE OR REPAIRS	
Function to be performed:	**Notwithstanding Section 3.50, the CEO is delegated authority to partially and temporarily close a thoroughfare, without giving local public notice, if the closure is:** **(a) For the purpose of carrying out repairs or maintenance; or** **(b) Unlikely to have a significant adverse effect on users of the thoroughfare.**
Power or Duty Assigned:	**Local government**
Power to Delegate:	**Yes**
Delegation Recommended:	**Yes**
Delegation to:	**Chief Executive Officer**
Chief Executive Officer delegates to:	**MIS, DCEO**
Reference:	**Section 3.50(A) Local Government Act 1995**
2001.4 AFFECTED OWNERS TO BE NOTIFIED OF CERTAIN PROPOSALS	
Function to be performed:	**Before fixing, altering or realigning a public thoroughfare or draining water onto adjoining land, the CEO is delegated authority to give affected owners, notice of its proposal, invite submissions providing a reasonable time for submissions and consider those submissions.**
Power or Duty Assigned:	**Local Government**
Power to Delegate:	**Yes**
Delegation Recommended:	**Yes**
Delegation to:	**Chief Executive Officer**
Chief Executive Officer delegates to:	**MIS, DCEO**
Reference:	**Section 3.51 Local Government Act 1995**

2001.5 LOCAL GOVERNMENT AND PARKS AND RESERVES ACT 1996	
Function to be performed:	**The CEO is delegated authority to do anything it could do under the Parks and Reserves Act 1895 if it were a Board appointed under that Act, to control and manage any land reserved under the Land Act 1933 and vested in or placed under the control and management of the local government.**
Power or Duty Assigned:	**Local Government**
Power to Delegate:	**Yes**
Delegation Recommended:	**Yes**
Delegation to:	**Chief Executive Officer**
Chief Executive Officer delegates to:	**MIS, DCEO**
Reference:	**Section 3.54(1) Local Government Act 1995**

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

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

2004 DANGEROUS EXCAVATION	
Function to be performed:	**If there is, in a public thoroughfare or land adjoining a public thoroughfare, an excavation that the local government considers to be dangerous the CEO is delegated authority to fill in or fence the excavation or request the owner or occupier to fill or securely fence the excavation.**
Power or Duty Assigned:	**Local Government**
Power to Delegate:	**Yes**
Delegation Recommended:	**Yes**
Delegation to:	**Chief Executive Officer**
Chief Executive Officer delegates to:	**MIS**
Reference:	**Section 11(1) Local Government (Uniform Local Provisions) Regulations 1996**

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

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

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

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

2009	SUPPORT OR OPPOSE RESTRICTED ACCESS VEHICLE HEAVY HAULAGE APPLICATIONS
Function to be performed:	**Authority to support or oppose restricted access heavy vehicle haulage applications.**
Power or Duty Assigned:	**Local Government**
Power to Delegate:	**Yes**
Delegation Recommended:	**Yes**
Delegation to:	**Chief Executive Officer**
Chief Executive Officer delegates to:	**MIS**
Reference:	**Section 3.18 Local Government Act 1995** **Section 5.42 Local Government Act 1995** **Section 5.44 Local Government Act 1995**

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

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

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

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

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

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

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

3000 - FINANCE

3001 PAYMENTS OF ACCOUNTS	
Function to be performed:	**Municipal, Trust & Reserve Accounts:** **The Chief Executive Officer is delegated authority to make payments from the Municipal Fund, Trust Fund and Reserve Fund (transfers only)**
Power or Duty Assigned:	**Local Government**
Power to Delegate:	**Yes**
Delegation Recommended:	**Yes**
Delegation to:	**Chief Executive Officer**
Council's Conditions on Delegation	**This delegation may only be exercised in accordance with policies or strategies formally adopted by Council.** **1. Payment of salaries up to the amount required to meet employee entitlements obligations; and** **2. Authorisation of payments made by Electronic Funds Transfer (EFT):** **(i) A list of payments made is presented to Council each month as part of the Agenda.** **3. In accordance with Council policies and adopted budget.** **4. Contract Variations are not to exceed $500,000, and must be within the approved Council Budget for the project.**
Chief Executive Officer delegates to:	**DCEO, ACCOUNTANT, MIS** **President (in the absence of the CEO, DCEO, MIS or ACCOUNTANT)**
Reference:	**Section 6.7 (2) the Local Government Act 1995** **Local Government (Financial Management) Regulations 1996 Regulation 12(1)(a) Payments from municipal fund or trust fund.** **Finance Policy, Purchasing Policy**

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

3003 AGREEMENT AS TO PAYMENT OF RATES AND SERVICE CHARGES	
Function to be performed:	**The CEO is delegated authority to accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person.**
Power or Duty Assigned:	**Local Government**
Power to Delegate:	**Yes**
Delegation Recommended:	**Yes**
Delegation to:	**Chief Executive Officer**
Chief Executive Officer delegates to:	**DCEO, ACCOUNTANT**
Reference:	**Section 6.49 Local Government Act 1995** **Section 5.44 Local Government Act 1995**

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

3005 PAYMENT OF OUTSTANDING DEBTS AND CANCELLATION OF PROPOSED SALE	
Function to be performed:	**If a local government accepts payment of outstanding rates or service charges, under sections 6.69(1) or 6.69(2), the CEO is delegated authority to make such notifications and take such measures as are prescribed to cancel the proposed sale.**
Power or Duty Assigned:	**Local Government**
Power to Delegate:	**Yes**
Delegation Recommended:	**Yes**
ation to:	**Chief Executive Officer**
Chief Executive Officer delegates to:	**DCEO**
Reference:	**Section 6.69(3) Local Government Act 1995**

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

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

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

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

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

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

3012 AUTHORITY TO WAIVE, GRANT DISCOUNTS, DEFER OR WRITE OFF DEBTS	
Function to be performed:	**The CEO is delegated authority to;** **1. To waive or grant concessions in relation to any amount of money (Does not apply to rates and service charges); or** **2. Write off any amount of money owed to the City;** **3. Determine conditions to be imposed when granting concessions.** **The limit of authority to the CEO is $300.**
Power or Duty Assigned:	**Local Government**
Power to Delegate:	**Yes**
Delegation Recommended:	**Yes**
Delegation to:	**Chief Executive Officer**
Chief Executive Officer delegates to:	**DCEO**
Reference:	**Section 6.12(1)(b), (1) (c) and (3) Local Government Act 1995**

3013 EXPENSE REIMBURSEMENTS	
3013.1 PRESCRIBED EXPENSE REIMBURSEMENTS TO ELECTED MEMBERS	
Function to be performed:	**The CEO is delegated authority to;** **1. To reimburse a council member who incurs an expense of a kind prescribed as being an expense-** **a) To be reimbursed by all local governments; or which may be approved for reimbursement** **b) Is entitled to be reimbursed for the expense in accordance with subsection (3).** **2. The local Government may approve reimbursement of an expense either generally or in a particular case.** **Local Government Act (Administration Regulations)1996 32. (1) (a)-(c) Expenses that may be approved for reimbursement.**
Power or Duty Assigned:	**Local Government**
Power to Delegate:	**Yes**
Delegation Recommended:	**Yes**
Delegation to:	**Chief Executive Officer**
Chief Executive Officer delegates to:	**DCEO**
Reference:	**Section 5.98 (2) and Section 5.98 (4) Local Government Act 1995**

3013.3 APPROVED EXPENSE REIMBURSEMENTS TO NON-COUNCIL MEMBERS OF COMMITTEES	
Function to be performed:	**The CEO is delegated authority to approve of reimbursement of expenses of committee members who are not Council members.**
Power or Duty Assigned:	**Local Government**
Power to Delegate:	**Yes**
Delegation Recommended:	**Yes**
Delegation to:	**Chief Executive Officer**
Chief Executive Officer delegates to:	**DCEO**
Reference:	**Section 5.100(2) Local Government Act 1995**
3013.4 EXPENSE REIMBURSEMENTS TO EMPLOYEES	
Function to be performed:	**The CEO is delegated authority to approve reimbursements of employee expenses.**
Power or Duty Assigned:	**Local Government**
Power to Delegate:	**Yes**
Delegation Recommended:	**Yes**
Delegation to:	**Chief Executive Officer**
Chief Executive Officer delegates to:	**DCEO**
Reference:	**Section 5.101(2) Local Government Act 1995**
3013.5 REIMBURSEMENTS- CASH ADVANCE	
Function to be performed:	**The CEO is delegated authority to approve a cash advance in relation to an expense that may be reimbursed.**
Power or Duty Assigned:	**Local Government**
Power to Delegate:	**Yes**
Delegation Recommended:	**Yes**
Delegation to:	**Chief Executive Officer**
Chief Executive Officer delegates to:	**Nil**
Reference:	**Section 5.102 Local Government Act 1995**

16.3.1 MINOR COMMUNITY GRANTS FUND DELEGATION	
Function to be performed:	**The CEO is delegated authority to;** **1. approve standard funding requests to the value of $500 within the scope of the global community grant funding budget established in the annual Council budget.** **2. A quarterly report be presented to the Council detailing the grants made under the delegation.** **The limit of authority to the CEO is $500.**
Power or Duty Assigned:	**Local Government**
Power to Delegate:	**Yes**
Delegation Recommended:	**Yes**
Delegation to:	**Chief Executive Officer**
Chief Executive Officer delegates to:	**Nil**
Reference:	**Section 6.12(1)(b), (1) (c) and (3) Local Government Act 1995**

4000 – BUSH FIRE CONTROL

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

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

5000 – HEALTH & BUILDING

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

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

5003 PRIVATE SWIMMING POOLS	
Function to be performed:	**1 Approve alternative requirements to r. 50(4)(b) of the Building Regulations 2012 (the Regulations) if satisfied that the alternative requirements will restrict access by young children to the swimming pool as effectively as if there were compliance with Australian Standard AS 1926.1 [r.51(2) of the Regulations]** **2 Approve a door for the purposes of r.50(4)(c)(ii) of the Regulations if the door is in accordance with the requirements of Australian Standard AS 1926.1 and the conditions in r.51(3) are satisfied [r.51(3) of the Regulations]** **3 Arrange for an authorised person to inspect the enclosures of private swimming pools in the district at intervals of no more than 4 years for the purpose of monitoring whether the provisions in rr.50 and 52 the Regulations are complied with [rr.50, 52 and 53(1) of the Regulations].**
Power or Duty Assigned:	**Local Government**
Power to Delegate:	**Yes**
Delegation Recommended:	**Yes**
Delegation to:	**Chief Executive Officer**
Chief Executive Officer delegates to:	**Environmental Health Officer**
Reference:	**Local Government Act 1995** **Building Regulations 2012 rr.51 and 53**

5004 DELEGATIONS UNDER BUILDING ACT 2011	
Function to be performed:	**The Chief Executive Officer is delegated the authority to exercise and discharge all or any of the powers and functions of the permit authority in regard to the following sections of the Building Act 2011:** **S17- Uncertified application to be considered by building surveyor** **S18 - Require further information from applicant** **S20 – Authority to grant or refuse to grant building permits;** **S21 – Authority to grant or refuse to grant demolition permits;** **S22 – Authority to grant or refuse building or demolition permits if** **There appears to be an error in the documents or information provided in the application;** **If an application is inconsistent with;** **a) A function that the permit authority has underwritten law or;** **b) An agreement between the permit authority and the applicant.** **S27 - Conditions imposed by permit authority** **S32 – Extension of time during which a permit has effect.** **S58 – Authority to grant, modify or refuse to grant an Occupancy Permits or Building Approval Certificates.** **S65 – Authority to extend the periods of which the Occupancy Permit or modification or the Building Approval Certificate has effect.** **S96 – Authorise persons for the purpose of the Building Act 2011.** **S110 – Authority to issue Building Orders.** **S117 – Authority to revoke Building Orders.** **S139 – Authority to commence prosecution.** **S145A – Issue certificates**
Power or Duty Assigned:	**Local Government**
Power to Delegate:	**Yes**
Delegation Recommended:	**Yes**
Delegation to:	**Chief Executive Officer**
Chief Executive Officer delegates to:	**Sections 17, 18, 20, 21, 22, 32, 58, 65, 110, 117, 139, 145A to an appointed Building Surveyor and/or DCEO (in consultation with the CEO)**
Reference:	**Building Act 2011** **Section 5.36 & 5.44 Local Government Act 1995**

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

6000 – ANIMAL CONTROL

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

6002 ENFORCEMENT OF CAT ACT 2011	
Function to be performed:	**Enforcement of the provisions of the Cat Act 2011 and subsidiary legislation and Cat Local Laws is delegated to the CEO.** **Court proceedings will be instituted administratively, with the provision that legal advice be obtained if necessary.** **The CEO is authorised to make such arrangements as is considered necessary for staff, temporary, part-time or otherwise, to effectively administer the Cat Act 2011, within the limitations of the adopted Annual Budget.** **The CEO is authorised to delegate employees of the local government to carry out certain functions of the Cat Act 2011.**
Power or Duty Assigned:	**Local Government**
Power to Delegate:	**Yes**
Delegation Recommended:	**Yes**
Delegation to:	**Chief Executive Officer**
Chief Executive Officer delegates to:	**Authorised Officers – DCEO, MIS and Ranger** **Registered Officers – CEO, DCEO and Administration Staff**
Reference:	**Local Government Act 1995** **S44 Cat Act 2011** **Cat Regulations 2012**

7000 – PLANNING

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

7002 PLANNING AND DEVELOPMENT ACT 2005 – OTHER DELEGATIONS		
Function to be performed:	**Subdivision Recommendations**	**Authority to Progress**
	Subdivision Clearances	**Authority to Approve**
	Public Works Planning Applications	**Authority to Progress**
	Clause 32 Planning Applications	**Authority to Progress**
	Licensed Premises Applications	**Authority to Approve**
	Notices	**Authority to Issue**
	Street Naming	**Authority to Approve**
	(As per the attachment)	
	Built Strata Subdivision Applications	**Authority to Approve**
Power or Duty Assigned:	**Local Government**	
Power to Delegate:	**Yes**	
Delegation Recommended:	**Yes**	
Delegation to:	**Chief Executive Officer**	
Chief Executive Officer delegates to:	**Contracted Planner, DCEO**	
Reference:	**Planning and Development Act 2005** **Schedule 2, Part 10, Clause 82 Planning and Development (Local Planning Schemes) Regulations 2015**	

1). SUBDIVISION RECOMMENDATIONS

FUNCTIONS DELEGATED

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

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

(i) appropriate requirements and specifications under TPS2 and any applicable City Planning Policy;

(ii) any applicable conditions as set out under the City's 'Planning Procedure No. 1.1.3 – Model Subdivision Conditions Schedule for Subdivision Applications.

(iii) any other relevant non-standard conditions, subject to the criteria having regard to the subdivision design matters, land use matters, landscape matters and site planning and amenity issues.

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

2) SUBDIVISION CLEARANCES

FUNCTIONS DELEGATED

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

(a) Subdivision condition(s) imposed must be relevant to the City.

(b) The subdivision condition(s) must be fulfilled in accordance with all the Local Government conditions specified on the WAPC approval, to the satisfaction of the delegate, and the clearance advice is to be signed by the delegate.

(c) In the event of a dispute between the delegate and the applicant on the measures required to satisfy a condition, the matter must be referred to the WAPC for clearance, together with the City's advice on the matter.

3). BUILT STRATA SUBDIVISION APPLICATIONS

FUNCTIONS DELEGATED

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

4). PUBLIC WORKS PLANNING APPLICATIONS

FUNCTIONS DELEGATED

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

5). CLAUSE 32 PLANNING APPLICATIONS

FUNCTIONS DELEGATED

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

6). LIQUOR LICENCE APPLICATIONS

FUNCTIONS DELEGATED

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

7). STREET NAMING

FUNCTIONS DELEGATED

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

8). NOTICES

FUNCTIONS DELEGATED

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

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

(2) Additional Powers when Notice Given

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

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