

Shire of Perenjori

MINUTES

Ordinary Council Meeting

To be held in the Shire of Perenjori Council Chambers, Fowler Street, Perenjori on the 19th April 2018, to commence at 3.00 pm.

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18051 PRELIMINARIES

18051.1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

Cr L Butler declared the meeting open at 3.19 pm.

18051.2 OPENING PRAYER

Cr L Butler led the opening prayer.

18051.3 DISCLAIMER READING

18051.4 RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

Cr L Butler – Presiding Member

Cr L Smith

Cr J Cunningham

Cr J Hirsch

Cr R Spencer

Cr G Reid

Cr K Pohl

Ali Mills – CEO

Jim Dillon – MWF – Via Phone

Emily Sutherland – A/MCDS

Bianca Plug – Minute Taker

Ken Markham – MIS

Christina Laue – CDO

John Bensdorp – Resident

Russell White – Resident

Apologies;

Cr P Waterhouse

18051.5 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

18051.6 PUBLIC QUESTION TIME

and correct record of that Meeting.

Carried: 7/0

18051.10 ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION

Cr L Butler read the standing orders regarding disturbance at Council meetings.

18051.11 PETITIONS / DEPUTATIONS / PRESENTATIONS

Jim Dillon MWF – Joined the meeting via phone at - 4.18 pm.

Bianca Plug left the meeting at 4.19 pm.

Bianca Plug returned to the meeting at 4.23 pm.

Ali Mills left the meeting at 4.36 pm.

Ali Mills and Christina Laue returned to the meeting at 4.36 pm.

18052 CORPORATE AND DEVELOPMENT SERVICES

18052.1 FINANCIAL STATEMENTS – APRIL 2018
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APPLICANT:	SHIRE OF PERENJORI
FILE:	ADM 0081
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	JIM DILLON - MWF
RESPONSIBLE OFFICER	ALI MILLS - CEO
REPORT DATE:	17TH MAY 2018
ATTACHMENTS	MONTHLY FINANCIAL REPORT

Executive Summary

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

Background

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

Details

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

The following statements are presented to Council:

- Monthly Summary Information - Charts
- Statement of Financial Activity (Program and Nature& Type) - This provides the budget and actual income and expenditure for operating and non- recurrent as well and the closing surplus to date. (FM Reg 34(1))
- Statement of Capital Acquisitions and Capital Funding

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- Net Current (Assets) Funding Position (Note 3). This provides the amount of assets over liabilities within the Balance Sheet. (FM Reg 34 (1)(e))
- Notes to the Financial Statements include:
 - Note 1.- Significant Accounting Policies
 - Note 2. - Explanation of Material Variances
 - Note 3. – Net Current Funding Position
 - Note 4. – Cash & Investments
 - Note 5. – Budget Amendments
 - Note 6. – Receivables
 - Note 7. – Cash Back Reserves
 - Note 8. – Capital Disposals
 - Note 9. – Rating Information
 - Note 10. – Information on Borrowings
 - Note 11. – Grant and Contributions
 - Note 12.- Trust Fund
 - Note 13.- Details of Capital Acquisition

Legal Compliance

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

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail –
 - (a) Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1) (b) or (c);
 - (b) budget estimates to the end of the month to which the statement relates;
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing –
 - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
 - (b) an explanation of each of the material variances referred to in subregulation (1) (d); and (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown –
 - (a) according to nature and type classification; or
 - (b) by program; or
 - (c) by business unit
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation 34 (2), are to be –
 - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) recorded in the minutes of the meeting at which it is presented.

18052.2 ACCOUNTS FOR PAYMENT – APRIL 2018

APPLICANT:	SHIRE OF PERENJORI
FILE:	1306P
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	LIZ MARKHAM - AO
RESPONSIBLE OFFICER:	ALI MILLS - CEO
REPORT DATE:	17TH MAY 2018
ATTACHMENTS:	ACCOUNTS FOR PAYMENT

Executive Summary

This item recommends that the schedule of accounts for payment for the month ending 30th April 2018 be confirmed.

Background

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

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

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

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

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

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

Legal Compliance

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

6.10. financial management regulations

Regulations may provide for —

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

(i) the municipal fund; and

(ii) the trust fund,

of a local government.

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

i.e. -

13. Lists of Accounts

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

- (a) the payee's name;
- (b) the amount of the payment;
- (c) the date of the payment; and
- d) sufficient information to identify the transaction.

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

- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
- (b) recorded in the minutes of that meeting.

Policy Implications

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

Financial Implications

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

Strategic Implications

Area 5: Investing in Councils Leadership

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

Consultation

Nil

Comment

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

Voting Requirements – Simple Majority

Officers Recommendation – Item 18052.2

That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 (as amended), confirms the accounts paid for the month ending 30th April 2018 as attached to and forming part of this report.

Municipal Account	
EFT	\$376,905.81
Direct Debits	\$74,317.51
Cheques	\$27,786.00

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Corporate MasterCard	\$3,750.95
Bank Fees	\$
Total	\$ 482,760.27

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

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

Totalling \$482,760.27 from Municipal and Trust Accounts for the month ending 30th April 2018.

Council Resolution – Item 18052.2

Moved: Cr J Hirsch

Seconded: Cr G Reid

That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 (as amended), confirms the accounts paid for the month ending 30th April 2018 as attached to and forming part of this report.

Carried: 7/0

Municipal Account	
EFT	\$376,905.81
Direct Debits	\$74,317.51

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Cheques	\$27,786.00
Corporate MasterCard	\$3,750.95
Bank Fees	\$
Total	\$ 482,760.27

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

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

Totalling \$482,760.27 from Municipal and Trust Accounts for the month ending 30th April 2018.

Jim Dillon – MWF left the meeting via phone at 4.52 pm.

18052.3 ACCOMMODATION FOR UNIVERSITY ECOLOGY STUDENTS
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APPLICANT:	SHIRE OF PERENJORI
FILE:	ADM 0047
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	EMILY SUTHERLAND A/MCDS
RESPONSIBLE OFFICER:	ALI MILLS CEO
REPORT DATE:	17th MAY 2018
ATTACHMENTS	NIL

Executive Summary

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This item recommends that Council considers a proposal to accommodate four to six students from the University of Queensland in single rooms from the period from approximately July 17th to October 20th 2018 at a reduced rate of a total of \$400 per week (approx. \$66 per room per week).

Background

In 2016 the Mayfield Community Ecology Lab from University of Queensland had students spend about three months working in Perenjori doing research work. In that time the students lived in basic tent accommodation throughout the winter months which they found to be quite difficult especially over a long period of time.

In 2017, the University of Queensland again acquired research funds to carry out similar research work in Perenjori. They approached the shire and asked if there was some way the Shire could help to acquire some accommodation for four and at times six students from the period from July 17th to about October 20th 2017.

Administratively the Shire considered various options including providing Shire housing and using Shire Park accommodation. The best option was deemed to be accommodating the students at the Caravan Park Village in single rooms. The student's budget for the accommodation was up to \$400 per week and the Shire's weekly fee for one room was \$480 per week.

A council resolution passed at the Council meeting of 15th June 2017 saw the Council adopting the recommendation made to accommodate the students as such:

Council Resolution – Item 17069.3.1**Moved: Cr R Desmond****Seconded: Cr R Spencer****That Council;**

Agrees to accommodate up to six students from the University of Queensland in the accommodation Village at a rate of \$400 per week for the six rooms. If there are long term bookings made by other organisations at the standard Shire room rate, then alternative arrangements will be made to accommodate the students outside the Village. The period of the accommodation is from 17th July 2017 to 20th October 2017.

Advises Mid West Transportable of this arrangement and seeks their endorsement on the understanding we would only use rooms that are vacant.

Carried: 7/0

On the 19th April 2018, the University had again contacted the Shire requesting a similar arrangement to accommodate six students at the Caravan Park Village from mid July to late October 2018. Again, the University has advised their budget for accommodation for the entire six students is \$400 per week.

In consideration of this proposal;

- If the Village rooms are not fully occupied then there is no real loss of income;
- The Village ordinarily charges \$440 per week per room;

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- The Shire will not provide room servicing but expect the students to clean their own rooms;
- If there is an unexpected demand for accommodation that would include the rooms already let to the students, the Shire may require the students to move (at least temporarily) to the Pavilion for example;
- There is an expectation that during the week of the Blues for the Bush (Monday 17th – Monday 24th September) there will be a demand (by paying customers) for these six rooms to accommodate suppliers and performers. During this time the Shire would assist the students to be accommodated in an alternative location;
- Having the students in Perenjori from the Queensland University puts Perenjori on the map as being worthy of ecological studies;
- The University has indicated they intend to participate at the Agricultural Show, conduct a bee-workshop in partnership with NACC and host a session at the CRC;
- This activity could encourage further ecological or similar studies in Perenjori in the future.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

If the rooms remain without being booked there is no financial loss to the Shire through this proposal. If weekly bookings are made and these rooms are required the loss per room would be about \$375 per room per week.

Strategic Implications

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

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

Area 5: Investing in Councils Capacity – Our Leadership

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

Risk Management

Risk Statement	Level of Risk	Risk Mitigation Strategy
The accommodation village is not always booked out and often we will have rooms to accommodate these students.	Medium	If there is a sudden demand for the Village rooms, we may have to move the students to the another location temporarily.
Being unable to	Low	Being able to accommodate

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accommodate the students in Perenjori results in the loss of opportunity to put Perenjori on the map for ecological and possibly other studies which could have long term benefits for the Shire.		the students will likely ensure future studies if this can be done at low cost.
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Consultation

A Mills - CEO

Abigail Parstore – University of Queensland, School of Biological Sciences

Comment**Voting Requirements – Absolute Majority****Officers Recommendation – Item 18052.3**

That Council;

- 1) Agrees to accommodate up to six students from the University of Queensland in the accommodation Village at a rate of \$400 per week for the six rooms. If there are bookings made by other organisations/individuals at the standard Shire room rate, and occupancy exceeds units available, then alternative arrangements will be sourced to accommodate the students outside the Village. The period of the accommodation will be from Mid July to Late October 2018 (dates to be confirmed).

and

Advises Mid West Transportable of this arrangement and seeks their endorsement on the understanding we would only use rooms that are vacant.

OR

- 2) Declines to provide accommodation in the Village at the proposed \$400 per week for the six rooms and requires the University to make other arrangements to accommodate the students with the help of the Shire administration.

Council Resolution – Item 18052.3**Moved: Cr L Smith****Seconded: Cr R Spencer****That Council;**

- 1. Agrees to accommodate up to six students from the University of Queensland in the accommodation Village at a rate of \$400 per week for the six rooms. If there are bookings made by other organisations/individuals at the standard Shire room rate, and occupancy exceeds units available, then alternative arrangements will be sourced to accommodate the students outside the Village. The period of the accommodation will be from Mid July to Late October 2018 (dates to be confirmed).**

and

Advises Mid West Transportable of this arrangement and seeks their endorsement on the understanding we would only use rooms that are vacant.

Carried: 7/0

18052.4 DRAFT COMMUNITY ENGAGEMENT POLICY - 1019

APPLICANT:	SHIRE OF PERENJORI
FILE:	ADM 0159
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	EMILY SUTHERLAND – A/ MCDS
RESPONSIBLE OFFICER:	ALI MILLS - CEO
REPORT DATE:	17th MAY 2018
ATTACHMENTS	COMMUNITY ENGAGEMENT FRAMEWORK & TOOLKIT

Executive Summary

This item seeks council's endorsement and adoption of the drafted Community Engagement Policy and related Community Engagement Framework and Toolkit.

Background

The Shire of Perenjori has always communicated with the community and has implemented many projects which involved community consultation. However, it has been identified that the processes around actively engaging with the community could be managed more effectively. In the past, there may have been a public perception that the Perenjori Council provides information rather than actively seeking community collaboration and input.

A Community Engagement Framework and Toolkit (Attached) has been drafted as a tool for those at Council who have an interest in and responsibility for coordinating, planning, designing, implementing and evaluating community engagement activities. It will serve to ensure that community engagement is conducted in a way to enhance the process and ensure it is meeting the needs of both the Shire and the community.

The proposed Community Engagement Policy is a formal expression of Council's commitment to engaging the Perenjori community through the use of appropriate, effective and inclusive practices

The Community Engagement Policy will ensure that staff are using the Community Engagement Framework to ensure effective communication with the community and the policy also mandates that:

- the appropriate Shire of Perenjori staff member/s will develop and present to council for endorsement a Community Engagement Plan for all proposed projects, initiatives and issues that are deemed to be of having a MODERATE-HIGH or HIGH level of impact on the Perenjori Community.
- A time frame for community consultation is set for formal consultation/community feedback

Statutory Environment

- Local Government Act 1995

Policy Implications

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Draft policy 1019

Financial Implications

Nil

Strategic Implications

Area 4: Investing in Community Capacity – Civic Leadership

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

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***Consultation**

CEO – A Mills

CDO – C Laue

Comment

Nil

Voting Requirements – Simple Majority**Officers Recommendation – Item 18052.4**

That Council;

1. That Council adopts the draft Community Engagement Policy - 1019 and endorses the Shire of Perenjori Community Engagement Framework and Toolkit.

Council Resolution – Item 18052.4**Moved: Cr R Spencer****Seconded: Cr J Cunningham****That Council;**

1. **That Council adopts the draft Community Engagement Policy - 1019 and endorses the Shire of Perenjori Community Engagement Framework and Toolkit.**

Carried: 7/0

John Bendsorp left the meeting at 3.56 pm and did not return.

Bianca Plug left the meeting at 4.01 pm.

Bianca Plug and Ken Markham entered the meeting at 4.04 pm.

18052.5 DRAFT MOBILE AND ITINERANT VENDOR POLICY - 7011

APPLICANT:	SHIRE OF PERENJORI
FILE:	ADM 0159
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	EMILY SUTHERLAND – A/ MCDS
RESPONSIBLE OFFICER:	ALI MILLS - CEO
REPORT DATE:	17th May 2018
ATTACHMENTS	PROPOSED MOBILE AND ITINERANT VENDOR POLICY, AND MOBILE AND ITINERANT VENDOR PERMIT APPLICATION FORM

Executive Summary

This item recommends that Council adopts the proposed Mobile & Itinerant Vendor Policy.

The proposed Mobile and Itinerant Vendor Policy applies to any person conducting business as a mobile or itinerant vendor on public land within the Shire of Perenjori area.

Background

The Shire of Perenjori does not have a current policy in place that informs the issuing of permits for mobile (including mobile food) and itinerant vendors.

The last permit issued to a mobile vendor appears to be back in 2010 which was for a Traders Permit issued to a vendor selling fruit and vegetables.

It is understood that since this time, the Shire had received complaints made by locals regarding mobile vendors visiting Perenjori and trading from public places. At least two vendors are known to visit Perenjori regularly without a council issued permit.

During 2015, the then Manager of Corporate and Development Services sought information relating to itinerant and mobile vending from the Department of Local Government and Communities and the Department of Commerce. This contact sought to clarify the definition of a mobile, mobile food and itinerant vendor and the rules and regulations in which these traders must operate if trading within the Shire of Perenjori.

General advice was received; however, no procedures or policies were developed.

Recently, the Shire received an application from a mobile food vendor wishing to trade under an occasional license in Perenjori. This contact prompted further research into the correct procedure for this type of trader. As such good governance principles would indicate that a council adopted policy for issuing these types of permits would be beneficial.

The policy will ensure that permits are issued to accommodate vendor activities in order to provide services that will enhance the community and visitor experience while protecting the local retail sector and maintaining public health and safety.

In relation to fee's that can be charged by the Shire of Perenjori, it is worth noting that a mobile food vendor that is a Registered Food Business under the Food Act 2008 pays an annual fee to the locality/local government authority in which their business is registered. This fee covers trade in the whole of Western Australia. Therefore if the Shire of Perenjori wishes to obtain a payment from mobile food vendors they will need to impose a fee under the Local Government Act 1995 such as: application fee or a fee for the use/hire of a public space (see below for suggested fee).

The proposed policy does not cover mobile and itinerant traders who trade on privately owned land/premises.

Statutory Environment

Local Government Act 1995

Food Act 2008 and FSANZ Food Safety Standards

Activities on Thoroughfares and Trading in Thoroughfares and Public Places

Local Law 2000

Health Local Laws 2001

Local Planning Scheme No 2. 2005

Planning and Development (Local Planning Schemes) Regulation 2015

Environmental Protection (Noise) Regulations 1997

Environmental Protection (Unauthorised Discharge) Regulations 2004

Policy Implications

Draft Policy 7011

Financial Implications

Fee's for mobile and itinerant vendor permits are to be endorsed in the 2018/2019 budget however they are recommended as follows:

Itinerant/mobile vendor annual permit fee	\$550.00
Itinerant/mobile vendor occasional permit fee (daily)	\$110.00
Itinerant/mobile vendor occasional permit fee (3 day/weekend)	\$220.00
Mobile Food Vendor permit application fee (Food Businesses Registered under Food act 2008)	\$110.00

Strategic Implications

Area 5: Investing in Councils Capacity – Our Leadership

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

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

Risk Management

Risk Statement	Level of Risk	Risk Mitigation Strategy
There is no existing policy to detail the way in which the Shire of Perenjori issues permits.	High	The proposed policy will ensure the Shire of Perenjori has a consistent approach for dealing with requests for permits of this nature.
There is a risk that permits will be issued to vendors that offer direct competition to existing local businesses.	Low	The policy dictates that council have the discretionary power, as under the Shire of Perenjori's Activities on thoroughfares and Trading in Thoroughfares and Public Places Local Law 2001 5.25 (2) (d) (e) to refuse to approve an application for a permit.
Permits will be issued to businesses offering unsafe foods	Low	The policy outlines the application process which will ensure mobile food businesses who are granted permits meet the Food act 2008 and Food Safety Regulations.
The policy will encourage mobile and itinerant traders to trade on private property rather than apply for a permit to trade in public places.	Medium/High	The policy does not cover vendors who sell goods on private property. Vendors may choose not to apply for a permit through the Shire and instead trade from privately owned land. This policy therefore does not give the Shire of Perenjori any discretionary powers over these traders and as such has no say about what they sell, who they sell to and when they sell.

Consultation

Gordon Houston – Environmental Health Officer
Simon Lancaster – Shire of Chapman Valley (planning)

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Ali Mills – CEO
Regulations

Comment

Nil

Voting Requirements – Simple Majority**Officers Recommendation – Item 18052.5**

That Council;

- 1) Adopts the draft Mobile and Itinerant Vendor Policy -7011 with the understanding that the recommended fees and charges will be reviewed and adopted as part of the 2018/19 Annual Budget.
- 2) That Council endorses the CEO will to write to the existing mobile traders to advise them of the newly adopted policy and invites them to apply for the relevant permit.

Council Resolution – Item 18052.5

Moved: Cr G Reid

Seconded: Cr R Spencer

That Council;

- 1) Adopts the draft Mobile and Itinerant Vendor Policy -7011 with the understanding that the recommended fees and charges will be reviewed and adopted as part of the 2018/19 Annual Budget.**
- 2) That Council endorses the CEO will to write to the existing mobile traders to advise them of the newly adopted policy and invites them to apply for the relevant permit.**

Carried: 6/1 – Cr J Hirsch voted against

Bianca Plug left the meeting at 4.08 pm.

Bianca Plug returned to the meeting 4.09 pm.

Bianca Plug left the meeting at 4.11 pm.

Bianca Plug returned to the meeting at 4.12 pm.

18052.6 PERMIT TO TRADE IN PUBLIC – FOOD VAN

APPLICANT:	TREVOR BOURNE T/AS ROB'S BAKED POTATOES
FILE:	ADM 0317
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	EMILY SUTHERLAND – A/ MCDS
RESPONSIBLE OFFICER:	ALI MILLS - CEO
REPORT DATE:	17th MAY 2018
ATTACHMENTS	COVER LETTER, CERT. OF REGISTRATION OF FOOD

Executive Summary

This item seeks councils feedback on whether a permit should be issued to the applicant allowing trading in a public place on a weekend in May (date TBA).

Background

A letter has been received by the Shire by the applicant Mr T Bourne, expressing his desire to street trade in a public place in Perenjori over a weekend in May (dates not advised).

Mr Bourne has provided supporting documentation to demonstrate his compliance with the Food Act 2008 (WA).

Mr Bourne has traded previously at the Perenjori Agricultural Show and other field days.

Mr Bourne has not yet filled in an application form.

I have discussed this matter with the Environmental Health Officer, Mr Gordon Houston, who has advised he is aware that the applicant is also applying for trading permits in neighbouring Shires.

Under the Shire of Perenjori's Activities on thoroughfares and Trading in Thoroughfares and Public Places Local Law 2001 5.25 (2) (d) (e) the Local government has the right to refuse to approve an application for a permit under this Division on the following grounds:

- that the needs of the district, or the part for which the permit is sought, are adequately catered for by established shops or by persons who have valid permits to carry on trading or to conduct a stall; or
- such other grounds as the local government may consider to be relevant in the circumstances of the case.

The Shire of Perenjori does not yet have a formal policy for dealing with requests for permits of this nature and therefore seeks Council's feedback on this application.

A Mobile & Itinerant Vendor Policy has been developed and provided to council for endorsement which will offer a formal permit application process for all future similar requests.

Statutory Environment

- Activities on thoroughfares and Trading in Thoroughfares and Public Places Local Law 2001
- Local Government Act 1995
- Local Laws Health 2001 (Health Act 1911)
- Food Act 2008 & Food Regulations 2009
- Australian Food Standards Code
- Local Planning Scheme 2. 2005
- Planning and Development (Local Planning Scheme) Regulation 2015
- Environmental Protection (Noise) Regulations 1997
- Environmental Protection (Unauthorised Discharge) Regulations 2004

Policy Implications

Draft policy 7011

Financial Implications

Nil - As Mr Bourne will be trading from a public place however is not considered an itinerant vendor but rather a mobile food vendors (Health Act), strictly speaking the itinerant vendor's fee doesn't apply. He is already registered as a Food Business with the City of Armadale and as such pays an annual permit fee to his Local Government Authority to enable him to trade in the whole of Western Australia.

For future Mobile Food Vendor permits, an *application* fee is recommended.

Strategic Implications

Area 3: People and Place – Our Community

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

Consultation

Regulations

G Houston – Environmental Health Officer

S Lancaster – Shire of Chapman Valley (Planning)

Comment

Nil

Voting Requirements – Simple Majority

Officers Recommendation – Item 18052.6

That Council;

1. Processes the application for a permit and, once satisfied all appropriate requirements under the relevant legislation are met, issues the applicant with a permit to trade as detailed.

Or

2. Under the Shire of Perenjori's Activities on thoroughfares and Trading in Thoroughfares and Public Places Local Law 2001 5.25 (2) chooses to refuse to

approve an application for a permit under this Division and specifies grounds of refusal.

Council Resolution – Item 18052.6

Moved: Cr J Hirsch

Seconded: Cr J Cunningham

That Council;

- 2. Under the Shire of Perenjori’s Activities on thoroughfares and Trading in Thoroughfares and Public Places Local Law 2001 5.25 (2) chooses to refuse to approve an application for a permit under this Division and specifies grounds of refusal.**

Carried: 7/0

Emily Sutherland and Russell White left the meeting at 4.18 pm and did not return.

18053 GRAPHIC DESIGN DEVELOPMENT OFFICER

18053.1 BLUES FOR THE BUSH CONCERT AND OPEN DAY PROGRESS REPORT

APPLICANT:	SHIRE OF PERENJORI
FILE:	ADM 0562
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	CDO – CHRISTINA LAUE
RESPONSIBLE OFFICER:	CEO – ALI MILLS
REPORT DATE:	17th MAY 2018
ATTACHMENTS	CREATIVE DIRECTOR REPORT & PROJECT MANAGEMENT PLAN

Executive Summary

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

Event Status

In planning the 2018 Blues for the Bush, the Project Team has made solid progress towards developing a festival that will meet the desired outcomes as set by the event owners - Bush Heritage Australia and the Shire of Perenjori. The majority of the work undertaken to date has involved setting plans in place to ensure a successful event is delivered come late September. Also, time has been spent on brokering important relationships with the local community and indigenous leaders to ensure the Blues for the Bush Community Engagement Program is relevant and inclusive. In the coming months, the Project Team will move focus from developing the plans into the implementation of a Marketing and Promotional Plan for the event as well as ensuring the logistic and site supply requirements of the event are in place. Programming will also be a priority area for the Project Team and we look forward to developing an attractive and relevant program for the Open Day and a strong line- up for the concert. To date, all key Event Milestones (as per accompanying document) have been met.

Project Team

The Project Team consists of the following individuals who will be responsible for the delivery of the 2018 Blues for the Bush:

- Emily Sutherland, Left of Centre Concepts and Events (Project Manager/Team Leader)
- Theaker von Ziarno (Creative Director/Site Manager)
- Christina Laue (Shire of Perenjori Representative)
- Angela Dring (Left of Centre Team Member/ Catering Coordinator)

The Project Team reports to the following people who are responsible for major fundraising for the event:

- Ali Mills (CEO, Shire of Perenjori)
- Luke Bayley (Executive Manager West Region, Bush Heritage Australia)

In addition, the Project Team will work closely with Wil Hansen (Reserve Manager -Charles Darwin Reserve, Bush Heritage Australia) to ensure the integrity of Charles Darwin Reserve is maintained and all site works are undertaken in accordance to BHA's requirements. We also envisage a part-time/casual administrative assistant/marketing assistant will join the team in the lead up to the event to offer support to the team and free up some of the Project Manager and Site Managers resources and time so they may concentrate on management tasks needed to deliver a quality and safe festival. The accompanying Project Management Plan includes a 'Project Team Structure' which details each individual team member's role in delivering the event. The Project Team has met on numerous occasions during March and April. In May, the Project Team has met once and will meet again towards the end of the month.

Budget and Expenditure

The event expenditure budget was set (and subsequently adopted) as part of the Blues for the Bush Business Plan. This was set by external consultants without input from the Project Team. However this expenditure budget of \$402,030 is seen by the Project Manager as being sufficiently resourced in order for the Project Team to deliver a project that meets the objectives of the event partners. In addition to this \$402,030 Theaker, Emily and Christina are seeking funding from arts funding bodies that, if successful, would supplement the main expenditure budget and allow for the development and delivery of a comprehensive community engagement program. So far, expenditure has been minimal with invoices being received and paid for local advertising, website updates, promotional design, ablution hire deposit and also Creative Director fees. In the coming months, expenditure is set to increase as payment of further deposits will be necessary as will an investment in marketing.

Income

A model for raising revenue for the event has been developed in the Business Plan. This includes money raised through:

- Sponsorship
- Government Grant Funding
- Ticketing Income
- Merchandise/ Other income streams

The Project Manager (Emily Sutherland, Left of Centre concepts and Events) has not been contracted to participate in securing sponsorship or grant funding (apart from arts grants) for the event. However, as Project Manager will monitor the revenue raising activities of those

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tasked with this. It is understood that sponsorship approaches have been, and are continuing to be, made by Ali Mills and Luke Bayley. Grant applications take on two avenues: one for core event activities and one for arts and community projects. The grants that fund core event activities and infrastructure are being written and lodged by Ali Mills and Christina Laue while the arts based grant funding is being secured by Theaker von Ziarno, Emily Sutherland and Christina Laue. To date, the following grant applications have been lodged:

- Tourism WA Regional Events Grant Scheme - \$50,000 Unsuccessful
- Lotterywest - \$25,000 Successful
- Country Arts WA* - \$27,000 Successful
- Festivals Australia - \$23,000 Unsuccessful
- Dept. Communities* - \$10,000 Pending
- FRRR - \$10,000 Unsuccessful

These opportunities are also being explored to help offset the current expenditure budget:

- CBH - \$5,000
- Gunduwa* - \$10,000
- Gunduwa - \$30,000

With the following arts based grants being applied for in the near future:

- DCA Regional and Remote Touring Fund - \$30,000 (TBC)
- DCA Creative Development – \$10,000 (TBC)
- DCA Community Engagement - \$15,000 (TBC)

*Denotes Arts Based grant that will not necessarily offset any of the core expenditure items but will assist to deliver the Community Arts Projects.

Ticketing Income has been set at a realistic amount. Ticket prices have increased slightly (to \$80/ adult). To elevate the ticket buyers experience to justify this increase, we have programmed activities for Friday night and Sunday morning and also Sunday afternoon in Perenjori . See programming for more detail.

Key Event Logistics

Key suppliers have been contacted and quotes sought on important 'big ticket' event items. The Project Team has developed a list of preferred suppliers and will endeavour to support local business wherever possible. Together with the Site Manager, the Project Manager will confirm supply contracts over the coming months.

Bar & Catering

The quality of food available for purchase at the 2016 event was high. The feedback received from both vendors and attendee's was excellent with vendors advising they would like to be involved with the 2018 event. Our Catering Coordinator has begun negotiating with these food vendors:

- Pai Tumaca (Spanish Paella) - Confirmed
- Bono Pizza (Wood fired Pizza)- Confirmed
- Taco Loco (Mexican) - Confirmed
- Passanger Platform (menu tbc)
- Coffee - Confirmed
- Soup/Hot Drinks – Confirmed

- Waffles – TBC
- Raw Food/Smoothies/Fruit Salad – TBC
- Hamburgers - TBC

An invitation to submit an expression of interest to local groups and businesses was advertised in Perenjori and our neighbouring towns. The Coorow Hockey Club have been the only interest received from local groups (apart from the Carnamah Perenjori Football Club as below). The Coorow Hockey Club are interested in providing hamburgers at the event. A new Site Form for the food outlets has been developed covering all OHS requirements. This year a site fee of \$110/vendor will apply. Vendors are being encouraged to attend from Friday through Sunday as there will be trading opportunities all weekend. The bar has again been offered to the Carnamah-Perenjori Football Club for management and operation. Emily Sutherland has begun liaising with the club regarding requirements. Unlike previous years, the Football Club has been asked to consider making a financial contribution to the event in the vicinity of \$5,000. This seems like an achievable amount considering the profits made by the Club for the past two events exceeded \$20,000.

Program

The Project Team's is being led in developing the project by our Creative Director, Theaker von Ziarno. Theaker is an experienced artist and festival director who is well-connected within both the national and international festival scene. Her wealth of knowledge is being used to develop a high quality and unique Open Day program. This year, programming will occur on Friday evening as well as Sunday morning (and Sunday afternoon in Perenjori) therefore extending the festival from the previous format of a day-night event. This will increase visitor experience and assist to continue to build the Blues for the Bush brand. The Open Day program will include some 'traditions' as well as 'new' elements so as attendee experience expectations are exceeded. Elements that will continue as traditions for 2018 include: musician workshops, children's entertainment/activities, stargazing, home and hearth workshops, bush afternoon tea and reserve tours. A significant grant application is currently being written. This is for the Remote and Regional Touring Fund. If successful, this will enable funding allocation towards bringing some amazing, world class performers to the festival. The Project Team is working on confirming program elements and as per the Key Project Milestones, the 1st Draft for the Open Day Program will be available with the next Project Report.

Community Arts Project

It was widely agreed that the 2018 Blues for the Bush should again include some form of community arts project in the lead up to the event. In addition to this, one element that was highlighted for development in the festival program was engagement with the local indigenous (Badimaya) culture. Theaker Von Ziarno has been building relationships with Badimaya elders and linguists as well as local schools in the hope to deliver the 'Badimaya AiR and Badimaya Beats' projects as part of the Blues for the Bush. This concept came about after consultation with local schools, indigenous groups and key artists and is gaining support from many. The attached project brief explains the project in more detail. Funding is being sourced

to deliver this \$110,000 community project. Funding will be mostly external to the Blues for the Bush core budget. Funding partners who are/will be approached for contribution are:

- Gunduwa
- Local Schools
- Festivals Australia
- Department of Culture and Arts

The Project Team is committed to this project and if all of the \$110,000 funding is not secured then the project will be scaled back to be delivered in Perenjori and Mount Magnet rather than across five localities. The Project Team is particularly excited about this community arts project as it offers school children the opportunity to engage and celebrate local badimaya language and culture through a number of artforms. It will also assist in recording and preserving this language.

Business Engagement

A key improvement that the Project Team hopes to deliver this year is the engagement with local businesses. We see the festival as an excellent opportunity for local businesses to take advantage of a ready-made market to promote their goods and services. We would hope that economic development would be achieved as a result of the festival.

The Project Team (led by Christina Laue) will invite local businesses to attend a session where opportunities to capitalize on the Blues for the Bush will be discussed. This will include:

- How businesses may capitalize on the event;
- What promotional opportunities exist through the Blues for the Bush marketing avenues;
- How businesses may consider packaging goods and services.

As mentioned, the Project Team (again led by Christina) is working on programming a Sunday afternoon session in Perenjori townsite following the event at Charles Darwin Reserve. It is hoped local businesses will support this initiative and offer quality goods and services to those who attend. A more detailed description of this Sunday offering will be available with next month's Project Report.

Concert

The concert line up is currently being developed. The budget allocation for the concert is a little more 'healthy' than in previous years. This has allowed us to explore the option of bring in a headline act from overseas. We have received an overwhelming amount of interest from performers who would like to be part of our festival and as such we are looking at all options before we have our preferred line up selected.

Marketing and Promotions

The Project Team is currently working on the Marketing Plan for the event. This will include proposed schedules for paid advertising (local and regional), social media, web updates, e-

circulars, media (radio) interviews and media releases. Initial promotions have included updates to the social media pages, website and an initial A4 flyer for publication in local newspapers/magazines and e-circular. The 'Save the date' flyer has appeared in over 19 local publications and had been circulated in numerous editions. The targeted marketing campaign will begin in June with the promotional activity peaking from July to coincide with the ticket selling period. Marketing efforts in the past have been very successful in meeting their key objectives to raise the profile of the festival and to sell tickets. The budget set for marketing is similar to previous years and therefore it is unlikely that activities will change substantially to 2016.

Key Milestones

Key milestones achieved for this project to date, include:

- Project Managers appointed;
- Expenditure budget developed and adopted;
- Project Team structure and roles confirmed;
- Primary grant applications completed and lodged;
- Open Day theme and structure confirmed;

In the coming months, the Project Team will progress with:

- Marketing & Media Plan developed and adopted.
- Implementing the Marketing Campaign;
- Developing a MOU for the management of the bar;
- Program development;
- Meeting with the Site Manager to discuss site requirements;
- Confirming and Booking Key suppliers.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

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

Strategic Implications**Area 1: Infrastructure and Natural Assets - Our Natural and Built Environment**

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

Area 2: Industry and Business Development – Our Economy

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

Area 3: People and place – Our Community

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

Area 4: Investing in Community Capacity – Civic Leadership

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

Consultation

Bush Heritage Australia, Left of Centre, Gunduwa, Theaker von Ziarno, Karen Marshall, Businesses in Perenjori, David Bowman-Bright

Comment

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

Voting Requirements – Simple Majority**Officers Recommendation – Item 18053.1**

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

Council Resolution – Item 18053.1

Moved: Cr L Smith

Seconded: Cr R Spencer

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

Carried: 7/0

18053.2 Donation of two Defibrillators by CBH

APPLICANT:	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD
FILE:	ADM 0409
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	CHRISTINA LAUE - CDO
RESPONSIBLE OFFICER:	ALI MILLS - CEO
REPORT DATE:	17TH MAY 2018
ATTACHMENTS:	EMAIL & REGISTRATION FORM

Executive Summary

This item seeks the approval of Council to the conditions of two donated Defibrillators for the Shire of Perenjori and to decide where to locate them.

Background

CBH have donated two x AED's with lockable cabinets to the Shire of Perenjori/Latham free of charge. The condition in the acceptance of these are that the Shire would agree;

- To take ownership of the defibrillator & cabinets

- Be responsible for any ongoing costs & consumables
- Place the defibrillator & cabinet on an external wall

Currently there are AED's placed at the following locations:

- Perenjori Hotel
- Perenjori Aquatic Centre
- Latham Golf Club

Possible placement locations	Pro's	Con's
Camel Soak	Other part of Shire	Risk of theft / Difficult to monitor
Shire Depot	Largest workforce	Limited access to public
Perenjori Sports Club	Public venue, sporting activities, placed externally	-
Shire of Perenjori Office	Central location, placed externally	Other locations nearby
Latham Recreation Centre	Increasing camping numbers	Risk of theft / Difficult to monitor

Statutory Environment

Local Government (Role of Council) 1995, Part 2.7.

Policy Implications

Nil

Financial Implications

Replacement of Batteries and Pads: Biannual \$250

Placing of the Defibrillator and Cabinet: Depending on location (Travel and installation)

Strategic Implications

Area 3: People and Place – Our Community

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

Risk Management

Risk Statement	Level of Risk	Risk Mitigation Strategy
Theft and/or abuse of equipment.	A low consequence and a low risk.	Council's endorsement of location placement.

Consultation

De Page, Cr Hirsch, Ali Mills, Ken Markham

Comment

Safety and Security – Having AED's placed carefully in the Perenjori/Latham will improve community awareness of safety risks.

Voting Requirements – Simple Majority**Officers Recommendation – Item 18053.2**

That Council accepts the Defibrillators and the conditions to be placed at _____ and _____ (locations).

Council Resolution – Item 18053.2**Moved: Cr L Smith****Seconded: Cr G Reid**

That Council accepts the Defibrillators and the conditions to be placed at the Perenjori Sports Club and Caron Dam (locations).

Carried: 7/0

Bianca Plug & Christina Laue left the meeting at 5.03 pm.

Bianca Plug returned to the meeting at 5.13 pm.

18054 INFRASTRUCTURE SERVICES**18054.1 ROAD MAINTENANCE – APRIL 2018**

APPLICANT:	SHIRE OF PERENJORI
FILE:	R999
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES
RESPONSIBLE OFFICER:	KEN MARKHAM- MANAGER INFRASTRUCTURE SERVICES
REPORT DATE:	9TH MAY 2018
ATTACHMENTS	NIL

Executive Summary

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

Background

Listed are the roads graded for the months of April.

Metcalfe Road	Pharnam Road
Hirsch Road	Rabbit Proof Fence Road
Chapman Road	Maya East Road
Iona Road	Wilder Road

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Otte Road	Barker Road
Syson Road	Burgess Road
Summers Road	Syme Road
Farrs Road	Maya South West Road
Carmichael Road	Jackson Road
Bryant Road	Diamond Road
Chisholm Road	Old Perth Road
Simpson Road	Watson Road

Statutory Environment

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

Policy Implications**Financial Implications**

As per road maintenance budget

Strategic Implications

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

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

Risk Management

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

Consultation

NIL

Comment

Maintenance grading has been carried out from pickups and requests.

Voting Requirements – Simple Majority**Officers Recommendation – Item 18052.1**

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

Ali Mills left the meeting at 5.15 pm

Ali Mills returned to the meeting at 5.17 pm

Cr G Reid left the meeting at 5.19 pm and was absent for the voting of item 18052.1.

Council Resolution – Item 18052.1

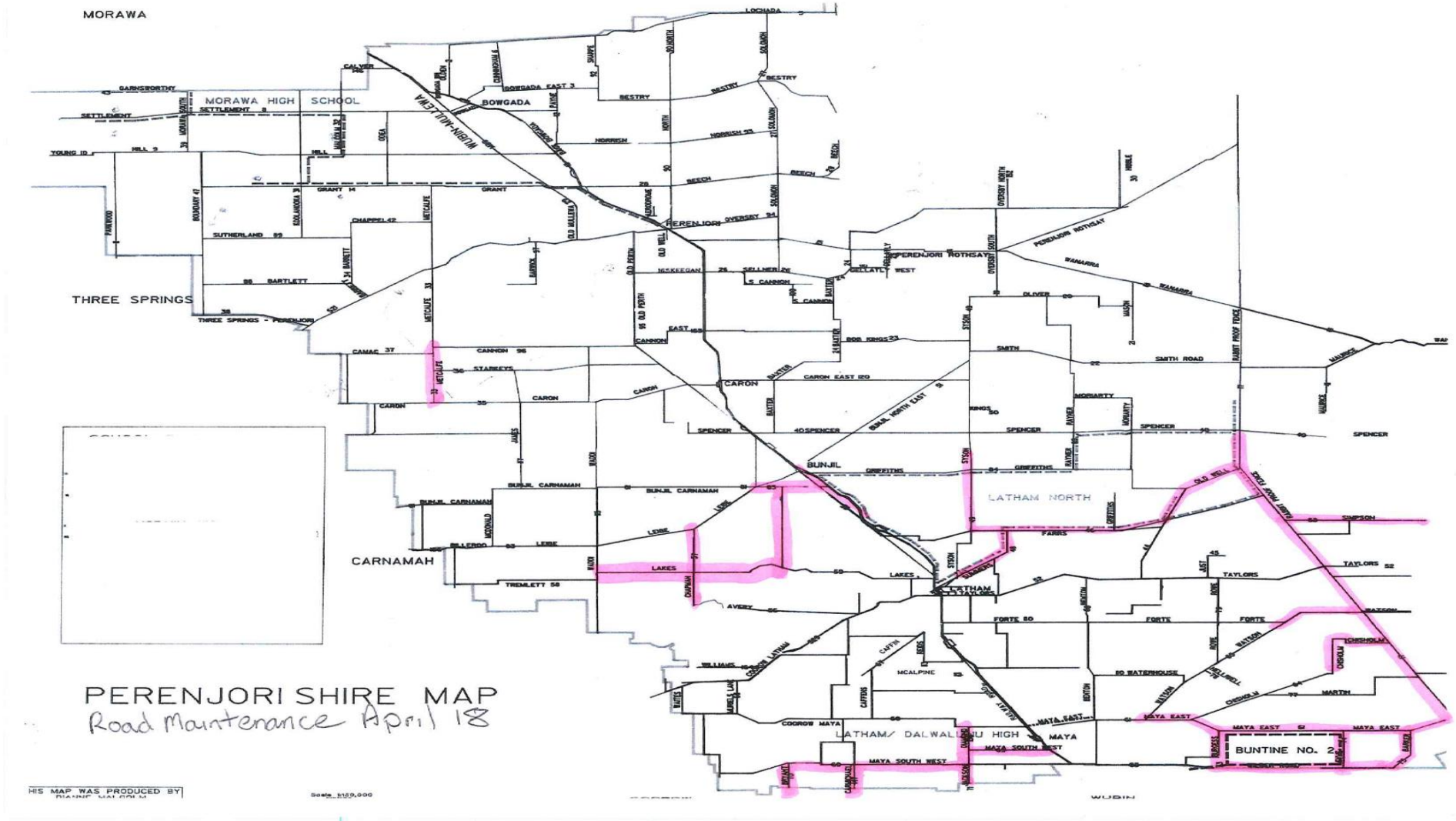
Moved: Cr J Cunningham

Seconded: Cr K Pohl

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

Carried: 6/0

Cr G Reid returned to the meeting at 5.21 pm.



18055 GOVERNANCE**18055.1 RATES & DIFFERENTIAL RATES**

APPLICANT:	SHIRE OF PERENJORI
FILE:	ADM 0086
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	ALI MILLS - CEO
RESPONSIBLE OFFICER:	ALI MILLS - CEO
REPORT DATE:	17TH MAY 2018
ATTACHMENTS	REASONS AND OBJECTIVES

Executive Summary

This Item outlines scenarios for proposed differential rates and ordinary rates for 2018/2019; and recommends:

- local advertising as required under s6.36(1) of the Local Government Act;
- that Council seeks Ministerial approval for the imposition of differential rates for UV Rural and UV Mining in accordance with s6.33(s) of the Local Government Act and following consideration of any objections to the differential rates.

Background

The Council must advertise (by local public notice) if it intends to impose any differential rates and must allow a clear 21 day comment period for submissions. The period in which advertising may occur is 1st May to 30th June in any year.

Following advertising Council must record any objections and consider the basis of the objections to the differential rates prior to seeking Ministerial approval.

It is preferable Council adopts and advertises the rates as soon as possible in order to issue rates as soon as possible assisting with liquidity. The process following advertising can be delayed by the consideration of objections and also waiting for Ministerial approval for the differential rates.

Because differential rates are integral to Council's current financial structure it would be extremely difficult for Council to acquire sufficient income to operate effectively without imposing differential rates.

If Council continues with differential rates Section 6.36(1) of the Act requires that these be advertised and if a rate in a category is more than twice that of another in the category then Ministerial approval is required before the rate can be imposed. Because of the vast difference between the UV rural rate and the UV mining rate Ministerial approval is required to levy these rates.

In consideration, Council needs to be aware of the prospective income required to meet the operational and capital expenditure requirements for 2018/19, and accordingly apply rates which consider any deficit or surplus.

Council can adopt and advertise the differential rate but it does not have to apply that rate equally across all categories. For example Council may adopt a 5% increase on the two differential rates (Unimproved Value (UV) Mining & UV Rural) or it could apply 4% to UV Rural and 5% to UV Mining.

The Council could also adopt a lesser rate for the GRV category for example 4% and adopt a 5% for UV categories. However the more significant increases in rate income will come from the UV sectors, particularly UV Rural and to a lesser extent UV Mining.

The Financial Management Regulations (23) specify the requirements of imposing differential rates and to satisfy this regulation a justification document is provided at the end of this item.

Valuations

The Gross Rental Valuation (GRV) rate valuations are the same for 2018/19 as they were for the 2017/2018 financial year and are conducted by Landgate. GRV Valuations are only conducted every 5 years.

UVs are determined each year for all land within the state and come into effect on 1 August the previous year, so in 2018, the Date of Valuation is 1 August 2017. UV property revaluations occur annually with Country UV valuations increased by 0.25% and UV mining 3.36%.

This will provide an estimated increase in rate income of approximately \$27,000 overall based on the 2017/18 projected income amounts and exclusive of any other factors.

Considerations:

The CPI is a measure of the change in the cost of goods and services determined using a typical household 'basket of goods' that includes among other things: food, tobacco, clothing and footwear, household appliances, medical services, holiday travel and education - many of these have no relevance to local government. There are many factors that influence a potential increase in rate revenue. CPI alone may not be an appropriate basis on which to determine rates increases as it potentially may not make up the shortfall required to be made up from general rates.

The weighted median CPI for the 12 months from March 2017 to March 2018 is 1.9% (source: Australian Bureau of Statistics, and though this is a metropolitan based index it can be used as a guide when considering any proposed rates levied.

Local Government Cost Index (LGCI)

The LGCI forecast is that while both the LGCI & CPI are trending downwards, State debt and the State's poor financial position remains the biggest concern in the WA economy. The report advises local governments to be prepared for the possibility of changes to State funding, or cost shifting as programmes and services are cut or reduced.

The latest forecast of changes to cost components within the LGCI, produced by WALGA (November 2017), shows a forecast increase of 2.1% for 2018/2019. Whilst CPI will have an impact on local governments cost base, there are other elements effecting the direction of price change that are captured within the LGCI. Local government is not immune to State Government cost shifting. Unavoidable costs are passed onto local governments which are often confirmed in the late stages of the budget planning process. The LGCI index grew by 0.4% in December 2017, to stand 1.5% higher over the year. In annual terms, this is the largest increase in the index since September 2014. The primary driver of growth in the index in December was electricity, which increased by 7.1% in annual terms as new regulated tariffs came into effect for the 2017/18 financial year. Street lighting costs were also up by 2.8% over the year. Road and bridge construction costs also increased during December, rising by 1.2% compared to a year earlier – the largest increase in four years. Machinery

and equipment (2.9%), and wages (1.3%) also added to growth in the index over the year to December 2017. The fuel cost impact is much broader than just fleet & machinery running costs as it impacts on the cost of roadworks (which rely on bituminous products).

Long Term Financial Plan

The long term Financial Plan applied a rate increase of 6% per annum for the first 5 years (2013/4 – 2018/9) and 3.5% per annum for the remaining 5 years (2019/20 – 2024/5).

Below are the projections from the Shire's Long Term Financial Plan comparing projected rate income against the budgeted incomes:

	Plan	Actual
2015/2016	\$2.88M	\$2.82M
2016/2017	\$3.049M	\$2.59M
2017/2018	\$3.232M	\$2.62M
2018/2019	\$3.346	

Whilst acknowledging the projected incomes are just that, projected and based on a variety of other factors, they do demonstrate that other than 2013/14 there has been less income received than that projected to meet the Shire's future projects and maintenance programmes. The LTFP will be reviewed in the coming weeks, which will consider the projects in the Corporate Business Plan.

Rate Comparisons

For further information, rate comparisons are provided below of neighbouring Shires and some similar Shire with mining interests;

	Perenjori 2017/18	Morawa 2017/18	Mt Magnet 2017/18	Three Springs 2017/18	Mingenew 2017/18	Cue 2017/18
UV Rural	1.9169	2.3043	6.8969	1.5	1.3	8.4
UV Mining	34.8736	28.96	32.2245	11.9	1.3	31.60
GRV Townsites	7.9500	7.57	10.4177	11.7	14.5	10.62
GRV Mining	7.9500	7.57	0	23.4	N/A	No Rate Category
Minimum Rates	\$	\$	\$	\$	\$	\$
UV Rural	335	290	425	450	1025	451
UV Mining	335	656	482	450	1025	451
GRV Townsites	335	290	425	450	682	451
GRV Mining	335	0	486	450	N/A	No Rate Category

Budget 2018/19

The preliminary discussions with Council have indicated our overall operating costs will not increase and the capital projects are kept to a minimum with Waste, the Admin building, Pavilion refurbishment, Townscape development, Road maintenance and construction and plant costs the key focus for the budget. Council may be required to delay one or more projects in order to achieve a balanced budget.

Shire of Perenjori

Ordinary Council Meeting

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Differential General Rates	Rate in \$ 2016/2017	Actual Income 2016/2017	Rate in \$ 2017/2018	Actual Income 2017/2018	0% Increase		1% Increase		2% Increase		3% Increase	
					Rate in \$	Projected Income	Rate in \$	Projected Income	Rate in \$	Projected Income	Rate in \$	Projected Income
UV Rural	2.0024	\$ 1,717,531	1.9169	\$1,796,084	1.9169	\$1,800,665	1.9361	\$ 1,818,701	1.9552	\$ 1,836,642	1.9744	\$ 1,854,678
UV Mining	34.3112	\$ 622,292	34.8736	\$ 643,708	34.8736	\$ 667,571	35.2223	\$ 674,246	35.5711	\$ 680,923	35.9198	\$ 687,598
GRV Townsites	7.9114	\$ 88,570	7.9500	\$ 99,538	7.9500	\$ 99,538	8.0295	\$ 100,534	8.1090	\$ 101,529	8.1885	\$ 102,525
GRV Mining	7.9114	\$ 342,091	7.9500	\$ 249,948	7.9500	\$ 249,948	8.0295	\$ 252,447	8.1090	\$ 254,947	8.1885	\$ 257,446
Minimum Rates												
UV Rural	319	\$ 3,509	335	\$ 3,350	335	\$ 3,350	338	\$ 3,380	342	\$ 3,420	345	\$ 3,450
UV Mining	319	\$ 9,251	335	\$ 7,035	335	\$ 5,025	338	\$ 5,070	342	\$ 5,130	345	\$ 5,175
GRV Townsites	319	\$ 11,484	335	\$ 10,385	335	\$ 10,385	338	\$ 10,478	342	\$ 10,602	345	\$ 10,695
GRV Mining	319	\$ -	335	\$ 335	335	\$ 335	338	\$ 338	342	\$ 342	345	\$ 345
Income Before Discount		\$ 2,794,728		\$2,810,383		\$2,836,817		\$ 2,865,194		\$ 2,893,535		\$ 2,921,912
Discounts are approximately \$200,000 - \$220,000 per annum												
Estimated Income After Discount		\$ 2,574,728		\$2,590,383		\$2,616,817		\$ 2,645,194		\$ 2,673,535		\$ 2,701,912

Statutory Environment

Section 6.33 *Local Government Act 1995*.

Section 6.35 (6) *Local Government Act 1995*.

Section 6.36 *Local Government Act 1995*. Subsection (1)

Financial Management Regulations (23)

Policy Implications

Nil

Financial Implications

A zero increase will require a reduction in Capital projects.

Strategic Implications

Area 2: Industry and Business Development – Our Economy

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

Risk Management

Risk Statement	Level of Risk	Risk Mitigation Strategy
<p>The preparation for applying differential rates and acquiring Ministerial approval is a time limited process.</p> <p>Council needs to determine its differential rates to enable advertising to commence as soon as possible and to assist with getting rate notices out early.</p> <p>There is a risk that a higher than usual rate increase will be rejected by the Minister for differential rates.</p>	Low	<p>Depending on the level of rate increase in the differential rate, the Minister may or may not approve a proposed increase.</p> <p>Careful consideration of the increase, ensuring a sound argument for an increase and a sound budget process will contribute to approval.</p>

Consultation

Department of Treasury Website

WALGA Local Government Economic Briefing

Other local governments in the area

Comment

The calculation of the various rate increases in this document are based on the property valuations that are current (2017/2018) and are calculated on a percentage increase on the current rate in the

dollar and the current category of income. The actual income calculated in this document is indicative as the final actual income will change due to updated valuations, ongoing changes in UV valuations, disposal and creation of new mining leases, and from more specific calculations made by the Synergy rates system based on what the rating data will be at the 1st July.

There are a number of variables that Council consider in adopting its rates and below are just two of the options available.

Voting Requirements – Simple Majority

Officer Recommendation – Item 17042.3

That Council:

OPTION 1

1. In accordance with s6.36(1) advertises its intentions to impose differential rates for UV Rural and UV Mining for the 2018/2019 financial year.
2. Makes available for public information the document detailing the reasons for and the objectives of the differential rate.
3. Advertises locally the proposed differential rate for a minimum period of 21 days.
4. Reviews any objections to the proposed differential rates and makes a formal decision on any such objections.
5. Following the consideration of any objections, seeks Ministerial approval under Section 6.33(3) of the Local Government Act to impose a differential rate on the unimproved value of mining tenements that is more than twice the lowest unimproved value rate on rural lands within the shire.
6. Approves the annual rates with a 2% increase above 2017/2018 as follows:

UV Rural = 1.95 cents in the dollar
 UV Mining = 35.57 cents in the dollar
 GRV Townsites = 8.11 cents in the dollar
 GRV Mining = 8.11 cents in the dollar

Minimum rates
 UV Rural = \$342
 UV Mining = \$342
 GRV Townsites = \$342
 GRV Mining = \$342

OPTION 2

1. In accordance with s6.36(1) advertises its intentions to impose differential rates for UV

Rural and UV Mining and for GRV Townsites and GRV Mining for the 2018/2019 financial year.

2. Makes available for public information the document detailing the reasons for and the objectives of the differential rate.
3. Advertises locally the proposed differential rate for a minimum period of 21 days.
4. Reviews any objections to the proposed differential rates and makes a formal decision on any such objections.
5. Following the consideration of any objections, seeks Ministerial approval under Section 6.33(3) of the Local Government Act to impose a differential rate on the unimproved value of mining tenements that is more than twice the lowest unimproved value rate on rural lands within the shire.
6. Approves the annual rates with a 1% increase for all categories above 2017/2018 as follows:

UV Rural = 1.94 cents in the dollar
 UV Mining = 35.22 cents in the dollar
 GRV Townsites = 8.03 cents in the dollar
 GRV Mining = 8.03 cents in the dollar

Minimum rates

UV Rural = \$338
 UV Mining = \$338
 GRV Townsites = \$338
 GRV Mining = \$338

Council Resolution – Item 17042.3

Moved: Cr G Reid

Seconded: Cr J Cunningham

That Council:

OPTION 1

1. **In accordance with s6.36(1) advertises its intentions to impose differential rates for UV Rural and UV Mining for the 2018/2019 financial year.**
2. **Makes available for public information the document detailing the reasons for and the objectives of the differential rate.**
3. **Advertises locally the proposed differential rate for a minimum period of 21 days.**
4. **Reviews any objections to the proposed differential rates and makes a formal decision**

on any such objections.

5. Following the consideration of any objections, seeks Ministerial approval under Section 6.33(3) of the Local Government Act to impose a differential rate on the unimproved value of mining tenements that is more than twice the lowest unimproved value rate on rural lands within the shire.
6. Approves the annual rates with a 2% increase above 2018/2019 as follows:

UV Rural = 1.95 cents in the dollar
 UV Mining = 35.57 cents in the dollar
 GRV Townsites = 8.11 cents in the dollar
 GRV Mining = 8.11 cents in the dollar

Minimum rates

UV Rural = \$342
 UV Mining = \$342
 GRV Townsites = \$342
 GRV Mining = \$342

Carried: 7/0

18055.2 DRAFT CORPORATE BUSINESS PLAN 2017-2021

APPLICANT:	SHIRE OF PERENJORI
FILE:	NIL
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	CEO – ALI MILLS
RESPONSIBLE OFFICER	CEO – ALI MILLS
REPORT DATE:	17th MAY 2018
ATTACHMENTS	CORPORATE BUSINESS PLAN

Executive Summary

The Shire of Perenjori Draft Corporate Business Plan 2017 – 2021 has been completed based on the community engagement, Council workshop and Community Strategic Plan 2017-2027 and is now presented for Council approval.

Background

The *Local Government (Administration) Regulations 1996* has been amended to require each local government to adopt a Strategic Community Plan and a Corporate Business Plan.

Section 5.56(1) and (2) of the Act requires that each local government is 'to plan for the future of the district', by developing plans in accordance with the regulations.

The new regulations specify what a 'plan for the future' should involve. In particular, local governments will be formally required to develop and adopt two new planning instruments:

- A Strategic Community Plan, and
- A Corporate Business Plan.

In December 2016 Council supported the contracting of Left of Centre – Emily Sutherland to:

- Develop a clear vision of the current economic base and future economic base for the industries and communities within the Shire. It will propose a growth plan for the Shire.
- Detail a response to the unique opportunities and challenges facing the Shire.
- Be a basis for future detailed planning by Council and regional planning with MWDC, RDL, WAPC, DOP and infrastructure agencies/bodies.
- Link to land use plans and processes of the Shire (however it won't be a statutory planning process).
- Detail the social infrastructure (health, education, social service provision, childcare, aged care, police, recreation etc) and services required to ensure the liveability and competitiveness of the Shire.
- Detail the physical infrastructure asset condition and needs for the future.
- Detail environmental issues and needs for the future to ensure the sustainability of the community's future.

Consultations took place over the months from January to March 2018 along with utilising the feedback from the Community Strategic Planning engagement processes which were conducted in 2017. There were no comments submitted on the final draft of the plan.

This plan operationalises the Vision and Goals for the future of the community, and creates a framework by which the goals in the Strategic Plan can be achieved. The Corporate Business Plan sets the Strategic Direction and identifies priority areas of delivery and investment. It also identifies the operational risks for the Shire to achieve the communities vision, and identified required improvements. It provides an assessment of the resource capability of the Shire and determines the resources required to deliver on the priorities and projects. It also provides performance targets that will allow Council to provide a means of reporting to the community and our project partners.

The Corporate Business Plan sets out the major activities that it intends to undertake in the next four years. The annual budget and plan for the Shire will be developed from the Corporate Business Plan each year. This is therefore a very useful document for community as it gives a complete picture of how the Shire is working on their behalf to achieve the vision articulated in the Strategic Community Plan 2017 – 2027.

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In this Corporate Business Plan, the Shire is affirming its support for delivering on core services, as well as funding a proactive growth and development strategy. This is in direct response to the community needs expressed in the Strategic Community.

Statutory Environment

Local Government Act 1995 S 5.56 states:

5.56. Planning for the future

(1) A local government is to plan for the future of the district.

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

The new regulations specify what a 'plan for the future' should involve. In particular, local governments will be formally required to develop and adopt two new planning instruments:

- A Strategic Community Plan, and
- A Corporate Business Plan.

Policy Implications

Nil

Financial Implications

The cost of this process has been included in the existing budget

Strategic Implications

Area 5: Investing in Councils Capacity – Our Leadership

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

Risk Management

Risk Statement	Level of Risk	Risk Mitigation Strategy
Developing a Corporate Business Plan is a requirement in the Local Government Act.	High	Council to consider the plan, and the agenda item which explains the consultation processes conducted, accepting the plan has been developed with a sound approach.

Consultation

Community
Department of Local Government
Business
Government
Council

Comment

MINUTES**17th May 2018**

The process for developing the plan has been very extensive with the benefit of having a very experienced and competent facilitator in Emily Sutherland on board to drive this. As a result the plan is very reflective of the community and Council and the aspirations they have to see the community grow and continue to develop. The important process from here is to ensure the plan remains reflective of the needs and interests across the community with regular reviewing of the plan.

Voting Requirements – Absolute Majority**Officers Recommendation – Item 18055.2**

That Council adopts the Shire of Perenjori Corporate Business Plan 2017-2021.

Council Resolution – Item 18055.2**Moved: Cr J Hirsch****Seconded: Cr R Spencer****That Council adopts the Shire of Perenjori Corporate Business Plan 2017-2021.****Carried: 7/0****8056 PROJECT STATUS REPORT**

APPLICANT:	SHIRE OF PERENJORI
FILE:	NIL
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	ALI MILLS - CEO
RESPONSIBLE OFFICER	ALI MILLS - CEO
REPORT DATE:	17TH MAY 2018
ATTACHMENTS	PROJECT STATUS REPORT

Executive Summary

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

Background

Nil

Statutory Environment

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

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Area 5: Investing in Councils Capacity – Our Leadership

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

Consultation

Staff

Comment

Nil

Officer Recommendation – Item 18056

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

Council Resolution – Item 18056**Moved: Cr L Smith****Seconded: Cr J Cunningham****Council accepts the Project Status Report as presented for the month of April 2018.****Carried: 7/0****18057 STATUS REPORT**

APPLICANT:	SHIRE OF PERENJORI
FILE:	NIL
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	ALI MILLS - CEO
RESPONSIBLE OFFICER	ALI MILLS - CEO
REPORT DATE:	17TH MAY 2018
ATTACHMENTS	STATUS REPORT

Executive Summary

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

Background

Nil

Statutory Environment

MINUTES

17th May 2018

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

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Area 5: Investing in Councils Capacity – Our Leadership

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

Consultation

Staff

Comment

Nil

Officer Recommendation – Item 18057
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Council accepts the Status Report as presented for the month of April 2018.

Council Resolution – Item 18057
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Moved: Cr J Hirsch

Seconded: Cr J Cunningham

Council accepts the Status Report as presented for the month of April 2018.
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Carried: 7/0

Bianca Plug left the meeting at 5.47 pm.

18058 OTHER BUSINESS

18058.1 MOTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN

Council Motion – Item 18058.4

Moved: Cr J Cunningham

Seconded: Cr L Smith

That Council accepts late items 18058.1 and 18058.2.

Carried: 7/0

18058.1.1 LATE ITEM - AUDIT MEMORANDUM 2017/18 FINANCIAL YEAR

APPLICANT:	OFFICE AUDITOR GENERAL
FILE:	ADM 0081
DISCLOSURE OF INTEREST:	NIL
AUTHOR:	CEO – ALI MILLS
RESPONSIBLE OFFICER	CEO – ALI MILLS
REPORT DATE:	17 th MAY 2018
ATTACHMENTS	RSM AUDIT MEMORANDUM

Executive Summary

RSM are contracted by the Office Auditor General to conduct the 2017/18 audit for Perenjori. An audit memorandum has been prepared for Council consideration and approval.

Background

The [Local Government Amendment \(Auditing\) Act 2017](#) makes legislative changes to the [Local Government Act 1995](#) to provide for the auditing of local governments by the Auditor General.

The Act allows the Auditor General (AG) to contract out some or all of the financial audits, but all audits will be the responsibility of the Auditor General and Office of AG. It also allows for performance audits, which will examine the economy, efficiency and effectiveness of any aspect of local government operations.

The Act also places an obligation on local governments to publish their annual report, including their annual financial report and auditor's report, on their website.

RSM Australia Pty Ltd are being contracted by the OAG to conduct the audit for the Shire of Perenjori for the year ending 2017/18. RSM have prepared an audit memorandum outlining the process for the audit and areas to be covered. The annual statutory financial report will be general purpose financial statements for the financial year ended 30 June 2018, prepared in accordance with the Australian Accounting Standards (as they apply to local governments and not for-profit entities), other authoritative pronouncements of the Australian Accounting Standards Board and the financial reporting provisions of the Local Government Act 1995 (the Act) and the Local Government (Financial Management) Regulations 1996 (the Regulations).

The Auditor General's audit report will be prepared in accordance with the Local Government Act 1995, Local Government (Audit) Regulations 1996 and Australian Auditing Standards and include the

MINUTES**17th May 2018**

audit opinion on the annual financial report. The auditor's report will be sent to the President and CEO of the Shire and the Minister for Local Government in accordance with the Local Government Act 1995. The Shire is required to publish the auditor's report with the annual financial report on its website. If the Auditor General has reported other significant matters, then the Shire is required to report the action it has taken about the matters to the Minister and to publish a copy of that report on its website.

Statutory Environment

Local Government Act 1995

Local Government Amendment (Auditing) Act 2017

Policy Implications

Nil

Financial Implications

The cost of this process has been included in the existing budget

Strategic Implications

Area 5: Investing in Councils Capacity – Our Leadership

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

Risk Management

Risk Statement	Level of Risk	Risk Mitigation Strategy
Not accepting the memorandum could delay the audit process.	High	Council to consider the plan, and the agenda item which explains the processes to be conducted, accepting the plan will ensure the audit process proceeds.

Consultation

President
Ron Back
WALGA - Governance

Comment

Nil

Voting Requirements – Simple Majority**Officers Recommendation – Item 18058.1.1**

That Council accepts the audit memorandum for the financial year 2017/18 as presented by RSM Australia Pty Ltd.

Council Resolution – Item 18058.1.1**Moved: Cr J Hirsch****Seconded: Cr R Spencer****That Council accepts the audit memorandum for the financial year 2017/18 as presented by RSM Australia Pty Ltd.****Carried: 7/0****18058.1.2 LATE ITEM – BANK SIGNATORIES****APPLICANT: SHIRE OF PERENJORI****FILE: NIL****DISCLOSURE OF INTEREST: NIL****AUTHOR: ALI MILLS - CEO****RESPONSIBLE OFFICER: ALI MILLS - CEO****REPORT DATE: 17TH MAY 2018****ATTACHMENTS NIL****Executive Summary**

This item asks Council endorsement to add the new Manager Corporate Development Services (MCDS) and new Senior Finance Officer (SFO) as signatories whilst removing the previous incumbent.

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:

- CEO – Ali Mills
- MCDS – Peter Money
- SFO – Rose Jones
- President – Laurie Butler

The following changes are proposed to reflect the current employee situation:

- CEO – Ali Mills
- MCDS – Joelene Kirkman
- SFO – Ally Bryant
- President – Laurie Butler

Statutory Environment

Local Government (Financial) Regulations 1996

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Area 5: Investing in Councils Capacity – Our Leadership

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

Risk Management

Risk Statement	Level of Risk	Risk Mitigation Strategy
Don't have sufficient choices in signatories to accommodate people being away.	Medium(Likelihood: likely, Consequence: Moderate)	Ensure signatories are changed asap to accommodate changes in staffing.

Consultation

BankWest

Comment

Nil

Voting Requirements – Simple Majority

Officers Recommendation – Item 18058.1.2

That Council approves the removal of the previous Manager Corporate Development Services – Peter Money and previous Senior Finance Officer – Rose Jones as a Bankwest signatory and adds the current Manager Corporate Development Services – Joelene Kirkman and current Senior Finance Officer – Ally Bryant.

Council Resolution – Item 18058.1.2

Moved: Cr R Spencer

Seconded: Cr L Smith

That Council approves the removal of the previous Manager Corporate Development Services – Peter Money and previous Senior Finance Officer – Rose Jones as a Bankwest signatory and adds the current Manager Corporate Development Services – Joelene Dennis and current Senior Finance Officer – Alice Bryant.

Carried: 7/0

18058.2 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

18058.3 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

18058.4 MATTERS BEHIND CLOSED DOORS

Ken Markham left the meeting at 6.10 pm.

Council Motion – Item 18058.4

Moved: Cr L Smith	Seconded: Cr R Spencer
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Council accepts to move behind closed to doors to discuss confidential Item 18058.4.1.	
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Carried: 7/0	
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18058.4.1 CONFIDENTIAL ITEM - ACTING CEO – CEO LEAVE JUNE 2018

APPLICANT:	SHIRE OF PERENJORI
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FILE:	PER 259
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DISCLOSURE OF INTEREST:	NIL
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AUTHOR:	ALI MILLS – CEO
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RESPONSIBLE OFFICER:	ALI MILLS – CEO
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REPORT DATE:	17th MAY 2018
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ATTACHMENTS	NIL
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Voting Requirements – Simple Majority

Officers Recommendation – Item 18058.4.1

That Council accepts the confidential schedule.

Council Resolution – Item 18058.4.1
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Moved: Cr G Reid	Seconded: Cr L Smith
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That Council accepts the confidential schedule.	
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Carried: 7/0	
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Council Motion – Item 18058.4

Moved: Cr L Smith	Seconded: Cr R Spencer
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Council accepts to return to open Council to move and second confidential Item 18058.4.1.	
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Carried: 7/0	
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18058.5 DATE OF NEXT MEETING

The date of the next Council meeting will be held on Thursday 21st June 2018 commencing at 3.00 pm.

18058.6 CLOSURE

Cr L Butler declared the meeting open at 6.22 pm.