



## ATTACHMENT Item 7.1 (a)

*Previous Minutes - Ordinary Council  
Meeting held 18 February 2021*

**ORDINARY COUNCIL MEETING 18 MARCH 2021**



Shire of  
**Perenjori**  
Embrace Opportunity

MINUTES  
*for the*  
ORDINARY COUNCIL  
MEETING

18 FEBRUARY 2021

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## **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 for the Shire of Perenjori Ordinary Meeting of Council held on Thursday 18 February 2021, 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 5:00 pm and welcomed those in attendance.

### **Welcome to Country: -**

As per the Shire of Perenjori Policy (Nº 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  
Bianca Plug – Executive Assistant

**DISTINGUISHED VISITORS:** Nil

**MEMBERS OF THE PUBLIC:** Janice Spencer  
Paddy King

**LEAVE OF ABSENCE:** Nil

**APOLOGIES:** Wayne Scheggia – Executive Advisor

**5. PUBLIC QUESTION TIME:**

Nil.

**5.1 RESPONSE TO QUESTIONS TAKEN ON NOTICE:**

Nil.

**5.2 QUESTIONS WITHOUT NOTICE:**

Nil.

**6. APPLICATIONS FOR LEAVE OF ABSENCE:**

**6.1 APPLICATION/S FOR LEAVE OF ABSENCE:**

Nil.

**7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS:**

**7.1 ORDINARY MEETING HELD ON 17 DECEMBER 2020**

**COUNCIL DECISION**

**THAT the Minutes of the Ordinary Meeting of Council held on 17 December 2020, presented in attachment 7.1 (a), be confirmed as true and correct subject to no corrections.**

**Moved: Cr C Bryant      Seconded: Cr D Bradford      Motion put and carried: 7/0**

**8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION:**

The Shire President, Deputy Shire President and Chief Executive Officer attended the Midwest Economic Summit which included a taste of local produce. This is a niche market that has the opportunity to be showcased in our local café during tourist season.

A print out of notes will be provided to Councillors in the coming days of speakers that attended the Summit.

The CEO met with Accent Resources who are still looking into the Magnetite range adjacent to Extension Hill.

The CEO also met with Western Power to discuss the operation of BESS and the upgrade project for Fowler Street.

**9. PETITIONS/DEPUTATIONS/PRESENTATIONS:**

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

**17.2 Confidential Item – Overdue Rates and Charges**

**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:**

Shire President Cr C King declared two interests.

1) Proximity Interest in item 16.3 – Local Planning Scheme Review due to owning adjacent land.

2) Impartiality Interest in item 16.4 – Perenjori Civil Engineering Business – Lot 150 North Road, Perenjori due to the proponent being his Nephew and the land owner being his brother and former sister in-law.

Cr C King left the room on both occasions and did not take part in the discussion or voting on the above mentioned items.

Deputy Shire President, Cr J Sutherland took chair of the meeting for both items.

## **12. FINANCE REPORTS**

### **12.1 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR PERIOD ENDED 31 DECEMBER 2020**

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM0081
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Deb Barndon – Accountant
<b>Responsible Officer:</b>	Mario Romeo - Chief Executive Officer
<b>Attachments:</b>	12.1 (a) - Monthly Statement of Financial Activity for 31 December 2020

#### **Executive Summary:**

This item recommends that Council receive the Financial Activity Statements for the period ending 31 December 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 31 DECEMBER 2020**

**OFFICER RECOMMENDATION**

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

**12.1.2 THE FINANCIAL ACTIVITY STATEMENTS FOR THE PERIOD ENDING 31 DECEMBER 2020**

**COUNCIL DECISION**

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

**Moved: Cr P Logue**

**Seconded: Cr L Hepworth**

**Motion put and carried: 7/0**

## 12.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR PERIOD ENDED 31 JANUARY 2021

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM0081
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Deb Barndon – Accountant
<b>Responsible Officer:</b>	Mario Romeo - Chief Executive Officer
<b>Attachments:</b>	12.2 (a) - Monthly Statement of Financial Activity for 31 January 2021

### **Executive Summary:**

This item recommends that Council receive the Financial Activity Statements for the period ending 31 January 2021.

### **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:

**12.2.1 THE FINANCIAL ACTIVITY STATEMENTS FOR THE PERIOD ENDING 31 JANUARY 2021**

**OFFICER RECOMMENDATION**

**THAT Council receive the Financial Activity Statement Reports for the period ending 31 January 2021.**

**12.2.2 THE FINANCIAL ACTIVITY STATEMENTS FOR THE PERIOD ENDING 31 JANUARY 2021**

**COUNCIL DECISION**

**THAT Council receive the Financial Activity Statement Reports for the period ending 31 January 2021.**

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

## 12.3 SCHEDULE OF FINANCIAL ACTIVITY FOR PERIOD ENDED 31 DECEMBER 2020

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM0082
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Deb Barndon – Accountant
<b>Responsible Officer:</b>	Mario Romeo - Chief Executive Officer
<b>Attachments:</b>	12.3 (a) - Accounts for Payment 31 December 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 December 2020**

<b>Municipal Account</b>	
EFT	\$ 282,579.17
Direct Debits	\$ 61,825.79
Cheques	\$ 0.00
Corporate MasterCard	\$ -76.29
Bank Fees	\$ 166.46
<b>Total</b>	<b>\$344,495.13</b>

<b>Trust Account – Mt Gibson Public Benefit Funds</b>	
EFT	\$3,850.00
Cheques	\$
Bank Fees	\$
<b>Total</b>	<b>\$3,850.00</b>

Totalling **\$348,345.13** from *Municipal* and *Trust Accounts* for the month ending **31 December 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:

**12.3.1 SCHEDULE OF PAID ACCOUNTS AS AT 31 DECEMBER 2020**

**OFFICER RECOMMENDATION**

**THAT Council receives the December Schedule of Paid Accounts Report.**

**12.3.2 SCHEDULE OF PAID ACCOUNTS AS AT 31 DECEMBER 2020**

**COUNCIL DECISION**

**THAT Council receives the December Schedule of Paid Accounts Report.**

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

## 12.4 SCHEDULE OF FINANCIAL ACTIVITY FOR PERIOD ENDED 31 JANUARY 2021

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM0082
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Deb Barndon – Accountant
<b>Responsible Officer:</b>	Mario Romeo - Chief Executive Officer
<b>Attachments:</b>	12.4 (a) - Accounts for Payment 31 January 2021

### 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 January 2021.**

<b>Municipal Account</b>	
EFT	\$ 174,296.15
Direct Debits	\$ 146,342.69
Cheques	\$ 0.00
Corporate MasterCard	\$ 3,629.19
Bank Fees	\$ 200.57
<b>Total</b>	<b>\$324,468.60</b>

<b>Trust Account – Mt Gibson Public Benefit Funds</b>	
EFT	\$0.00
Cheques	\$0.00
Bank Fees	\$0.00
<b>Total</b>	<b>\$0.00</b>



Totalling **\$324,468.60** from *Municipal* and *Trust Accounts* for the month ending **31 January 2021**.

**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:

**12.4.1 SCHEDULE OF PAID ACCOUNTS AS AT 31 JANUARY 2021**

**OFFICER RECOMMENDATION**

**THAT Council receives the January Schedule of Paid Accounts Report.**

**12.4.2 SCHEDULE OF PAID ACCOUNTS AS AT 31 JANUARY 2021**

**COUNCIL DECISION**

**THAT Council receives the January Schedule of Paid Accounts Report.**

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

### 13. COMMUNITY DEVELOPMENT

### 15. PLANT AND WORKS

#### 15.1 POLICY 3007 - LONG VEHICLE (EXTRA MASS) PERMITS

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Ken Markham – Manager Infrastructure Services
<b>Responsible Officer:</b>	Mario Romeo - Chief Executive Officer
<b>Attachments:</b>	15.1 (a) – Proposed Draft Long Vehicle (Extra Mass) Policy

#### Executive Summary:

This item seeks Council's endorsement in updating the title and content of Council Policy 3007 currently titled "Long Vehicle (Extra Mass) Permits" by deleting its title and content and replacing it with the WALGA Policy template for "Assessing Applications to Operate Restricted Access Vehicles (RAV) on Local Government Roads" that has been modified for the Shire of Perenjori's use.

#### Background:

Council Policy 3007- Long Vehicle (Extra Mass) Permits is out of date and statements largely redundant. The policy needs to assist the Shire of Perenjori in achieving a sustainable road network that balances the needs of the community and the provision of an efficient freight network to support economic growth and development.

The proposed draft policy "Assessing Applications to Operate Restricted Access Vehicles (RAV) on Shire of Perenjori Roads" outlines the questions to be considered when assessing an application for RAV Access. It also provides some of the possible conditions that could be applied to roads for a particular RAV and will then assist in developing a consistent approach across the Shire.

The current policy is detailed below:

#### **3007 – LONG VEHICLE (EXTRA MASS) PERMITS**

##### **POLICY STATEMENT:**

This policy may be redundant as there are specific conditions relating to Permits that will encompass the basis of this Policy.

#### **~~POLICY NO: 256~~ - LONG VEHICLE (EXTRA MASS) PERMITS**

That the following policy setting for the delegated power to the CEO to grant approval for long vehicle (extra mass) permits:

1. Road trains and up to 19 metres in length – can use all roads within the Shire of Perenjori
2. Road trains over 19 metres and up to 27.5 metres in length can use all roads within the Shire of Perenjori, restricted to 80km/hr. speed loaded or unloaded.
3. Road trains over 27.5 metres and up to 36.5 metres are restricted to the following roads only:
  - Wubin/Mullewa Road
  - Perenjori/Carnamah Roads

- Perenjori/Rothsay Road
  - Perenjori/Three Springs Road  
with speed restriction to 80km/hr loaded or unloaded
4. Road trains over 36.5 metres and up to 52 metres can only be granted approval by special resolution of Council to a specific road/s and/or route, with speed restricted to 75km/hr. loaded or unloaded.

A general condition to be attached to all permits, that where rainfall in any 24 hours has exceeded 25mm, or at the discretion of the CEO, Operators of road trains on gravel roads must cease operation until approval to resume has been granted by the CEO or a minimum of 48 hours has elapsed since the last rain on the route.

The Shire recognises that Main Roads WA is responsible for assessing the suitability of roads for Restricted Access Vehicles, and for issuing permits for vehicle combinations.

The Shire will seek Main Roads WA advice whenever changes to the RAV Network are considered.

Where Main Roads WA includes roads on the RAV Network subject to Shire approval for individual operators, the CEO is delegated authority to determine these applications.

#### **POLICY ADMINISTRATION**

<b>Date Adopted:</b>	<b>Item N° 14022.11</b>	<b>20<sup>th</sup> February 2014</b>
<b>Reviews/Amendments:</b>	<b>Item N° 17032.5</b>	<b>16<sup>th</sup> March 2017</b>

The recommendation is to use WALGA's Policy for Assessing Applications to Operate Restricted Access Vehicles (RAV) on Local Government Roads template to create a new policy replacing the current out of date policy.

The policy gives clear guidance when assessing applications requesting roads to be added or upgraded on the RAV network.

Applications received from RAV operators seeking written permission from the Shire of Perenjori for use on certain roads which are already RAV and require permission from the Shire are usually approved and are subject to renewal on a yearly basis.

The proposed policy has a statement which says that support of an application to amend a RAV Route shall be a decision of Council unless otherwise delegated.

**Delegation 2009 -Support or Oppose Restricted Access Vehicle Heavy Haulage Applications**, delegates authority to the Chief Executive Officer to carry out the above and this authority is sub delegated to the Manager Infrastructure Services.

#### **Statutory Environment:**

Nil.

#### **Policy Implications:**

Council Policy 3007 – Long Vehicle (Extra Mass) Permits.

#### **Legal Compliance:**

Nil.

**Risk Management:**

<b>Risk Statement</b>	<b>Level of Risk</b>	<b>Risk Mitigation Strategy</b>
Not updating current policy will lead to confusion and conflict with current Main Roads practices and guidelines	Medium	Update policy to reflect current guidelines and practices

**Consultation:**

Chief Executive Officer

WALGA

**Financial Implications:**

Nil.

**Precedents:**

Nil.

**Strategic Community Plan:**

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

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

**CEO Comment:**

The current Shire of Perenjori Works Policy 3007 – Long Vehicle (Extra Mass) Permits is outdated and requires updating to reflect current industry practice. The current WALGA template “Policy for Assessing Applications to Operate Restricted Access Vehicles (RAV) on Local Government Roads” reflects current industry practice. Adopting this policy for the Shire of Perenjori use will also ensure consistency in application with other Local Governments.

**Officer Comment:**

By adopting WALGA's template policy, we will bring the policy into line with current industry practices and guidelines providing the Shire with a clear and consistent decision making process.

**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:

**15.1.1 POLICY 3007 - LONG VEHICLE (EXTRA MASS) PERMITS**

**OFFICER RECOMMENDATION**

**THAT Council amend the content of the current Policy 3007- Long Vehicle (Extra Mass) permits by deleting its current title and content and replacing it with the Title and Policy “Policy for Assessing Applications to Operate Restricted Access Vehicles (RAV) on Shire of Perenjori Roads”.**

**15.1.2 POLICY 3007 - LONG VEHICLE (EXTRA MASS) PERMITS**

**COUNCIL DECISION**

**THAT Council amend the content of the current Policy 3007- Long Vehicle (Extra Mass) permits by deleting its current title and content and replacing it with the Title and Policy “Policy for Assessing Applications to Operate Restricted Access Vehicles (RAV) on Shire of Perenjori Roads”.**

**Moved: Cr C Bryant**

**Seconded: Cr D Bradford**

**Motion put and carried: 7/0**

## 16. GOVERNANCE

### 16.1 UPDATE – LOCAL GOVERNMENT ACT REVIEW

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM0835
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Wayne Scheggia – Executive Advisor
<b>Responsible Officer:</b>	Mario Romeo - Chief Executive Officer
<b>Attachments:</b>	16.1 (a) – Advocacy Positions for a New Local Government Act

#### Executive Summary:

This report outlines the process to date for the establishment sector positions to inform the development of a new Local Government Act. This report is provided for information to ensure Councillors are aware of the proposals and how the process is likely to unfold moving forward.

#### Background:

The current Local Government Act was established in 1995 after an extensive consultation and development process between the Local Government Department and the sector.

As part of its election platform and following its successful election to Government in 2017, the McGowan Government committed to a 2 stage Local Government Act review process. The first stage was to address urgent Act amendments and the second stage involved a complete Local Government Act review process.

Consultation with the sector has occurred since this time to inform the review process, which is currently on hold, pending the March State election.

#### Statutory Environment:

Local Government Act (1995).

#### Policy Implications:

Nil.

#### Legal Compliance:

Nil.

#### Risk Management:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Elected members may not be aware of sector positioning.	Low	Ensure Council is regularly updated.

#### Consultation:

CEO, WALGA, Department of Local Government.

#### Financial Implications:

Nil.

#### 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:**

##### Local Government Act Review – Phase 1 Update

The Local Government Legislation Amendment Act 2019 introduced a range of amendments to the Local Government Act including requirements for Elected Member training, reviewed gift provisions for Elected Members and CEO's and increased access to public information. A number of provisions from the Amendment Act have yet to commence. The Government only recently consulted on the draft Mandatory Code of Conduct, draft Chief Executive Officer Standards for Recruitment, Performance Review and also the draft Code of Conduct for Employees. It is anticipated that the regulations on these 3 matters will be gazetted in early 2021.

##### Local Government Act Review – Phase 2

Consultation on a new Local Government Act commenced in October/November 2018 and the sector endorsed new Act positions in March 2019. The Minister for Local Government then announced in November 2019, the formation of an expert panel to progress the next stage of the Act review process, which will include carrying out work to prepare for a Draft Local Government Act (Green Bill) to be developed in 2020/21. WALGA's position was that the State Government needed to identify the key principles for the Act in the first instance and then develop supporting policies. The detail of the Act should then follow the principles and policies that are established.

The Panel finalised their work and the State Government released their report in August 2020. WALGA's response to the Panel report (*and the Select Committee into Local Government and the findings of the City of Perth inquiry*) was to adopt sector positions on issues important to the sector. Please find attached WALGA's endorsed positions.

##### Future Process

The process going forward, including preparing a New Local Government Act (Green Bill), will need to be confirmed by the State Government following the March 2021 State Election. The sector will need a commitment from the next State Government on whether a New Act will continue to be pursued. This commitment is currently being pursued with all political parties as part of the sector's election strategy.

#### **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 UPDATE – LOCAL GOVERNMENT ACT REVIEW**

##### **OFFICER RECOMMENDATION**

**THAT the report be noted.**

#### **16.1.2 UPDATE – LOCAL GOVERNMENT ACT REVIEW**

##### **COUNCIL DECISION**

**THAT the report be noted.**

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

## 16.2 LOCAL GOVERNMENT ORDINARY ELECTION 2021

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM0845
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Bianca Plug – Executive Assistant
<b>Responsible Officer:</b>	Mario Romeo - Chief Executive Officer
<b>Attachments:</b>	16.2 (a) – Letter from the Electoral Commission

### Executive Summary:

This report recommends that Council appoint the Western Australian Electoral Commissioner to conduct the Shire of Perenjori election to be held on 16 October 2021, and that the election be held by postal ballot.

### Background:

The 2018 Council election was conducted as a postal ballot by the WA Electoral Commission. This is the preferred methodology throughout Western Australia, with approximately 70% of local governments preferring postal voting in recent years. Historically voter turnout has been significantly enhanced across the sector by postal voting. An absolute majority decision of council is required to appoint the WA electoral Commission to conduct the poll by postal voting.

In the 2020 Ordinary Election 141 out of 289 eligible Electors participated in the election which resulted in 1,331 votes being received and seven (7) vacancies being filled. Three (3) of these positions are up for re-election in 2021.

### Statutory Environment:

#### 2.7. Role of council

- (1) The council —
  - (a) governs the local government's affairs; and
  - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
  - (a) oversee the allocation of the local government's finances and resources; and
  - (b) determine the local government's policies.

#### Local Government Act 1995

#### 4.20. CEO to be returning officer unless other arrangements made

- (1) Subject to this section the CEO is the returning officer of a local government for each election.
- (2) A local government may, having first obtained the written agreement of the person concerned and the written approval of the Electoral Commissioner, appoint\* a person other than the CEO to be the returning officer of the local government for —
  - (a) an election; or
  - (b) all elections held while the appointment of the person subsists.

\* Absolute majority required.



- (3) An appointment under subsection (2) —
  - (a) is to specify the term of the person's appointment; and
  - (b) has no effect if it is made after the 80<sup>th</sup> day before an election day.
- (4) A local government may, having first obtained the written agreement of the Electoral Commissioner, declare\* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.

*\* Absolute majority required.*

- (5) A declaration under subsection (4) has no effect if it is made after the 80<sup>th</sup> day before election day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.
- (6) A declaration made under subsection (4) on or before the 80<sup>th</sup> day before election day cannot be rescinded after that 80<sup>th</sup> day.

*[Section 4.20 amended: No. 64 of 1998 s. 19(1); No. 49 of 2004 s. 16(4) and 32(1)-(4).]*

#### 4.61. Choice of methods of conducting election

- (1) The election can be conducted as a —
  - postal election** which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or
  - voting in person election** which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.
- (2) The local government may decide\* to conduct the election as a postal election.

*\* Absolute majority required.*

- (3) A decision under subsection (2) has no effect if it is made after the 80<sup>th</sup> day before election day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.
- (4) A decision under subsection (2) has no effect unless it is made after a declaration is made under section 4.20(4) that the Electoral Commissioner is to be responsible for the conduct of the election or in conjunction with such a declaration.
- (5) A decision made under subsection (2) on or before the 80<sup>th</sup> day before election day cannot be rescinded after that 80<sup>th</sup> day.
- (6) For the purposes of this Act, the poll for an election is to be regarded as having been held on election day even though the election is conducted as a postal election.
- (7) Unless a resolution under subsection (2) has effect, the election is to be conducted as a voting in person election.

*[Section 4.61 amended: No. 64 of 1998 s. 25; No. 49 of 2004 s. 16(4) and 32(5).]*

**Policy Implications:**

Nil.

**Legal Compliance:**

Nil.

**Risk Management:**

Risk Statement	Level of Risk	Risk Mitigation Strategy
Consolidate the validity of the elected council.  Maintain the autonomy of the administration from the election of the Council.	Low.	Appoint the WA Electoral Commissioner to conduct the election and utilise postal voting for the election.

**Consultation:**

WA Electoral Commission.

**Financial Implications:**

An allocation of \$12,000 inc GST will be included in the 2021/22 annual budget to meet all election costs inclusive of advertising, WA Electoral Commission charges and incidentals.

**Precedents:**

The 2020 Council election was successfully conduct by the WA Electoral Commission utilising postal voting.

**Strategic Community Plan:**

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

Goal: Strengthen the Sire's position as an innovative and proactive Local government providing excellence in all areas of governance, management and leadership.

**CEO Comment:**

There are a number of advantages to appointing the WA Electoral Commission to conduct the election using postal voting: -

- The Electoral Commissioner appoints the returning officer. Shire employees are still involved in helping electors with replacement ballot papers, with the independent Returning Officer providing the training and guidance as required
- Removes any perception of bias if the election is run by the Chief Executive Officer
- Every elector receives the ballot papers with clear instructions including a profile of each candidate
- There is no inconvenience on election day if events occur that distract electors from attending the polling place/s
- Absentee owners that are registered on the Shire's electoral roll receive the ballot papers
- Electors have the convenience of time to deliver the completed ballot paper to the post office or the Shire office
- Candidates profiles are delivered to every elector with their voting package..

The cost equates to \$4000 per elected member vacancy.

Should there be no election required after the close of nominations, the cost will be limited to the expenses incurred up until this time.

**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:

**16.2.1 LOCAL GOVERNMENT ORDINARY ELECTION 2021**

**OFFICER RECOMMENDATION**

**THAT:**

1. The Western Australian Electoral Commissioner to appointed to conduct the Shire of Perenjori Ordinary election on Saturday 16 October 2021.
2. The Ordinary Council election to be held on 16 October 2021 be conducted as a postal election.

**16.2.2 LOCAL GOVERNMENT ORDINARY ELECTION 2021**

**COUNCIL DECISION**

**THAT:**

1. The Western Australian Electoral Commissioner to appointed to conduct the Shire of Perenjori Ordinary election on Saturday 16 October 2021.
2. The Ordinary Council election to be held on 16 October 2021 be conducted as a postal election.

**Moved: Cr D Bradford**

**Seconded: Cr L Hepworth**

**Motion put and carried: 7/0**

Shire President Cr C King declared a Proximity Interest in item 16.3 Local Planning Scheme Review, due to owning an adjacent property.

Cr C King left the room at 5:17 pm and Deputy Shire President Cr J Sutherland took chair of the meeting. Cr C King did not take part in the discussion or voting of item 16.3

### 16.3 LOCAL PLANNING SCHEME REVIEW

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM0826
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Simon Lancaster – DCEO Shire of Chapman Valley
<b>Responsible Officer:</b>	Mario Romeo - Chief Executive Officer
	16.3(a) - Advertised Shire of Perenjori Local Planning Scheme No.3
<b>Attachments:</b>	16.3(b) – Schedule of Submissions
	16.3(c) – Copies of Received Submissions
	16.3(d) – Schedule of Proposed Scheme Modifications

#### Executive Summary:

Council resolved at its 16 April 2020 meeting to adopt draft Shire of Perenjori Local Planning Scheme No. 3 for the purpose of advertising. The advertising period has now been completed and this report recommends that Council resolve to adopt the reviewed Scheme subject to modifications arising from the submissions received during the advertising period, and forward it to the Western Australian Planning Commissions ('WAPC') seeking final approval.

#### Background:

The current Shire of Perenjori Local Planning Scheme No.2 was gazetted on 28 July 2011 and requires review to ensure the Shire's statutory planning document is consistent with the Planning and Development (Local Planning Schemes) Regulations 2015 ('the Regulations').

The Regulations introduced a standardised state-wide template for the layout of Local Planning Schemes and the Shire's current Scheme No.2 requires updating to ensure it is consistent with legislation. The review of the Scheme will ensure it remains contemporary and is also more robust to challenge in the event that Council finds itself subject to appeal.

A copy of the advertised draft Shire of Perenjori Local Planning Scheme No.3 (text and maps) has been provided as **separate Attachment 16.3(a)**.

For comparative purposes the current Shire of Perenjori Local Planning Scheme No.2 can be viewed at the following link to the Department of Planning, Lands & Heritage website:

<https://www.dplh.wa.gov.au/perenjori>

Draft Scheme No.3 does not represent a major overhauling of the existing Scheme No.2, rather a fine-tuning exercise with changes 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.
- The rezoning of a 27ha area of land to 'Rural Residential' on the south-eastern edge of the Perenjori townsite that was identified for this strategic direction in Council's previously adopted Local Planning Strategy.
- Introduction to the Scheme Text and Map of a Public Purpose zoning and accompanying Special Control Area for the Perenjori Waste Disposal site.
- 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 (or Council sought) Reserve management purpose/vesting order.
- Modifications to the Scheme Maps (particularly in the north-eastern area of the Shire) so that the Unallocated Crown Land parcels containing remnant vegetation that have been identified as Conservation Estate (and that will be jointly managed by the claimant groups and the Department of Biodiversity, Conservation & Attractions) in the Yamatji Nation Indigenous Land Use Agreement, to resolve native title in the Mid West region, are rezoned from 'Rural' to 'Environmental Conservation'.

Council resolved at its 16 April 2020 meeting as follows:

"That Council resolve to:

- 1 Adopt Shire of Perenjori Local Planning Scheme No. 3 pursuant to Part 5 of the Planning and Development Act 2005 and forward, in accordance with Part 5 Division 3 Section 81 of the Planning and Development Act 2005, notice of the resolution to adopt and a copy of the Scheme to the Environmental Protection Authority to determine whether the Scheme should be formally assessed.
- 2 Forward the Shire of Perenjori Local Planning Scheme No. 3, in accordance with Part 4 Division 2 Section 21 of the Planning and Development (Local Planning Schemes) Regulations 2015, to the Western Australian Planning Commission seeking its consent to advertise.
- 3 Delegate to the Chief Executive Officer to undertake minor modifications to the Shire of Perenjori Local Planning Scheme No. 3 that do not significantly alter the intent of the Scheme (including but not limited to; changes to format, spelling, grammar, numbering; Model or Deemed provisions; updates necessitated by Scheme Amendments, Structure Plans, Policies or other Strategies that have been given approval in the interim period etc.) as may be required by the Western Australian Planning Commission or otherwise prior to its advertising consent being granted.
- 4 Upon receipt of the Western Australian Planning Commission's advice that the Shire of Perenjori Local Planning Scheme No. 3 can be advertised, and compliance with Part 5 Division 3 Section 82 of the Planning and Development Act 2005, proceed to advertise the Scheme in accordance with Part 4 Division 2 Section 22 of the Planning and Development (Local Planning Schemes) Regulations 2015.
- 5 At the conclusion of the advertising period return the draft Shire of Perenjori Local Planning Scheme No. 3, and any received submissions, to Council for its further consideration."

The Environmental Protection Authority ('EPA') determined on 13 May 2020 that draft Scheme No.3 should not be assessed under Part IV of the Environmental Protection Act

1986 and the Shire advised the WAPC of the EPA's determination and requested the WAPC's consent to advertise draft Scheme No.3.

The WAPC advised on 21 July 2020 of its consent to advertise Scheme No.3 subject to a number of modifications, these modifications were minor in nature and intended to align the draft Scheme with the WAPC's current Regulations Review. The duly modified Scheme No.3 was therefore returned to the WAPC and confirmation that advertising may commence was received on 31 July 2020.

Advertising of Scheme No.3 commenced on 2 September 2020 and concluded on 4 December 2020 and is addressed in greater details in the Consultation section of this report.

### **Statutory Environment:**

Section 88 of the *Planning and Development Act 2005* ('the Act') requires Local Governments to review their planning scheme every 5 years. Schemes are prepared and adopted under Part 5 of the Act and in compliance with the Regulations.

Part 5 (Local Planning Schemes) of the Act and Part 4 (Preparation or adoption of Local Planning Scheme) of the Regulations provide the procedure by which a Local Planning Scheme is required to be reviewed.

Following the 16 April 2020 meeting where Council resolved to adopt draft Scheme No.3, it was required to be forwarded to the EPA for assessment in accordance with Section 81 of the Act and Section 48 of the *Environmental Protection Act 1986*.

On 13 May 2020 the EPA determined that Scheme No.3 did not warrant assessment under Part IV of the *Environmental Protection Act 1986* and on 31 July 2020 confirmation was received from the WAPC advising that advertising may commence.

With the conclusion of the advertising period Council can now consider the submissions received and, if satisfied, subsequently forward the Scheme to the WAPC, with or without request for modification to the advertised version. The WAPC and Minister for Planning may then resolve to either:

- approve Scheme No.3; or
- require modification to Scheme No.3; or
- refuse Scheme No.3.

### **Policy Implications:**

Nil.

### **Legal Compliance:**

Nil.

### **Risk Management:**

<b>Risk Statement</b>	<b>Level of Risk</b>	<b>Risk Mitigation Strategy</b>
The <i>Planning and Development Act 2005</i> and <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> set the requirement for Local Planning Schemes under which Council has the responsibility to	The Shire of Perenjori Local Planning Scheme No.3 is due for review in accordance with the legislative requirements.	The risk level is considered low if Council's Local Planning Scheme is consistent with the legislative requirements.

administer and make determination upon planning matters.		
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### Consultation:

The draft Scheme No.3 was advertised as per Section 84 of the Act and Regulation 22 for a period of 93 days, commencing on 2 September 2020 and concluding on 4 December 2020, and the advertising included the following actions:

- display of the Scheme at the Shire office;
- display of the Scheme at the WAPC office in Perth;
- display of the Scheme on the Shire website;
- notice inviting comment in the Mid West Times on 2 September 2020;
- correspondence inviting comment being sent to the following 35 state government agencies, neighbouring local governments and interested parties:
  - ATCO Gas;
  - Australian Gas Infrastructure Group;
  - Cooperative Bulk Handling;
  - Department of Biodiversity, Conservation and Attractions;
  - Department of Communities;
  - Department of Education;
  - Department of Finance;
  - Department of Fire & Emergency Services;
  - Department of Health;
  - Department of Jobs, Tourism, Science and Innovation;
  - Department of Lands;
  - Department of Local Government, Sport and Cultural Industries;
  - Department of Mines, Industry Regulation and Safety;
  - Department of Planning, Lands and Heritage;
  - Department of Primary Industries and Regional Development;
  - Department of Transport;
  - Department of Water and Environment Regulation;
  - Development WA ;
  - Horizon Power;
  - Housing Authority;
  - Karara Mining Ltd;
  - Land Information Authority Western Australia (Landgate);
  - Shire of Carnamah;
  - Shire of Coorow;
  - Shire of Dalwallinu;
  - Shire of Morawa;
  - Shire of Three Springs;
  - Shire of Yalgoo;

- Silver Land Resources;
- Main Roads WA;
- Mid West Development Commission;
- Mount Gibson Iron;
- Telstra;
- Water Corporation;
- Western Power.

At the conclusion of the advertising period 11 submissions had been received, with 4 of these offering support for the Scheme, 6 expressing technical comment/seeking some minor modifications to the Scheme, and 1 seeking the rezoning of a property contained within the Scheme area.

A Schedule of Submissions has been provided as **separate Attachment 16.3(b)** that identifies the respondents, the nature of their submissions, and provides individual comment and recommends a modification to the Scheme based upon the submissions (if considered required). Regulation 28(1)(a) requires that the Schedule of Submissions is forwarded to the WAPC with Council's resolution.

Copies of the received submissions have been provided as **separate Attachment 16.3(c)**.

A Schedule of Modifications is also required to be prepared by Shire staff following Council's determination. The Schedule of Modifications will draw upon the individual recommendations of the Schedule of Submissions, and any required Council modifications and will list the suggested changes to the Scheme. Regulation 28(1)(c) requires that the Schedule of Modifications is forwarded to the WAPC with Council's resolution.

A copy of the draft Schedule of Modifications has been provided as **separate attachment 16.3(d)**.

#### **Financial Implications:**

Reflecting the intention that the Scheme Review process should be one of ensuring the Scheme is updated to meet the state-wide template, rather than requiring complete overhaul, the Shire engaged the Department of Planning, Lands and Heritage to prepare the draft Scheme Maps, and the Scheme Text updating has been undertaken in-house with assistance from the Department of Planning, Lands and Heritage.

#### **Precedents:**

Council previously undertook a Scheme Review through 2009-2011 that replaced Local Planning Scheme No.1 with Local Planning Scheme No.2.

#### **Strategic Community Plan:**

Area 2: Industry and Business Development – Our Economy

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

#### **Officer Comment:**

The public advertising process for draft Scheme No.3 has concluded with 11 submissions being received. Council is required to consider the submissions received and further deliberate as to whether it wishes to undertake further modifications to the Scheme Text and Maps.



The Schedule of Submissions provided as **separate Attachment 16.3(b)** summarises the received submissions and makes recommendation on whether modification to the Scheme should be made based upon each of the received submission.

### **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 LOCAL PLANNING SCHEME REVIEW**

#### **OFFICER RECOMMENDATION**

**THAT Council:**

- 1 Note the submissions received during the formal advertising period of the draft Shire of Perenjori Local Planning Scheme No.3 as outlined in the Schedule of Submissions provided as Attachment 16.3(b) pursuant to Regulation 25 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.**
- 2 Adopt Shire of Perenjori Local Planning Scheme No.3 pursuant to Regulation 25 of the *Planning and Development (Local Planning Schemes) Regulations 2015* subject to the modifications as outlined in the recommendations of the Schedule of Submissions and instruct Shire staff to accordingly prepare the Schedule of Modifications pursuant to Regulation 28 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.**
- 3 Forward to the Western Australian Planning Commission the following, pursuant to Section 87 of the *Planning and Development Act 2005* and Regulation 28 of the *Planning and Development (Local Planning Schemes) Regulations 2015*:**
  - (a) Notice of Council's resolution to adopt Shire of Perenjori Local Scheme No.3;**
  - (b) Schedule of Submissions made on Shire of Perenjori Local Scheme No.3;**
  - (c) Schedule of Modifications made to Shire of Perenjori Local Scheme No.3.**
- 4 Requests the Honourable Minister for Transport, Planning and Lands grant final approval to Shire of Perenjori Local Planning Scheme No.3.**
- 5 Inform those agencies and persons who made a submission on the Draft Shire of Perenjori Local Planning Scheme No.3 of its resolution.**

### **16.3.2 LOCAL PLANNING SCHEME REVIEW**

#### **COUNCIL DECISION**

**THAT Council:**

- 1 Note the submissions received during the formal advertising period of the draft Shire of Perenjori Local Planning Scheme No.3 as outlined in the Schedule of Submissions provided as Attachment 16.3(b) pursuant to Regulation 25 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.**
- 2 Adopt Shire of Perenjori Local Planning Scheme No.3 pursuant to Regulation 25 of the *Planning and Development (Local Planning Schemes) Regulations 2015* subject to the modifications as outlined in the recommendations of the Schedule of Submissions and instruct Shire staff to accordingly prepare the Schedule of Modifications pursuant to Regulation 28 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.**
- 3 Forward to the Western Australian Planning Commission the following, pursuant to Section 87 of the *Planning and Development Act 2005* and Regulation 28 of the *Planning and Development (Local Planning Schemes) Regulations 2015*:**

- (a) Notice of Council's resolution to adopt Shire of Perenjori Local Scheme No.3;**
  - (b) Schedule of Submissions made on Shire of Perenjori Local Scheme No.3;**
  - (c) Schedule of Modifications made to Shire of Perenjori Local Scheme No.3.**
- 4 Requests the Honourable Minister for Transport, Planning and Lands grant final approval to Shire of Perenjori Local Planning Scheme No.3.**
- 5 Inform those agencies and persons who made a submission on the Draft Shire of Perenjori Local Planning Scheme No.3 of its resolution.**

**Moved: Cr D Bradford**

**Seconded: Cr L Hepworth**

**Motion put and carried: 6/0**

Shire President Cr C King declared an Impartiality interest in item 16.4 Perenjori Civil Engineering Business – Lot 150 North Road, Perenjori due to the proponent being his Nephew and the land owner being his brother and former sister in-law.

Cr C King was not in the room and did not take part in the discussion or voting of item 16.3.

#### 16.4 PERENJORI CIVIL ENGINEERING BUSINESS – LOT 150 NORTH ROAD, PERENJORI

<b>Applicant:</b>	Kings WA Pty Ltd
<b>File:</b>	ADM0826
<b>Disclosure of Interest:</b>	Shire President – Cr Chris King
<b>Author:</b>	Simon Lancaster – DCEO Shire of Chapman Valley
<b>Responsible Officer:</b>	Mario Romeo - Chief Executive Officer
<b>Attachments:</b>	16.4(a) – Copy of Development Application 16.4(b) – Copy of Rezoning Submission 16.4(c) – Copy of Received Submissions

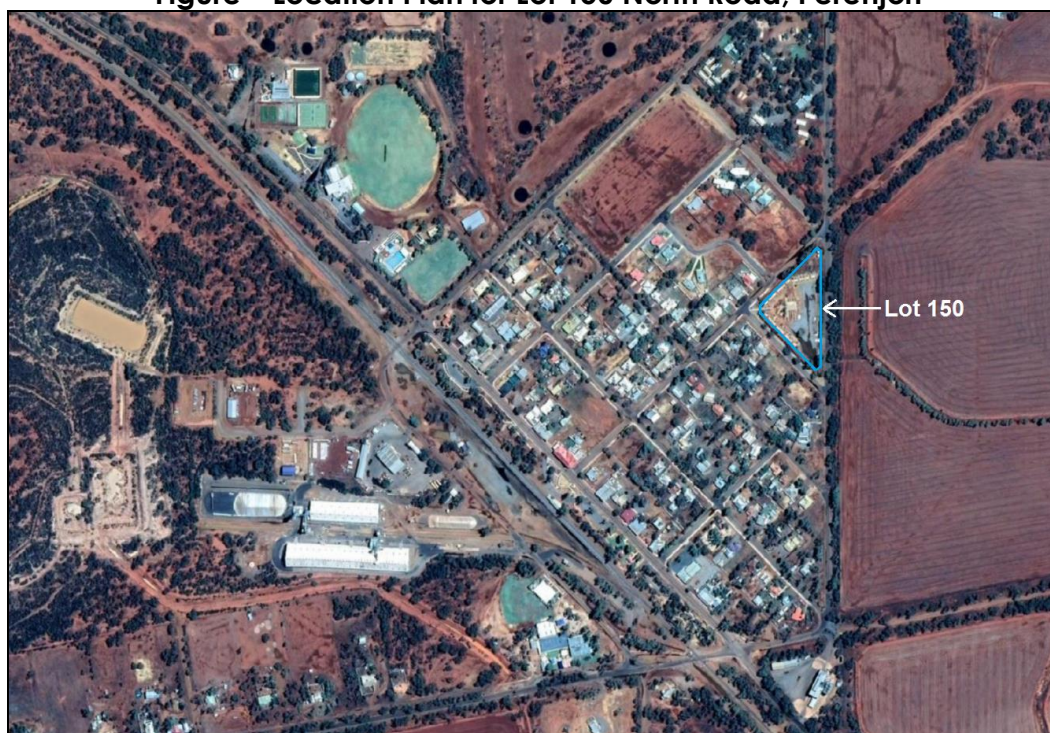
##### Executive Summary:

Council resolved at its 17 December 2021 meeting to advertise for comment an application to operate a civil engineering business upon Lot 150 North Road, Perenjori and return this matter to Council for consideration of the received submissions.

##### 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 – Location Plan for Lot 150 North Road, 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 16.4(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 report) 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 therefore considered it appropriate 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 – 2014 Aerial Photograph of Lot 150 illustrating Redland Mining Pty Ltd Camp**





## Statutory Environment:

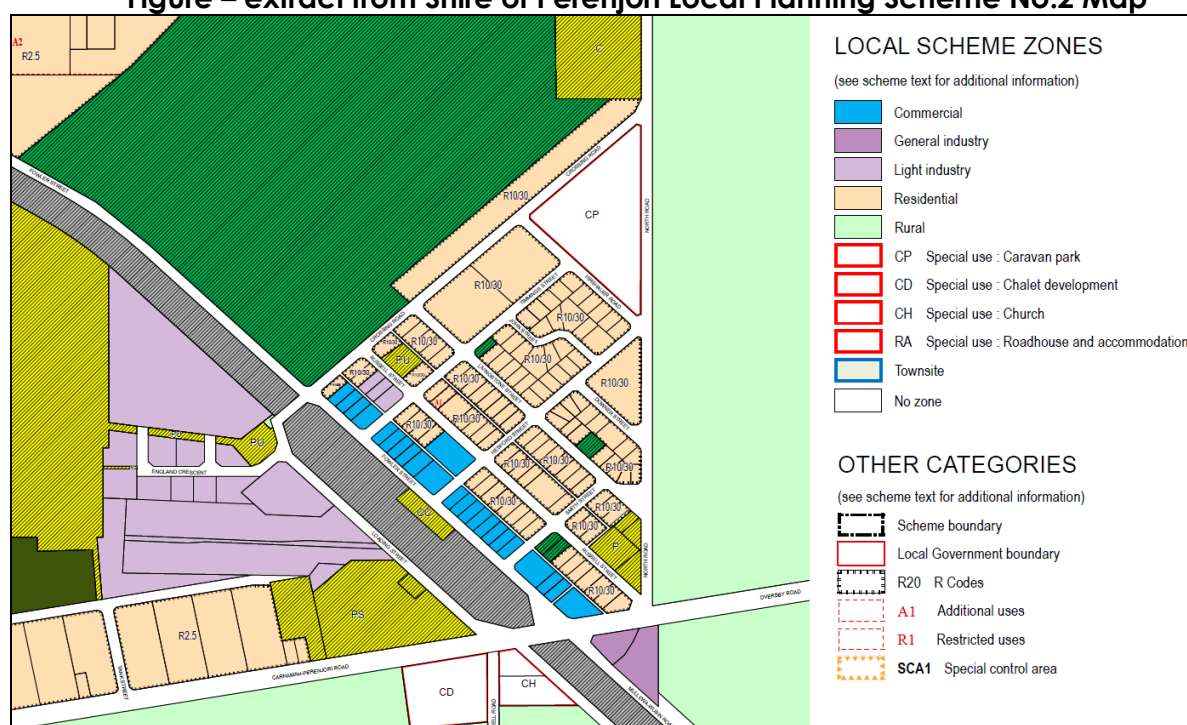
Lot 150 North Road, Perenjori is zoned 'Residential R10/30' under the Shire of Perenjori Local Planning Scheme No.2 ('Scheme No.2').

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 – 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, 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 report)

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 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.

A copy of the rezoning submission has been provided as **separate Attachment 16.4(b)** for Council's information.

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

Council therefore resolved at its 18 December 2020 meeting to advertise the received application for a civil engineering business to surrounding landowners and relevant government and service agencies, providing opportunity for them to comment upon this matter. This advertising also served to assist Council in making its determination upon the matter of the requested rezoning of 2 (Lot 150) Downer Street, Perenjori.

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.

**Council Role:**

Council is the decision making authority in relation to development applications.

Council is the instigating authority in relation to rezoning applications, and following its determination regarding Scheme No.3, Council's resolution is forwarded to the WAPC for the Minister's final determination (either support, support in part, or refuse).

**Legal Compliance:**

Nil.

**Risk Management:**

**Consultation:**

The application for a civil engineering business upon Lot 150 North Road was advertised for comment from 22 December 2020 until 1 February 2021 and included the following consultation actions:

- display of application at the Shire office;
- display of application on the Shire website;
- display of signs at 2 locations on-site inviting comment;



- notice inviting comment being published in the West Australian;
- notice inviting comment being sent to the landowner of the 19 surrounding properties;
- notice inviting comment being sent to all relevant government and service agencies.

At the conclusion of the advertising period, 2 submissions has been received both from government agencies offering the following technical comment. Copies of the received submissions are provided as **separate Attachment 16.4(c)**. No objections were received.

Department of Water and Environmental Regulation comment:

*"Stormwater should be managed to ensure that no stormwater leaves the site and washdown facilities should have a sump for the collection and separation of washdown fluids, such as hydrocarbons, degreasers and cleaning detergent."*

*"Proponent to investigate the suitability of the existing infrastructure to ascertain if the concrete base is suitable for the size of the proposed diesel tank and would have sufficient capacity for bunding."*

Shire Officer comment:

The comments of DWR are noted and in the event of development approval being granted for the application the raised issues can be addressed through conditions of approval.

Main Roads WA comment:

*"The proposed development site is not located within or adjacent to a road reserve under Main Roads jurisdiction. It is considered that the proposal would have no detrimental impact on the level of service, amenity or safety of users of the existing Main Roads network. Additionally, Main Roads has no current plans in the area that would impact the development and therefore has no further comments."*

**Financial Implications:**

The application would incur standard legislative planning and building fees.

**Precedents:**

Redland Mining Pty Ltd established a workforce accommodation camp upon Lot 150 in 2011, that was approved for expansion by Council at its 17 July 2014 meeting, and the associated services remained upon Lot 150.

**Strategic Community Plan:**

Area 2: Industry and Business Development – Our Economy

Goal: Fostering and maximising growth across the economy, seeking an 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 or exceed their potential.

**Officer Comment:**

Main Roads WA submission noted.

Given that surrounding landowners have not raised objection to the received development application, and the government/service agencies have also offered technical comment (and not objection) Council might therefore deem that the proposed development warrants some further consideration (pending the outcome of the Scheme No.3 process).

**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 PERENJORI CIVIL ENGINEERING BUSINESS – LOT 150 NORTH ROAD, PERENJORI**

**OFFICER RECOMMENDATION**

**THAT Council advise the applicant that it considers that the operation of a civil engineering business upon Lot 150 North Road, Perenjori could be conducted without negative impact to the amenity of the surrounding area, subject to adherence to conditions, and on this basis issue delegated authority to the Shire CEO to approve the application subject to the following conditions:**

- 1 The approval for the civil engineering business shall not be issued until such time as the subject property has been rezoned to an appropriate zoning (noting that the subject property is subject to consideration for rezoning as part of the current Scheme Review process) and in the event that such rezoning is not approved as part of Shire of Perenjori Local Planning Scheme No.3 then this matter be returned to Council for further consideration.**
- 2 Development shall be in accordance with the plan(s) provided in the Attachments to this report and subject to any modifications required as a consequence of any condition(s) of this approval.**
- 3 Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) considered by the Chief Executive Officer to represent significant variation from the approved development plan requires further application and planning approval for that use/addition.**
- 4 The applicant is to prepare, submit and adhere to a Management Plan.**
- 5 The proponent is to implement and maintain reporting mechanisms for complaints concerning the operation of the development. In the event of a substantiated complaint being received the applicant is required to demonstrate mitigation response(s) to the approval of the local government. Such response(s) will be treated as conditions of approval/required modifications to the Management Plan.**
- 6 The vehicle access shall be onto North Road only and the location, design and construction/upgrading of the access point shall be to the requirements of the local government, with all costs met by the applicant.**
- 7 The installation of any signage in the vicinity of the vehicle access point, and relating to the development, shall be to the requirements of the local government, with all costs met by the applicant.**
- 8 All parking of vehicles associated with the development shall be provided for within the property boundary, and the road verge area shall be kept free of such vehicles.**
- 9 Repairing of any damage to the road network is required by reason of use of the road(s) in connection with the development and associated operations to the requirements of the local government, with all costs met by the applicant.**

- 10 All lighting devices must be installed and shaded in such a way as to not cause undue light spill to passing motorists or neighbouring landowners to the approval of the local government.**
- 11 The internal vehicle manoeuvring and parking areas shall be constructed and maintained to the approval of the local government with all costs met by the applicant.**
- 12 The installation and maintenance of landscaping and fencing along the Downer Street and Hesford Street frontage for the purpose of screening the development and reducing its visual impact to the approval of the local government with all costs met by the applicant**
- 13 Structures upon the property shall comply with the Building Code of Australia.**

**Advice Notes for Applicant relating to Conditions:**

- (a) In relation to condition 4 the Management Plan is to include sections relating to:**
  - Stormwater Management - that has regard for the Water Quality Protection Notes as prepared by the Department of Water & Environmental Regulation and ensures that stormwater is retained upon the development site and washdown facilities have a sump for the collection and separation of washdown fluids, such as hydrocarbons, degreasers and cleaning detergent.**
  - Fire & Hazard Management - that has regard for the requirements/guidelines of the Department of Fire and Emergency Services.**
  - Fuel Storage - that has regard for the requirements/guidelines of the Department of Mines, Industry Regulation & Safety, and also the issue raised by the Department of Water & Environmental Regulation requiring the concrete base to be of suitable size for the fuel tank(s) and with sufficient capacity for bunding.**
  - Noise, Dust and Vibration Management – that has regard for the requirements/guidelines of the Department of Water & Environmental Regulation and the Department of Health.**
  - Complaints Register and Emergency Contacts List – to be established and maintained by the operator of the facility.**
- (b) The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation including but not limited to the obtaining of any required approvals from the Department of Health, the Department of Mines, Industry Regulation & Safety, and the Department of Water & Environment Regulation. It is the applicant's responsibility to obtain any additional approvals required before the development/use lawfully commences.**

**16.4.2 PERENJORI CIVIL ENGINEERING BUSINESS – LOT 150 NORTH ROAD, PERENJORI  
COUNCIL DECISION**

**THAT Council advise the applicant that it considers that the operation of a civil engineering business upon Lot 150 North Road, Perenjori could be conducted without negative impact to the amenity of the surrounding area, subject to adherence to conditions, and on this basis issue delegated authority to the Shire CEO to approve the application subject to the following conditions:**

- 1 The approval for the civil engineering business shall not be issued until such time as the subject property has been rezoned to an appropriate zoning (noting that the subject property is subject to consideration for rezoning as part of the current Scheme Review process) and in the event that such rezoning is not approved as part of Shire of Perenjori Local Planning Scheme No.3 then this matter be returned to Council for further consideration.**
- 2 Development shall be in accordance with the plan(s) provided in the Attachments to this report and subject to any modifications required as a consequence of any condition(s) of this approval.**
- 3 Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) considered by the Chief Executive Officer to represent significant variation from the approved development plan requires further application and planning approval for that use/addition.**
- 4 The applicant is to prepare, submit and adhere to a Management Plan.**
- 5 The proponent is to implement and maintain reporting mechanisms for complaints concerning the operation of the development. In the event of a substantiated complaint being received the applicant is required to demonstrate mitigation response(s) to the approval of the local government. Such response(s) will be treated as conditions of approval/required modifications to the Management Plan.**
- 6 The vehicle access shall be onto North Road only and the location, design and construction/upgrading of the access point shall be to the requirements of the local government, with all costs met by the applicant.**
- 7 The installation of any signage in the vicinity of the vehicle access point, and relating to the development, shall be to the requirements of the local government, with all costs met by the applicant.**
- 8 All parking of vehicles associated with the development shall be provided for within the property boundary, and the road verge area shall be kept free of such vehicles.**
- 9 Repairing of any damage to the road network is required by reason of use of the road(s) in connection with the development and associated operations to the requirements of the local government, with all costs met by the applicant.**
- 10 All lighting devices must be installed and shaded in such a way as to not cause undue light spill to passing motorists or neighbouring landowners to the approval of the local government.**
- 11 The internal vehicle manoeuvring and parking areas shall be constructed and maintained to the approval of the local government with all costs met by the applicant.**
- 12 The installation and maintenance of landscaping and fencing along the Downer Street and Hesford Street frontage for the purpose of screening the development and reducing its visual impact to the approval of the local government with all costs met by the applicant**
- 13 Structures upon the property shall comply with the Building Code of Australia.**

**Advice Notes for Applicant relating to Conditions:**

- (a) In relation to condition 4 the Management Plan is to include sections relating to:
- **Stormwater Management** - that has regard for the Water Quality Protection Notes as prepared by the Department of Water & Environmental Regulation and ensures that stormwater is retained upon the development site and washdown facilities have a sump for the collection and separation of washdown fluids, such as hydrocarbons, degreasers and cleaning detergent.
  - **Fire & Hazard Management** - that has regard for the requirements/guidelines of the Department of Fire and Emergency Services.
  - **Fuel Storage** - that has regard for the requirements/guidelines of the Department of Mines, Industry Regulation & Safety, and also the issue raised by the Department of Water & Environmental Regulation requiring the concrete base to be of suitable size for the fuel tank(s) and with sufficient capacity for bunding.
  - **Noise, Dust and Vibration Management** – that has regard for the requirements/guidelines of the Department of Water & Environmental Regulation and the Department of Health.
  - **Complaints Register and Emergency Contacts List** – to be established and maintained by the operator of the facility.
- (b) The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation including but not limited to the obtaining of any required approvals from the Department of Health, the Department of Mines, Industry Regulation & Safety, and the Department of Water & Environment Regulation. It is the applicant's responsibility to obtain any additional approvals required before the development/use lawfully commences.

**Moved: Cr P Logue**

**Seconded: Cr C Bryant**

**Motion put and carried 6/0**

5:20 pm – Cr C King returned to the meeting and resumed the role as chair.

## 16.5 ELECTED MEMBER MANDATORY TRAINING

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

### Executive Summary:

This report outlines options for the delivery of mandatory training to Shire of Perenjori elected members required within 12 months of election to Council.

The original proposal presented in December was to conduct the training on site, in early February, late February and early March 2021.

This matter was deferred at the December meeting, pending exploration of on-line training options.

### 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.

At its December meeting Council resolved;

**THAT this matter be deferred to the next Ordinary Council Meeting, to further investigate online options.**

### 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
<p>Elected members may not be aware of the primary responsibilities of their role.</p> <p>Elected members may miss the deadline for completion of the training.</p> <p>Elected members may have differing levels of knowledge.</p>	Medium	Conduct training at the earliest possible opportunity.

### Consultation:

CEO, Training providers, elected members.

### Financial Implications:

**On-site, in person, delivery of the training at the Shire office has been quoted at \$18,000.00 plus expenses.**

“E-Learning”, (*the on-line delivery of the training*) has been quoted at **\$6,825.00** based on individuals using their own computer equipment.

A combination of on-site and on-line delivery (e.g.: *3 sessions on-site and 2 sessions on-line*) has been quoted at **\$16,730.00** plus expenses.

**\$10,000.00** is currently allocated for elected member training.

### 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.

### Comment:

Our original concern about utilising the e-learning training option revolved around the intermittent quality of internet access at our location.

To help us understand this more clearly WALGA provided temporary access to the training modules for staff to run a trial of the on-line modules and the system functioned appropriately. Assuming that elected members have internet access that is equivalent to that available at the council office, they should have the ability to successfully access and complete the training modules.

It should be noted that access must be via either a desktop or laptop computer and cannot be successfully navigated using a portable device, such as an I-Pad or smart phone.

Council previously indicated a strong preference to conduct the training in February/March and this can still be achieved by utilising the e-learning option.

A number of the dates indicated at the December meeting for conducting the training (*on-site and in person*) during February/March are no longer achievable, so if elected members were to prefer this approach the earliest scheduling of the training would occur during March and requires 3 sessions (*2 sessions X 2 days and a final one day session*) with 2 weeks between each session.

Given the lower cost and continuing desire to have the training undertaken as soon as possible, together with the successful accessibility trial of the on-line training platform, it is recommended that the training be undertaken utilising the WALGA E-Learning platform.

**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 ELECTED MEMBER MANDATORY TRAINING**

**OFFICER RECOMMENDATION**

**THAT elected members be enrolled in the WALGA “Member Essentials” e-Learning program in order to undertake the five mandatory elected member training modules at a cost of \$6,850.00.**

**16.5.2 ELECTED MEMBER MANDATORY TRAINING**

**COUNCIL DECISION**

**THAT elected members be enrolled in the WALGA “Member Essentials” e-Learning program in order to undertake the five mandatory elected member training modules at a cost of \$6,850.00.**

**Moved: Cr D Bradford**

**Seconded: Cr C Bryant**

**Motion put and carried: 7/0**



## 17. CONFIDENTIAL REPORTS

5.25 pm - Janice Spencer and Paddy King left the public gallery in preparation for Council to go behind closed doors.

### 17.1 COUNCIL DECISION TO GO BEHIND CLOSED DOORS

#### COUNCIL DECISION

**THAT Council go behind closed doors to consider matters that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person.**

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

### 17.2 **CONFIDENTIAL ITEM** – OVERDUE RATES AND CHARGES

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM0033
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Louise Sequerah – Rates Officer
<b>Responsible Officer:</b>	Mario Romeo - Chief Executive Officer
<b>Attachments:</b>	17.2 (a) - Defaulting Rate Payers – January 2021

#### **Voting Requirements: Absolute 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 OVERDUE RATES AND CHARGES**

##### **OFFICER RECOMMENDATION**

**THAT the overdue rates and charges report totaling \$28,672.28 be received.**

#### **17.2.2 OVERDUE RATES AND CHARGES**

##### **COUNCIL DECISION**

##### **MOTION**

**THAT the overdue rates and charges report totaling \$28,672.28 be received.**

**Moved: Cr P Logue      Seconded: Cr J Sutherland**

##### **AMENDMENT**

**THAT the overdue rates and charges report totaling \$28,672.28 be received, including action to take place to recover the rates.**

**Moved: Cr B Baxter      Seconded: Cr L Hepworth      Amendment put and carried 7/0**

**Amendment becomes the motion and was carried 7/0**

### 17.3 COUNCIL DECISION TO RETURN FROM BEHIND CLOSED DOORS

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

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

**18. ORDERING THE COMMON SEAL**

<b>Document</b>	<b>Organisation</b>	<b>Purpose</b>	<b>Date</b>
-	-	-	-

**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**

The Shire President declared the meeting closed at 5:55 pm.

**24. NEXT MEETING:**

The Shire President advises that the date of the next Ordinary Meeting of Council will be held on Thursday 18 March 2021, commencing at 3:00 pm at the Latham Community Centre, Latham WA 6616.



Shire of  
**Perenjori**  
Embrace Opportunity

# ATTACHMENT Item 12.1 (a)

*Monthly Statement of Financial Activity for  
28 February 2021*

**ORDINARY COUNCIL MEETING 18 MARCH 2021**

**SHIRE OF PERENJORI**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the period ending 28 February 2021**

**LOCAL GOVERNMENT ACT 1995**

**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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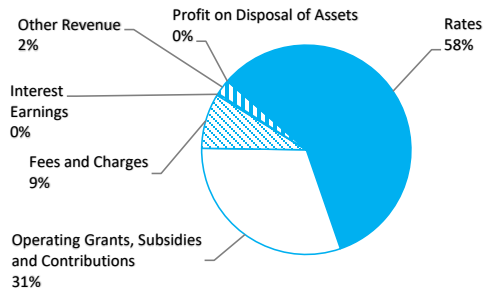
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**MONTHLY FINANCIAL REPORT**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2021**

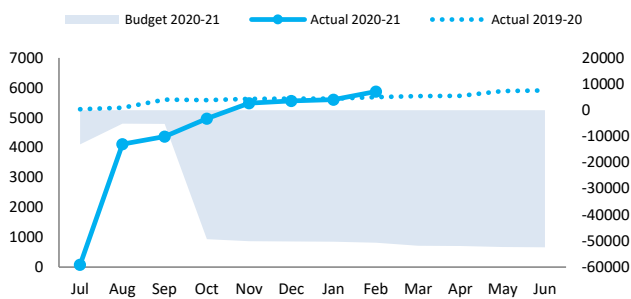
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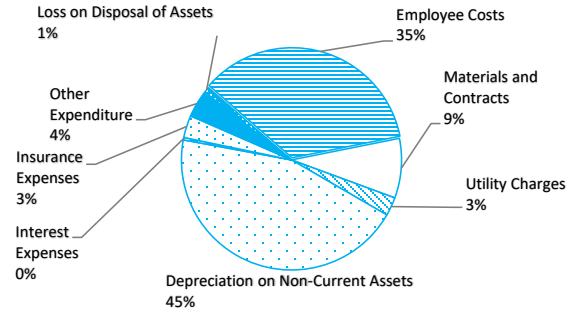
**OPERATING REVENUE**



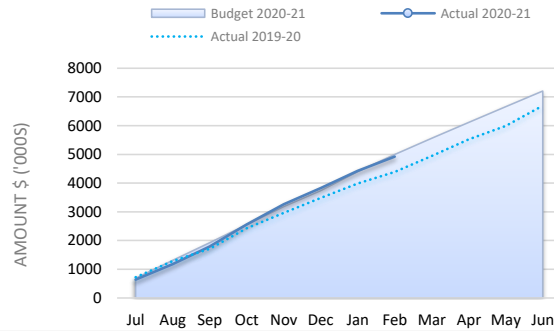
**Budget Operating Revenues -v- Actual**



**OPERATING EXPENSES**



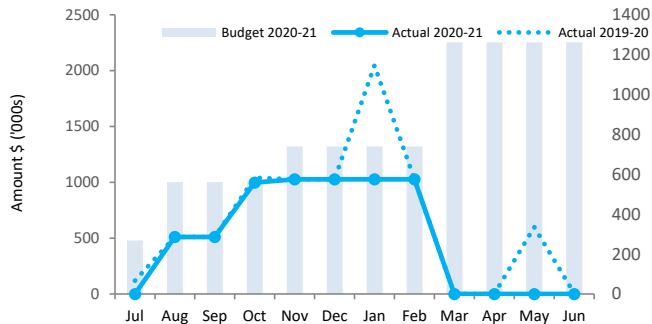
**Budget Operating Expenses -v- Actual**



**INVESTING ACTIVITIES**

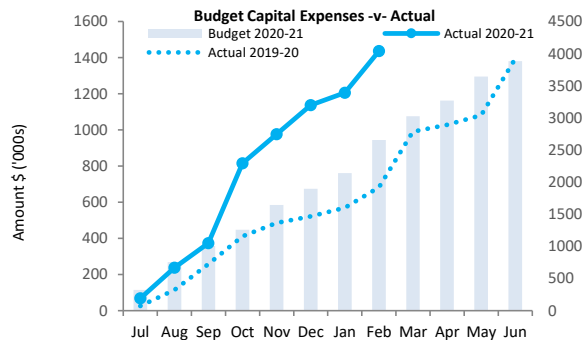
**CAPITAL REVENUE**

**Budget Capital Revenue -v- Actual**



**CAPITAL EXPENSES**

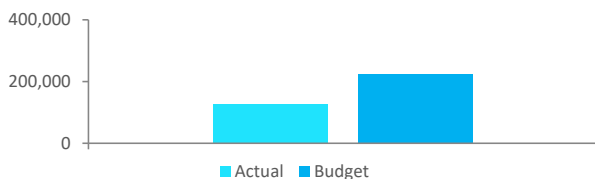
**Budget Capital Expenses -v- Actual**



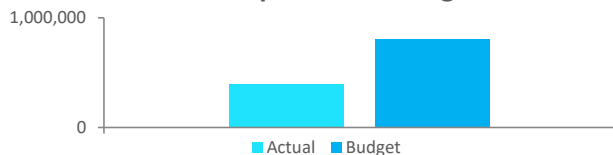
**FINANCING ACTIVITIES**

**BORROWINGS**

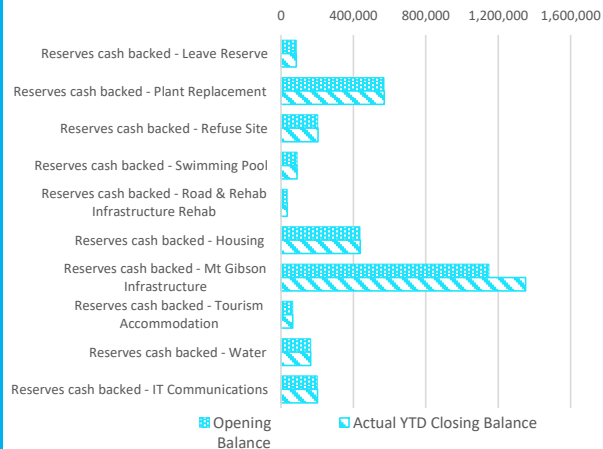
**Principal Repayments**



**Principal Outstanding**



**RESERVES**



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	\$2.11 M	\$3.53 M	\$1.42 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$6.66 M	% of total
Unrestricted Cash	\$3.46 M	51.9%
Restricted Cash	\$3.20 M	48.1%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$0.07 M	% Outstanding
Trade Payables	\$0.05 M	
Over 30 Days		0.0%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables		
	\$0.04 M	% Collected
Rates Receivable	\$0.11 M	96.3%
Trade Receivable	\$0.04 M	
Over 30 Days		56.3%
Over 90 Days		42.6%

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	\$1.73 M	\$2.16 M	\$0.43 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$2.83 M	% Variance
YTD Budget	\$2.82 M	0.4%

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
YTD Actual	\$1.48 M	% Variance
YTD Budget	\$1.70 M	(13.2%)

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
YTD Actual	\$0.41 M	% Variance
YTD Budget	\$0.40 M	2.3%

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)	(\$2.24 M)	(\$0.72 M)	\$1.52 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	\$1.78 M	% Spent
Adopted Budget	\$4.82 M	(63.1%)

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	\$0.37 M	(\$0.33 M)	(\$0.71 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.13 M
Interest expense	\$0.02 M
Principal due	\$0.40 M

Refer to Note 9 - Borrowings

Reserves	
Reserves balance	\$3.20 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 28 FEBRUARY 2021**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	2,256,095	2,256,095	<b>2,427,908</b>	171,813	7.62%	
<b>Revenue from operating activities</b>							
Governance		27,000	18,992	<b>25,876</b>	6,884	36.25%	
General purpose funding - general rates	6	2,817,722	2,817,722	<b>2,827,652</b>	9,930	0.35%	
General purpose funding - other		1,779,448	1,477,143	<b>1,000,379</b>	(476,764)	(32.28%)	▼
Law, order and public safety		139,951	93,750	<b>81,164</b>	(12,586)	(13.43%)	▼
Health		2,500	1,600	<b>1,913</b>	313	19.56%	
Education and welfare		61,500	41,000	<b>116,017</b>	75,017	182.97%	▲
Housing		124,800	83,200	<b>103,752</b>	20,552	24.70%	▲
Community amenities		34,500	33,672	<b>39,073</b>	5,401	16.04%	
Recreation and culture		11,550	9,096	<b>206,175</b>	197,079	2166.66%	▲
Transport		241,924	216,718	<b>228,014</b>	11,296	5.21%	
Economic services		295,000	202,000	<b>169,160</b>	(32,840)	(16.26%)	▼
Other property and services		85,150	65,438	<b>49,341</b>	(16,097)	(24.60%)	▼
		<b>5,621,045</b>	<b>5,060,331</b>	<b>4,848,516</b>	(211,815)		
<b>Expenditure from operating activities</b>							
Governance		(323,860)	(295,262)	<b>(166,193)</b>	129,069	43.71%	▲
General purpose funding		(155,811)	(104,536)	<b>(100,438)</b>	4,098	3.92%	
Law, order and public safety		(329,310)	(221,136)	<b>(314,631)</b>	(93,495)	(42.28%)	▼
Health		(147,680)	(99,253)	<b>(80,559)</b>	18,694	18.83%	▲
Education and welfare		(525,016)	(353,508)	<b>(330,751)</b>	22,757	6.44%	
Housing		(104,833)	(77,811)	<b>(158,066)</b>	(80,255)	(103.14%)	▼
Community amenities		(608,104)	(424,543)	<b>(305,807)</b>	118,736	27.97%	▲
Recreation and culture		(1,199,737)	(842,839)	<b>(918,971)</b>	(76,132)	(9.03%)	
Transport		(2,818,393)	(1,869,814)	<b>(1,782,012)</b>	87,802	4.70%	
Economic services		(917,250)	(638,019)	<b>(520,899)</b>	117,120	18.36%	▲
Other property and services		(76,503)	(74,474)	<b>(244,554)</b>	(170,080)	(228.38%)	▼
		<b>(7,206,497)</b>	<b>(5,001,195)</b>	<b>(4,922,881)</b>	78,314		
Non-cash amounts excluded from operating activities	1(a)	2,438,978	1,667,130	<b>2,235,372</b>	568,242	34.09%	▲
<b>Amount attributable to operating activities</b>		<b>853,526</b>	<b>1,726,266</b>	<b>2,161,007</b>	434,741		
<b>Investing Activities</b>							
Proceeds from non-operating grants, subsidies and contributions	13	1,261,657	740,060	<b>1,027,024</b>	286,964	38.78%	▲
Proceeds from disposal of assets	7	247,628	67,247	<b>31,818</b>	(35,429)	(52.68%)	▼
Payments for property, plant and equipment and infrastructure	8	(4,818,984)	(3,048,827)	<b>(1,778,865)</b>	1,269,962	41.65%	▲
<b>Amount attributable to investing activities</b>		<b>(3,309,699)</b>	<b>(2,241,520)</b>	<b>(720,022)</b>	1,521,498		
<b>Financing Activities</b>							
Proceeds from new debentures	9	500,000	500,000	<b>0</b>	(500,000)	(100.00%)	▼
Transfer from reserves	10	0	0	<b>0</b>	0	0.00%	
Repayment of debentures	9	(222,562)	(126,828)	<b>(126,828)</b>	0	0.00%	
Transfer to reserves	10	(8,365)	(747)	<b>(207,269)</b>	(206,522)	(27646.88%)	▼
<b>Amount attributable to financing activities</b>		<b>269,073</b>	<b>372,425</b>	<b>(334,097)</b>	(706,522)		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>68,995</b>	<b>2,113,266</b>	<b>3,534,795</b>	1,421,529		

**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 28 FEBRUARY 2021

## 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 maintenance 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 28 FEBRUARY 2021**

**BY NATURE OR TYPE**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	2,256,095	2,256,095	<b>2,427,908</b>	171,813	7.62%	
<b>Revenue from operating activities</b>							
Rates	6	2,817,722	2,817,722	<b>2,827,652</b>	9,930	0.35%	
Operating grants, subsidies and contributions	12	2,017,461	1,704,487	<b>1,479,685</b>	(224,802)	(13.19%)	▼
Fees and charges		575,400	403,316	<b>412,704</b>	9,388	2.33%	
Interest earnings		15,550	10,468	<b>15,250</b>	4,782	45.68%	
Other revenue		174,912	117,672	<b>113,223</b>	(4,449)	(3.78%)	
Profit on disposal of assets	7	20,000	6,666	<b>0</b>	(6,666)	(100.00%)	
		<b>5,621,045</b>	<b>5,060,331</b>	<b>4,848,516</b>	(211,815)		
<b>Expenditure from operating activities</b>							
Employee costs		(2,907,448)	(1,976,777)	<b>(1,745,902)</b>	230,875	11.68%	▲
Materials and contracts		(940,613)	(659,320)	<b>(430,963)</b>	228,357	34.64%	▲
Utility charges		(291,501)	(251,339)	<b>(133,909)</b>	117,430	46.72%	▲
Depreciation on non-current assets		(2,490,919)	(1,660,616)	<b>(2,194,988)</b>	(534,372)	(32.18%)	▼
Interest expenses		(33,703)	(27,990)	<b>(17,628)</b>	10,362	37.02%	▲
Insurance expenses		(132,878)	(130,762)	<b>(161,128)</b>	(30,366)	(23.22%)	▼
Other expenditure		(369,895)	(281,211)	<b>(197,979)</b>	83,232	29.60%	▲
Loss on disposal of assets	7	(39,540)	(13,180)	<b>(40,384)</b>	(27,204)	(206.40%)	▼
		<b>(7,206,497)</b>	<b>(5,001,195)</b>	<b>(4,922,881)</b>	78,314		
Non-cash amounts excluded from operating activities	1(a)	2,438,978	1,667,130	<b>2,235,372</b>	568,242	34.09%	▲
<b>Amount attributable to operating activities</b>		<b>853,526</b>	<b>1,726,266</b>	<b>2,161,007</b>	434,741		
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	13	1,261,657	740,060	<b>1,027,024</b>	286,964	38.78%	▲
Proceeds from disposal of assets	7	247,628	67,247	<b>31,818</b>	(35,429)	(52.68%)	▼
Payments for infrastructure, property, plant and equipment	8	(4,818,984)	(3,048,827)	<b>(1,778,865)</b>	1,269,962	41.65%	▲
<b>Amount attributable to investing activities</b>		<b>(3,309,699)</b>	<b>(2,241,520)</b>	<b>(720,022)</b>	1,521,498		
<b>Financing Activities</b>							
Proceeds from new debentures	9	500,000	500,000	<b>0</b>	(500,000)	(100.00%)	▼
Payments for principal portion of lease liabilities		0	0	<b>0</b>	0	0.00%	
Repayment of debentures	9	(222,562)	(126,828)	<b>(126,828)</b>	0	0.00%	
Transfer to reserves	10	(8,365)	(747)	<b>(207,269)</b>	(206,522)	(27646.88%)	▼
<b>Amount attributable to financing activities</b>		<b>269,073</b>	<b>372,425</b>	<b>(334,097)</b>	(706,522)		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>68,995</b>	<b>2,113,266</b>	<b>3,534,795</b>	1,421,529		

**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 28 FEBRUARY 2021

### 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.

## NATURE OR TYPE DESCRIPTIONS

### 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.

# MONTHLY FINANCIAL REPORT

## FOR THE PERIOD ENDED 28 FEBRUARY 2021

## BASIS OF PREPARATION

### 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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**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.

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	7	(20,000)	(6,666)	0
Less: Movement in liabilities associated with restricted cash		7,599		
Add: Loss on asset disposals	7	(39,540)	13,180	40,384
Add: Depreciation on assets		2,490,919	1,660,616	2,194,988
<b>Total non-cash items excluded from operating activities</b>		<b>2,438,978</b>	<b>1,667,130</b>	<b>2,235,372</b>

**(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.

		Last Year Closing 30 June 2020	This Time Last Year 28 February 2020	Year to Date 28 February 2021
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	10	(2,991,355)	(2,194,096)	(3,198,624)
Add: Borrowings	9	175,267	241,080	48,439
Add: Provisions - employee	11	298,002	251,092	298,002
<b>Total adjustments to net current assets</b>		<b>(2,518,086)</b>	<b>(1,701,924)</b>	<b>(2,852,183)</b>

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

**Current assets**

Cash and cash equivalents	2	5,435,142	2,758,642	6,656,175
Rates receivables	3	61,408	188,101	106,358
Receivables	3	27,084	284,406	36,147
Other current assets	4	8,562	30,848	4,635
<b>Less: Current liabilities</b>				
Payables	5	(112,933)	0	(69,893)
Borrowings	9	(175,267)	(241,080)	(48,439)
Provisions	11	(298,002)	(251,092)	(298,002)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(2,518,086)</b>	<b>(1,701,924)</b>	<b>(2,852,183)</b>
<b>Closing funding surplus / (deficit)</b>		<b>2,427,908</b>	<b>1,067,902</b>	<b>3,534,795</b>

**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.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021

OPERATING ACTIVITIES  
NOTE 2  
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
<b>Cash on hand</b>								
Bankwest Municipal Account	Cash and cash equivalents	99,780		99,780		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	3,357,469		3,357,469		Bank	0.05%	On Hand
Reserve Funds - Restricted Cash	Cash and cash equivalents	(0)	3,198,626	3,198,626		Bank	0.05%	On Call
<b>Total</b>		<b>3,457,549</b>	<b>3,198,626</b>	<b>6,656,176</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		3,457,549	3,198,626	6,656,176	0			
		<b>3,457,549</b>	<b>3,198,626</b>	<b>6,656,176</b>	<b>0</b>			

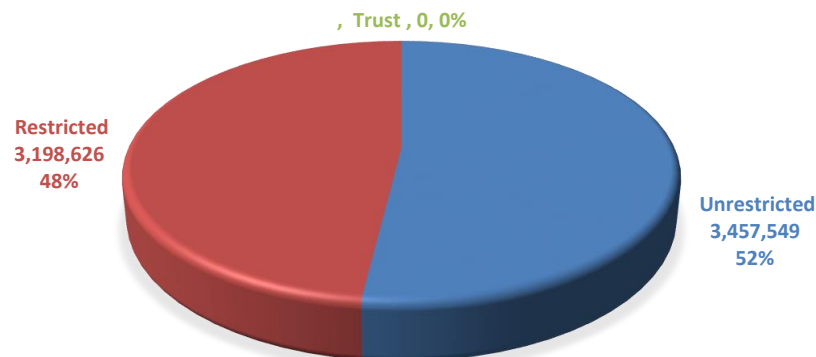
KEY INFORMATION

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.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

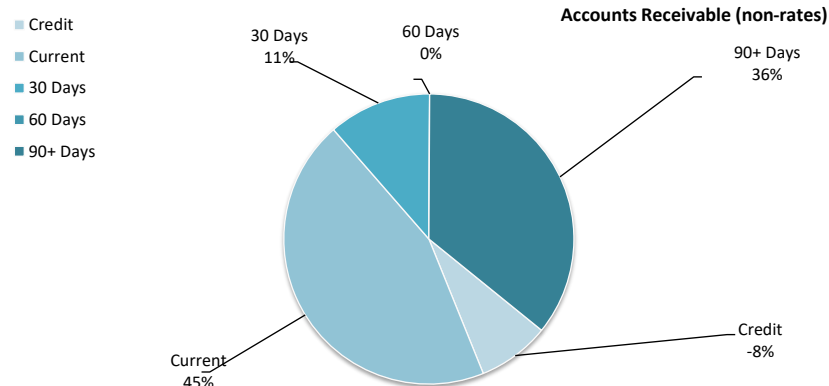
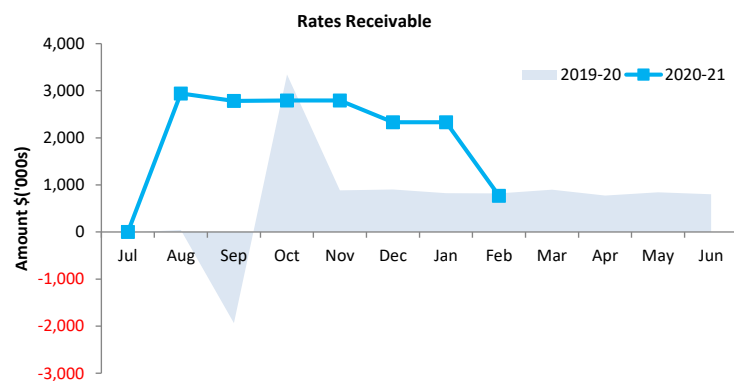
**OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES**

Rates receivable	30 June 2020	28 Feb 2021
	\$	\$
Opening arrears previous years	68,995	61,408
Levied this year		2,827,652
Less - collections to date	(7,587)	(2,782,702)
Equals current outstanding	<b>61,408</b>	<b>106,358</b>
<b>Net rates collectable</b>	<b>61,408</b>	<b>106,358</b>
% Collected	11%	96.3%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(784)	4,352	1,120	0	3,480	8,169
Percentage	(9.6%)	53.3%	13.7%	0%	42.6%	
<b>Balance per trial balance</b>						
Sundry receivable						4,998
GST receivable						31,149
<b>Total receivables general outstanding</b>						<b>36,147</b>
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.



	Opening Balance 1 July 2020	Asset Increase	Asset Reduction	Closing Balance 28 February 2021
<b>Other current assets</b>	\$	\$	\$	\$
<b>Inventory</b>				
Stock on Hand	8,562		(3,927)	4,635
<b>Total other current assets</b>	<b>8,562</b>	<b>0</b>	<b>(3,927)</b>	<b>4,635</b>
Amounts shown above include GST (where applicable)				

#### KEY INFORMATION

##### Inventory

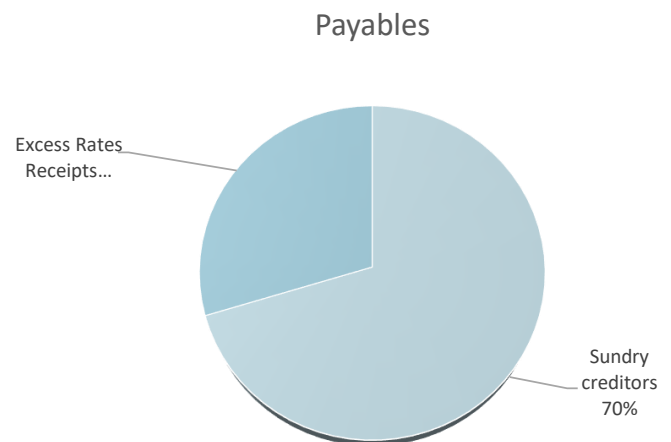
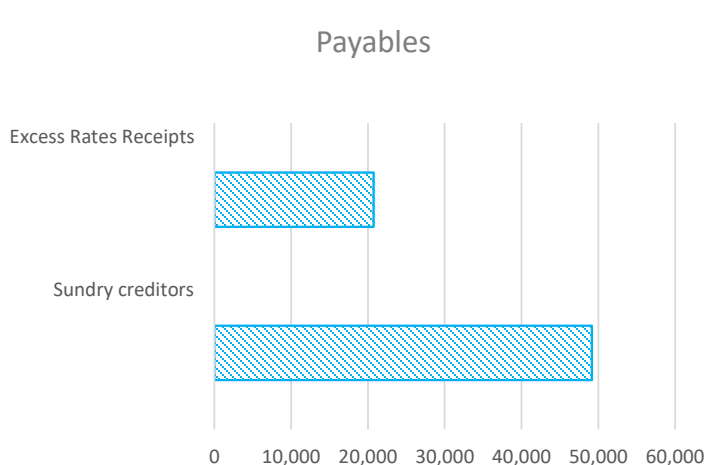
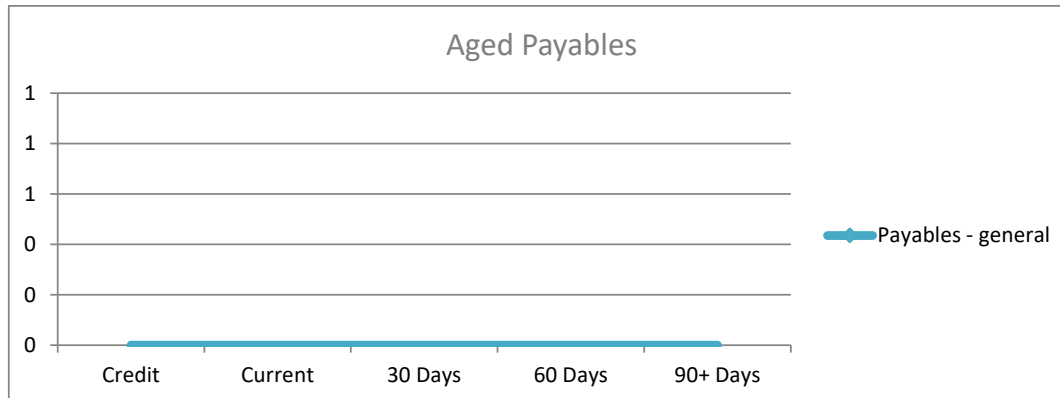
Inventories are measured at the lower of cost and net realisable value.

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.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	0	0	0	0	0
Percentage	0%	0%	0%	0%	0%	
<b>Balance per trial balance</b>						
Sundry creditors						49,159
Excess Rates Receipts						20,734
<b>Total payables general outstanding</b>						<b>69,893</b>
<b>Amounts shown above include GST (where applicable)</b>						

**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.





NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021

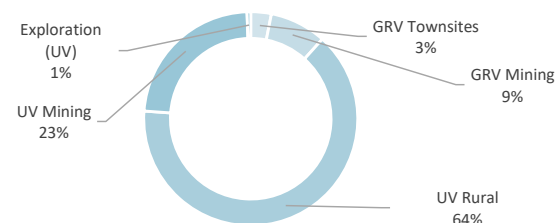
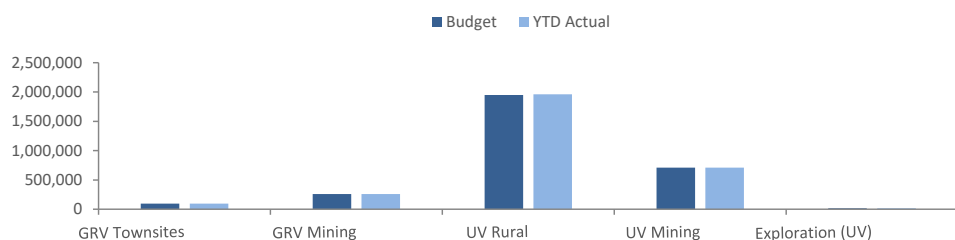
OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE

General rate revenue

RATE TYPE	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
				\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>											
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
<b>Unimproved value</b>											
UV Rural	1.9000	258	102,237,000	1,942,503	9,000	(1,500)	1,950,003	1,942,503	18,634		1,961,137
UV Mining	34.255000	38	2,068,797	708,667	0	0	708,667	708,666	0	(93)	708,574
Exploration (UV)	25.500000	17	66,066	16,847	0	0	16,847	16,847			16,847
<b>Sub-Total</b>		<b>420</b>	<b>108,673,811</b>	<b>3,023,840</b>	<b>9,000</b>	<b>(1,500)</b>	<b>3,031,340</b>	<b>3,023,839</b>	<b>17,239</b>	<b>(93)</b>	<b>3,040,985</b>
<b>Minimum payment</b>	<b>Minimum \$</b>										
<b>Gross rental value</b>											
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
<b>Sub-total</b>		<b>67</b>	<b>114,801</b>	<b>23,383</b>	<b>0</b>	<b>0</b>	<b>23,383</b>	<b>23,383</b>	<b>0</b>	<b>0</b>	<b>23,383</b>
Discount							(250,000)				(253,304)
<b>Amount from general rates</b>							<b>2,804,723</b>				<b>2,811,064</b>
Ex-gratia rates							13,000				16,589
<b>Total general rates</b>							<b>2,817,722</b>				<b>2,827,652</b>
<b>Total</b>							<b>2,817,722</b>				<b>2,827,652</b>

KEY INFORMATION

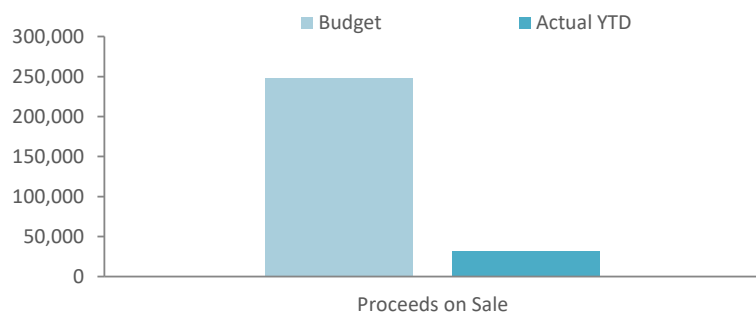
Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability 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.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021

OPERATING ACTIVITIES  
NOTE 7  
DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Recreation and Culture</b>								
	Kabota Ride on Mower	0	2,000	2,000	0	0	0	0	0
	<b>Transport</b>								
	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
	Mitsubishi Triton Ute	25,250	17,250	0	(8,000)	0	0	0	0
	<b>Economic Services</b>								
	Cleaners Vehicle	0	8,000	8,000	0	0	0	0	0
		<b>267,168</b>	<b>247,628</b>	<b>20,000</b>	<b>(39,540)</b>	<b>72,202</b>	<b>31,818</b>	<b>0</b>	<b>(40,384)</b>



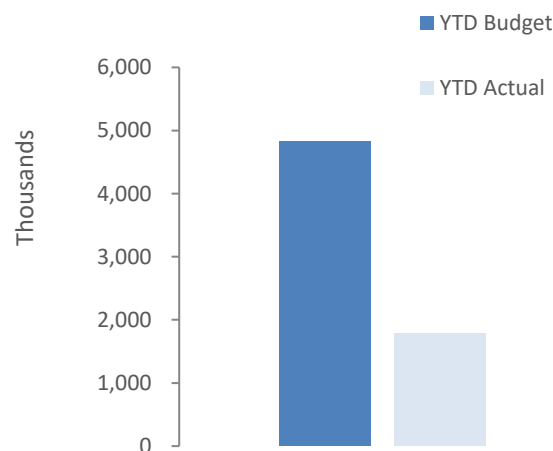
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

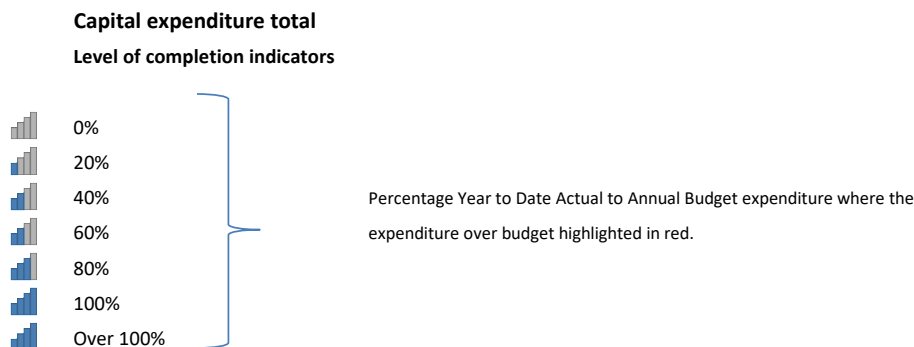
**INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	465,360	340,730	50,000	(290,730)
Plant and equipment	531,000	397,350	485,751	88,401
Infrastructure - roads	2,528,347	1,971,560	1,077,701	(893,859)
Infrastructure - Parks & Ovals	72,521	72,521	0	(72,521)
Infrastructure - Other	1,221,756	266,666	165,412	(101,254)
<b>Payments for Capital Acquisitions</b>	<b>4,818,984</b>	<b>3,048,827</b>	<b>1,778,865</b>	<b>(1,269,962)</b>
<b>Total Capital Acquisitions</b>	<b>4,818,984</b>	<b>3,048,827</b>	<b>1,778,865</b>	<b>(1,269,962)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
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	1,741,520	720,022	(1,021,498)
<b>Capital funding total</b>	<b>4,818,984</b>	<b>3,048,827</b>	<b>1,778,865</b>	<b>(1,269,962)</b>













**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.





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

			Adopted			
Account Description			Budget	YTD Budget	YTD Actual	Variance (Under)/Over
	Governance	Admin Building	35,000	34,998	0	(34,998)
	Housing	Capital Expenditure	57,500	33,830	0	(33,830)
	Community Amenities	Undergroud Power for Fowler Street	150,000	100,000	0	(100,000)
	Rec & Culture	PJ Sports Facility	72,521	72,521	0	(72,521)
	Rec & Culture	Perenjori Pavillion Building	302,860	201,904	0	(201,904)
	Transport	Plant & Equipment	521,000	390,750	485,751	95,001
	Transport	Road Equipment	10,000	6,600	0	(6,600)
	Transport	Road Construction	2,528,347	1,678,724	1,077,701	(601,023)
	Transport	Footpaths & Curbing	571,756	292,836	165,412	(127,424)
	Economic Services	Caravan Park	50,000	50,000	50,000	0
	Economic Services	Business Incubator	20,000	19,998	0	(19,998)
	Economic Services	Caron Dam	500,000	166,666	0	(166,666)
			<b>4,818,984</b>	<b>3,048,827</b>	<b>1,778,865</b>	<b>(1,269,962)</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**FINANCING ACTIVITIES**

**NOTE 9**

**BORROWINGS**

**Repayments - borrowings**

Information on borrowings		1 July 2020	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Housing</b>										
CHA Housing	96	62,701			14,192	14,196	48,509	48,505	2,578	3,872
Flat Pack Housing	97	52,406			12,672	25,644	39,734	26,762	1,280	2,160
Duplex Construction	101	59,452			14,400	29,145	45,052	30,307	1,010	2,456
<b>Community amenities</b>										
John Street Subdivision	98	222,703			21,574	21,584	201,129	201,119	9,817	15,153
<b>Recreation and culture</b>										
Perenjori Acquatic Centre	100	83,898			20,233	40,952	63,665	42,946	2,375	3,549
<b>Transport</b>										
John Deere Grader	102	43,759			43,759	43,759	0	0	569	581
<b>Economic services</b>										
Caron Dam	103	0		500,000		47,282	0	452,718		5,932
<b>B/Fwd Balance</b>		524,919	0	500,000	126,828	222,562	398,091	802,357	17,628	33,703
<b>C/Fwd Balance</b>		524,919	0	500,000	126,828	222,562	398,091	802,357	17,628	33,703
<b>Total</b>		524,919	0	500,000	126,828	222,562	398,091	802,357	17,628	33,703
Current borrowings		222,562					48,439			
Non-current borrowings		302,357					349,652			
		524,919					398,091			

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)		Balance Unspent
									Actual	Budget	
		\$	\$				\$	%	\$	\$	\$
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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**OPERATING ACTIVITIES  
NOTE 10  
CASH RESERVES**

**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	268	21	268	0	0	84,288	84,283
Reserves cash backed - Plant Replacement	568,395	1,705	1,816	142	1,816	0	0	570,242	570,211
Reserves cash backed - Refuse Site	203,442	0	650	51	650	0	0	203,493	204,092
Reserves cash backed - Swimming Pool	87,902	264	281	22	281	0	0	88,188	88,183
Reserves cash backed - Road & Rehab Infra:	33,411	100	107	8	107	0	0	33,519	33,518
Reserves cash backed - Housing	436,557	1,310	1,395	109	1,395	0	0	437,976	437,952
Reserves cash backed - Mt Gibson Infrastru	1,149,088	491	1,383	41	201,383	0	0	1,149,620	1,350,471
Reserves cash backed - Tourism Accommod	64,506	3,447	206	287	206	0	0	68,240	64,712
Reserves cash backed - Water	163,533	194	523	16	523	0	0	163,743	164,056
Reserves cash backed - IT Communications	200,506	602	641	50	641	0	0	201,158	201,147
	<b>2,991,355</b>	<b>8,365</b>	<b>7,269</b>	<b>747</b>	<b>207,269</b>	<b>0</b>	<b>0</b>	<b>3,000,467</b>	<b>3,198,624</b>

**KEY INFORMATION**

All the reserve accounts are supported by money held in financial institutions and match the amount shown as restricted cash in Note 2 to this financial report

Other current liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 28 February 2021
		\$	\$	\$	\$
<b>Provisions</b>					
Annual leave		201,450	0	0	201,450
Long service leave		96,552	0	0	96,552
<b>Total Provisions</b>		298,002	0	0	298,002
<b>Total other current assets</b>		<b>298,002</b>	<b>0</b>	<b>0</b>	<b>298,002</b>
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.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021

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 28 Feb 2021	Current Liability 28 Feb 2021	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>								
<b>General purpose funding</b>								
Grants Commission Grant				0		644,468	483,351	427,600
Untied Road Grant				0		449,077	418,032	273,736
LR & CIP Funding				0		571,756	571,756	285,878
<b>Law, order, public safety</b>								
DFES Operating Grant				0		37,539	25,024	18,770
<b>Recreation and culture</b>								
Mt Gibson Funding Allocation				0		0	0	200,000
<b>Education &amp; Welfare</b>								
Community Child Care Funding	0	0	0	0	0	0	0	50,000
<b>Transport</b>								
Direct Grant	0	0	0	0	0	203,574	203,574	220,815
	0	0	0	0		1,906,414	1,701,737	\$ 1 476 798
<b>Operating contributions</b>								
<b>Transport</b>								
MRD Street Lighting Subsidy	0	0	0	0	0	2,750	2,750	2,887
	0	0	0	0	0	2,750	2,750	2,887
<b>TOTALS</b>	0	0	0	0	0	1,909,164	1,704,487	1,479,685



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021

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 28 Feb 2021	Current Liability 28 Feb 2021	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>								
<b>Law, order, public safety</b>								
Capital Grant - Fire Truck	0	0	0	0	0	0	0	485,751
<b>Community amenities</b>								
Grant	0	0	0	0	0	1,000	1,000	1,000
<b>Transport</b>								
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
<b>TOTALS</b>	0	0	0	0	0	1,261,657	740,060	1,027,024

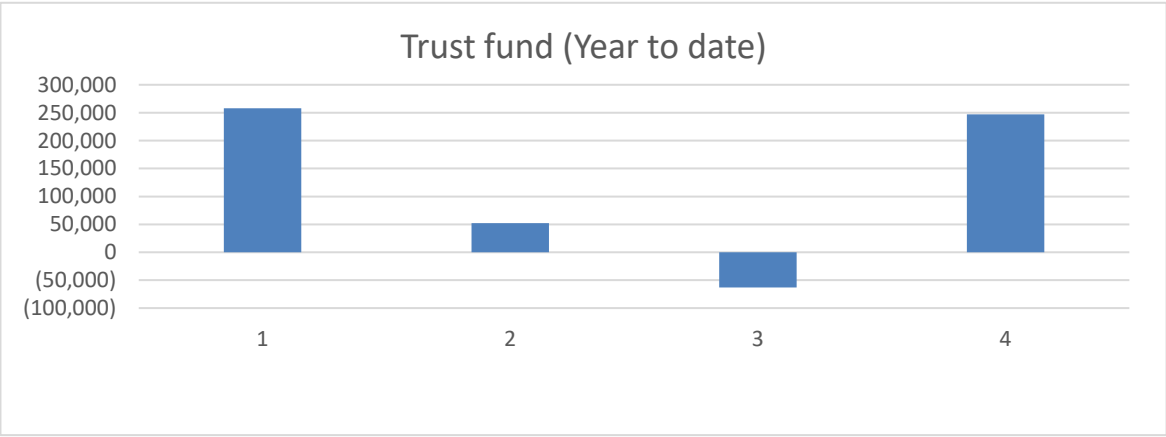
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021

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 28 Feb 2021
	\$	\$	\$	\$
Mt Gibson Public Benefit Fund	257,880	52,061	(63,116)	246,825
	257,880	52,061	(63,116)	246,825

KEY INFORMATION



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**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
	\$	%		
<b>Revenue from operating activities</b>				
General purpose funding - other	(476,764)	(32.28%)	▼ Timing	LR & CIP Funding below YTD budget only 50% received to date DFES operating grant below budget YTD only 50% received to date
Law, order and public safety	(12,586)	(13.43%)	▼ Timing	
Education and welfare	75,017	182.97%	▲ Timing	Grant Income higher than budget YTD
Housing	20,552	24.70%	▲ Timing	Private housing rental income higher than budget YTD Mt Gibson funding was not budgeted due to mine closure however invoiced and paid on 04/01/2021
Recreation and culture	197,079	2166.66%	▲ Timing	Caravan Park village accommodation fees lower than budgeted YTD
Economic services	(32,840)	(16.26%)	▼ Timing	
Other property and services	(16,097)	(24.60%)	▼ Timing	Private works and mining income lower than budget YTD
<b>Expenditure from operating activities</b>				
Governance	129,069	43.71%	▲ Timing	Various member & admin costs are below YTD budget - budget higher than actual.
Law, order and public safety	(93,495)	(42.28%)	▼ Timing	Administration alloc, wild dog, CESM vehicle actual expenditure greater than budget YTD predictions Other health budget predictions higher than actual YTD expenditure
Health	18,694	18.83%	▲ Timing	Housing maintenance & depreciation expenditure greater than budget predictions
Housing	(80,255)	(103.14%)	▼ Timing	Budget higher than YTD actuals on Transfer station & refuse also community development expenditure is down in comparison to budget YTD
Community amenities	118,736	27.97%	▲ Timing	
Economic services	117,120	18.36%	▲ Timing	Area promotion, admin alloc, dams maint expenditure budget higher than actual expenditure YTD
Other property and services	(170,080)	(228.38%)	▼ Timing	Plant Op costs higher than budget YTD
<b>Investing activities</b>				
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 timing of budget YTD.
Payments for property, plant and equipment and infrastructure	1,269,962	41.65%	▲ Timing	New FESA fire truck not budgeted for 20-21 & timing of other budgeted expenditure.
<b>Financing activities</b>				
Proceeds from new debentures	(500,000)	(100.00%)	▼ Timing	No loan taken out to date
Transfer to reserves	(206,522)	(27646.88%)	▼ Timing	Mt Gibson funding transferred to Reserve account & interest on other accounts

**KEY INFORMATION**



Shire of  
**Perenjori**  
Embrace Opportunity

## ATTACHMENT Item 12.2 (a)

*Accounts for Payment  
for 28 February 2021*

**ORDINARY COUNCIL MEETING 18 MARCH 2021**

**Shire of Perenjori  
Local Government Act 1995  
Accounts for Payment for month ended February 2021**

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
430	03/02/2021	EFT GST - EFTPOS FEES WITH GST	EFTPOS fees with GST	M		70.64
430	03/02/2021	EFT GST - EFTPOS FEES WITH GST	EFTPOS fees with GST	M		65.54
EFT13830	10/02/2021	AUSTRALIA POST	Postage for the month of January 2021	M		62.00
EFT13831	10/02/2021	BILLS MACHINERY MARKETING SERVICES PTY LTD	ATOSA 1000 Litre 2 door display fridge	M		1,995.00
EFT13832	10/02/2021	BLUEHILL COURIERS	1 x 2 x seater lounge - Batavia Furniture & Bed	M		286.00
EFT13833	10/02/2021	CJD EQUIPMENT	PJ4578 - Universal joint, bearing block - midship	M		2,546.00
EFT13834	10/02/2021	CORSIGN WA	Various road signs	M		1,208.90
EFT13835	10/02/2021	CUBILITY PTY LTD	Preparation of Business technology Plan - stage 1	M		9,900.00
EFT13836	10/02/2021	ECOWATER SERVICES PTY LTD	C20 Quarterly Service, Chlorine, Biological insecticide filter - Perenjori Early Childcare Centre	M		774.41
EFT13837	10/02/2021	GERALDTON LOCK AND KEY SPECIALISTS	Re- keying of Perenjori Pavilion	M		7,668.10
EFT13838	10/02/2021	HERRINGS COASTAL PLUMBING & GAS	Excavate area at rear of laundry to locate water leak cut out and replace section of leaking poly	M		3,626.22
EFT13839	10/02/2021	INDEPENDENT RURAL PTY LTD	22500L Poly Tank, camlock female, suction hose, as power 3" power pump - Perenjori	M		8,899.96
EFT13840	10/02/2021	J'S HARDWARE & GIFTS	Purchases made from J's Hardware and Gifts for the month of January 2021	M		291.85
EFT13841	10/02/2021	KINGS WA PTY LTD	Carnamah Perenjori Rd -semi watercart hire 11/1/21- 29/1/21, excavator hire for culvert work 18/1/21- 28/1/21	M		23,111.00
EFT13842	10/02/2021	Kindyhub	Kindy Hub monthly subscription	M		42.90
EFT13843	10/02/2021	LOIS JOY KING - For Bus refunds	Refund for bus bond 05/02/2021	M		220.00
EFT13844	10/02/2021	Lateral Aspect	Final payment - Website development	M		7,700.55

**Shire of Perenjori  
Local Government Act 1995  
Accounts for Payment for month ended February 2021**

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
EFT13845	10/02/2021	MARKET CREATIONS	Managed Service Agreement	M		6,110.53
EFT13846	10/02/2021	MARKETFORCE	LPS 2 - Lot 150 Downer St Perenjori	M		328.15
EFT13847	10/02/2021	MIDWEST TURF SUPPLIES	Supply of liquid fertilizer, eco WETTA 20Ltr, liquid fertilizer 20l commercial	M		1,447.33
EFT13848	10/02/2021	PAMELA PERIN	Prepared and submitted a Standard Business Sponsorship for a Subclass 482/494 application to Department of Home Affairs	M		3,100.00
EFT13849	10/02/2021	PETER EGAN CARPENTRY	Caravan Park House - Replacement of piers/ stumps	M		11,550.00
EFT13850	10/02/2021	REPCO AUTO PARTS	Reel compact air hose 9m x 3/8, freight	M		185.00
EFT13851	10/02/2021	RICK RYAN	Refund for 2 x trolleys for Fire Brigade	M		56.96
EFT13852	10/02/2021	RJ & LJ KING	4 x 195 85 R15 Yokohama tyres, 1 x truck tyre repair	M		2,087.80
EFT13853	10/02/2021	SHERRIN RENTALS	Hire of 15-ton smooth drum vibratory roller- mobilisation/ transport	M		3,960.00
EFT13854	10/02/2021	SHIRE OF MORAWA	Shared services - Environmental Health Officer August 2020 - December 2020	M		4,223.89
EFT13855	10/02/2021	TAJ MECHANICAL	Cutting edges, plough bolt, nuts	M		1,072.31
EFT13856	10/02/2021	TELSTRA CORPORATION LIMITED	Telstra - 579 5333 000	M		3,746.96
EFT13857	10/02/2021	TOLL IPEC PTY LTD	Freight - Corsign	M		224.46
EFT13858	10/02/2021	WALLIS COMPUTER SOLUTIONS	ADSL internet 25g internet data allowance for February 2021	M		77.00
EFT13859	10/02/2021	WINC AUSTRALIA PTY LIMITED	Black and White meter reading MPC6004EXSP - 14/12/2020 - 18/01/2021	M		426.22
EFT13860	10/02/2021	WURTH AUSTRALIA PTY LTD	Hex bolts with full thread	M		234.74
EFT13862	23/02/2021	ACOT500 PTY LTD	24w LED mag low profile beacon, 24w LED low profile beacon	M		283.25

**Shire of Perenjori  
Local Government Act 1995  
Accounts for Payment for month ended February 2021**

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
EFT13863	23/02/2021	AUSTRALIAN SERVICES UNION	Payroll deductions	M		51.80
EFT13864	23/02/2021	AVON WASTE	Waste services for the month of January 2021	M		2,095.68
EFT13865	23/02/2021	BESTRY BROS TRANSPORT & HAULAGE	Supply of 2500m3 gravel - North Rd Widen & Reseal	M		4,125.00
EFT13866	23/02/2021	BLUEHILL COURIERS	Freight charges for culverts from GNC to Perenjori	M		847.00
EFT13867	23/02/2021	BOC LIMITED	Container services from 29/12/2020 - 28/01/2021	M		81.43
EFT13868	23/02/2021	BRIAN BAXTER	Cr Meeting Fees - Ordinary Council Meeting 18/02/2021	M		287.32
EFT13869	23/02/2021	BUNNINGS WAREHOUSE	Holman 6 station controller	M		161.50
EFT13870	23/02/2021	CANINE CONTROL	Ranger services for 4 February 2021	M		632.50
EFT13871	23/02/2021	CENTRAL REGIONAL TAFE	Course fees - CIII Early Childhood Education - PECC Trainee	M		420.13
EFT13872	23/02/2021	CHRISTOPHER ROBERT KING	Cr Meeting fees - Ordinary Council Meeting 18/02/2021	M		426.64
EFT13873	23/02/2021	CLEANPAK SOLUTIONS	Cutlery, plates, bowls, mugs	M		1,016.84
EFT13874	23/02/2021	COLIN MURRICE BRYANT	Cr Meeting Fees - Ordinary Council Meeting 18/02/2021	M		328.91
EFT13875	23/02/2021	DANIEL KEVIN BRADFORD	Cr Meeting Fees - Ordinary Council Meeting 18/02/2021	M		386.32
EFT13876	23/02/2021	DONGARA MID WEST WASTE	Service septic tanks at 19 Hesford street	M		1,560.00
EFT13877	23/02/2021	GERALDTON MOWER & REPAIR SPECIALIST	Pull start ASSY 500e	M		56.60
EFT13878	23/02/2021	GH COUNTRY COURIER	1 tub & 3 cartons - Bunnings	M		38.28
EFT13879	23/02/2021	HILLE THOMPSON & DELFOS	Complete survey of road reserve for the first 3km of Warriedar Coppermine road	M		2,288.00
EFT13880	23/02/2021	HITACHI	1000-hour filter kit	M		1,402.87
EFT13881	23/02/2021	INDEPENDENT RURAL PTY LTD	Glyphosate knockout extreme 540 20L	M		223.63

**Shire of Perenjori**  
**Local Government Act 1995**  
**Accounts for Payment for month ended February 2021**

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
EFT13882	23/02/2021	JCB CONSTRUCTION EQUIPMENT AUSTRALIA	GA clamp cylinder, air PQ160 element, seal, air PQ400 element	M		601.93
EFT13883	23/02/2021	JMH MECHANICAL SERVICES	Seal kit, spatter stop aerosol liquid, globes, ferrule suit, hoses, battery	M		426.60
EFT13884	23/02/2021	JUDE Sutherland	Cr Meeting Fees - Ordinary Council Meeting 18/02/2021	M		258.99
EFT13885	23/02/2021	KATS RURAL	Chain 25kg, 6mm shackle, 5mm D shackle, pad bolts	M		247.10
EFT13886	23/02/2021	LESLIE DEREK HEPWORTH	Cr Meeting Fees - Ordinary Council Meeting 18/02/2021	M		262.52
EFT13887	23/02/2021	MARKET CREATIONS	VCPU, VRAM, Tier 2 cloud storage, Windows server cloud licence, windows remote desktop service, micro worry-free security services	M		161.98
EFT13888	23/02/2021	MIDWEST MOWERS & SMALL ENGINES	Various- cut s65 400 blade, freight	M		556.00
EFT13889	23/02/2021	MOORE CATCHMENT COUNCIL INC	Annual contribution to Moore Catchment Council 2021	M		1,100.00
EFT13890	23/02/2021	MORAWA IGA	Purchases made from Morawa IGA - January 2021	M		26.34
EFT13891	23/02/2021	NAPA	P clips PVC coated steel, 20L oil drum, merit plug to acc socket adaptor	M		157.61
EFT13892	23/02/2021	OAKSTAR ASSET PTY LTD	Installation of 2-metre-wide concrete footpath along Livingstone St from Crossing St to North Rd	M		87,450.00
EFT13893	23/02/2021	OPTEON (MID WEST WA) PTY LTD	Carry out market valuation of Fowler Street supermarket and residence	M		3,300.00
EFT13894	23/02/2021	PHILLIP ROBERT LOGUE	Cr Meeting Fees - Ordinary Council Meeting 18/02/2021	M		365.53
EFT13895	23/02/2021	REPCO AUTO PARTS	UHF CB handheld, UHF cb-5w ultra compact 80ch, UHF CB fibreglass whip	M		1,607.76
EFT13896	23/02/2021	RJ & LJ KING	2 x20 L Delo torque force oil	M		220.00
EFT13897	23/02/2021	SIGMA CHEMICALS	Pool Chemicals	M		3,722.29



**Shire of Perenjori  
Local Government Act 1995  
Accounts for Payment for month ended February 2021**

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
EFT13898	23/02/2021	THINK WATER GERALDTON	PVCVS80 PVC valve socket 80mm Cat17	M		50.40
EFT13899	23/02/2021	TOLL IPEC PTY LTD	Freight from 09/02 - 11/02/2021	M		218.30
EFT13900	23/02/2021	WCC Electrical & Air Conditioning.	Replace RCD's and smoke alarms	M		6,933.30
EFT13901	23/02/2021	WINC AUSTRALIA PTY LIMITED	Purchases made from WINC as required	M		1,440.75
EFT13902	26/02/2021	WINCHESTER INDUSTRIES	Supply of washed stone	M		124,013.73
19855	03/02/2021	BOND ADMINISTRATOR	Bond Lodgement - Rachel Lucas 3 Livingstone Street	M		1,540.00
DD12951.1	02/02/2021	AWARE SUPER	Payroll deductions	M		8,665.12
DD12951.2	02/02/2021	PRIME SUPER PTY LTD	Superannuation contributions	M		366.42
DD12951.3	02/02/2021	INTEGRA SUPER	Superannuation contributions	M		2,013.65
DD12951.4	02/02/2021	THE RL & JMA RYAN SUPERANNUATION FUND	Superannuation contributions	M		687.49
DD12951.5	02/02/2021	AMP SUPERANNUATION SAVINGS TRUST	Superannuation contributions	M		1,305.66
DD12951.6	02/02/2021	AUSTRALIAN SUPER	Superannuation contributions	M		1,085.04
DD12951.7	02/02/2021	REST INDUSTRY SUPERANNUATION	Superannuation contributions	M		230.25
DD12951.8	02/02/2021	BT SUPER FOR LIFE	Superannuation contributions	M		266.30
DD12951.9	02/02/2021	HUB24 SUPERANNUATION	Superannuation contributions	M		248.78
DD12958.1	01/02/2021	WESTNET	Internet and Web hosting for the month	M		269.85
DD12959.1	02/02/2021	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 96 Fixed Component - CHA Housing	M		9,006.27
DD12963.1	05/02/2021	SYNERGY	Crossing Rd - electricity usage from 14/10/2020 - 10/12/2020	M		70.59

**Shire of Perenjori  
Local Government Act 1995  
Accounts for Payment for month ended February 2021**

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
DD12966.1	08/02/2021	SYNERGY	Fox St Latham - electricity usage from 09/10/2020 - 15/12/2020	M		1,131.33
DD12966.2	08/02/2021	WRIGHT EXPRESS FUEL	Fuel for the month of January 2021	M		212.77
DD12978.1	16/02/2021	AWARE SUPER	Payroll deductions	M		8,453.37
DD12978.2	16/02/2021	PRIME SUPER PTY LTD	Superannuation contributions	M		404.83
DD12978.3	16/02/2021	INTEGRA SUPER	Superannuation contributions	M		2,008.78
DD12978.4	16/02/2021	THE RL & JMA RYAN SUPERANNUATION FUND	Superannuation contributions	M		687.49
DD12978.5	16/02/2021	AMP SUPERANNUATION SAVINGS TRUST	Superannuation contributions	M		1,305.66
DD12978.6	16/02/2021	AUSTRALIAN SUPER	Superannuation contributions	M		1,106.75
DD12978.7	16/02/2021	REST INDUSTRY SUPERANNUATION	Superannuation contributions	M		153.34
DD12978.8	16/02/2021	BT SUPER FOR LIFE	Superannuation contributions	M		266.30
DD12978.9	16/02/2021	HUB24 SUPERANNUATION	Superannuation contributions	M		248.78
DD12979.1	15/02/2021	REFUEL AUSTRALIA	Fuel Card Purchases for month of January 2021	M		11,532.40
DD12980.1	11/02/2021	SYNERGY	Lot 53X Crossing St - electricity usage from 18/12/2020 - 20/01/2021	M		2,861.11
<i>DD12981.1</i>	<i>11/02/2021</i>	<i>BANKWEST MASTERCARD</i>	<i>Purchases made from Corporate Credit Card from 23/12/2020 - 22/01/2021</i>	<i>M</i>		<i>131.00</i>
			<i>24/12 - Perenjori Post Office - renewal of Shire of Perenjori's Gun Licence – CEO</i>	<i>131.00</i>		
DD12982.1	15/02/2021	BOQ FINANCE (AUST) LTD	Lease - RICHO MPC6004exSp - 012-0673495-000	M		156.83

**Shire of Perenjori  
Local Government Act 1995  
Accounts for Payment for month ended February 2021**

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
DD12982.2	15/02/2021	SG FLEET AUSTRALIA PTY LIMITED	Lease on Ford Ranger, fuel, and Regional Bull Module – 14/02/2021 - 13/03/2021	M		2,566.57
DD12982.3	16/02/2021	AUSTRALIAN TAXATION OFFICE	Bas payment for the month of January 2021	M		21,910.00
DD12986.1	22/02/2021	SYNERGY	Street Lights - electricity usage from 25/12/2020 - 24/01/2021	M		1,962.06
DD12951.10	02/02/2021	HOST PLUS SUPER	Superannuation contributions	M		216.83
DD12978.10	16/02/2021	HOST PLUS SUPER	Superannuation contributions	M		210.81
<b>TOTAL PAYMENTS FOR THE MONTH OF FEBRUARY</b>						<b>440,417.68</b>



Shire of  
**Perenjori**  
Embrace Opportunity

# ATTACHMENT Item 12.3 (a)

*Budget Review 2020/21*

**ORDINARY COUNCIL MEETING 18 MARCH 2021**

**SHIRE OF PERENJORI  
BUDGET REVIEW REPORT  
FOR THE PERIOD ENDED 31ST DECEMBER 2020**

**LOCAL GOVERNMENT ACT 1995  
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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SHIRE OF PERENJORI  
STATEMENT OF BUDGET REVIEW  
(NATURE OR TYPE)  
FOR THE PERIOD ENDED 31ST DECEMBER 2020

Note	Budget v Actual		Predicted		
	Adopted Budget (a)	YTD Actual (b)	Variance Permanent (c)	Variance Timing (Carryover) (d)	Year End (a)+(c)+(d)
	\$	\$	\$	\$	\$
<b>OPERATING ACTIVITIES</b>					
Net current assets at start of financial year surplus/(deficit)	2,256,095	2,431,299	171,813		2,427,908 ▲
Revenue from operating activities (excluding rates)	2,817,722	2,826,325			
Operating grants, subsidies and contributions	2,017,461	1,236,522	33,273		2,050,734 ▲
Fees and charges 4.1.1	575,400	349,220	45,000		620,400 ▲
Interest earnings 4.1.6	15,550	12,292			15,550
Other revenue 4.1.7	174,912	107,481			174,912
Profit on asset disposals 4.1.8	20,000	0			20,000
	2,803,323	1,705,515	78,273	0	2,881,596
<b>Expenditure from operating activities</b>					
Employee costs 4.2.1	(2,907,448)	(1,389,738)	(8,336)	0	(2,915,784) ▲
Materials and contracts	(940,613)	(328,884)	(31,025)	0	(971,638) ▲
Utility charges 4.2.3	(291,501)	(92,372)	0	0	(291,501)
Depreciation on non-current assets	(2,491,169)	(1,637,041)	0	0	(2,491,169)
Interest expenses	(33,703)	(6,519)	0	0	(33,703)
Insurance expenses	(132,878)	(161,128)	0	0	(132,878)
Other expenditure 4.2.6	(369,895)	(170,897)	20,432	0	(349,463) ▼
Loss on asset disposals 4.2.7	(39,540)	(40,384)	0	0	(39,540)
	(7,206,747)	(3,826,964)	(18,929)	0	(7,225,676)
Non-cash amounts excluded from operating activities	2,439,228	1,677,425			2,439,228
<b>Amount attributable to operating activities</b>	291,899	1,987,275	231,157	0	523,056
<b>INVESTING ACTIVITIES</b>					
Non-operating grants, subsidies and contributions 4.3.1	1,261,657	1,027,024	485,751	0	1,747,408 ▲
Purchase land and buildings	(465,360)	(50,000)	(33,600)	302,860	(196,100) ▼
Purchase property, plant and equipment	(531,000)	(485,751)	(587,751)	0	(1,118,751) ▲
Purchase and construction of infrastructure-roads	(2,528,347)	(778,527)	0	64,828	(2,463,519) ▼
Purchase and construction of infrastructure-other	(1,294,277)	0	500,000	0	(794,277) ▼
Proceeds from disposal of assets	247,628	0	0	0	247,628
<b>Amount attributable to investing activities</b>	(3,309,699)	(287,254)	364,400	367,688	(2,577,611)
<b>FINANCING ACTIVITIES</b>					
Repayment of debentures	(222,562)	(93,935)	47,282	0	(175,280) ▼
Proceeds from new borrowings	500,000	0	(500,000)	0	0 ▼
Transfers to cash backed reserves (restricted assets)	0	0	(502,860)	0	(502,860) ▲
Transfers from cash backed reserves (restricted assets)	(8,365)	(6,640)	0	0	(8,365)
<b>Amount attributable to financing activities</b>	269,073	(100,575)	(955,578)	0	(686,505)
<b>Budget deficiency before general rates</b>	(2,748,727)	1,599,446	(360,021)	367,688	(2,741,060)
<b>Estimated amount to be raised from general rates</b>	2,817,722	2,826,325	0	0	2,817,722
<b>Closing funding surplus(deficit)</b>	<b>68,995</b>	<b>4,425,771</b>	<b>(360,021)</b>	<b>367,688</b>	<b>76,662</b> ▲

SHIRE OF PERENJORI  
STATEMENT OF BUDGET REVIEW  
(STATUTORY REPORTING PROGRAM)  
FOR THE PERIOD ENDED 31ST DECEMBER 2020

	Budget v Actual		Predicted			Material Variance
	Adopted Annual Budget (a)	YTD Actual (b)	Variance Permanent (c)	Variance Timing (Carryover) (d)	Year End (a)+(c)+(d)	
Note	\$	\$	\$	\$	\$	
<b>OPERATING ACTIVITIES</b>						
Net current assets at start of financial year surplus/(deficit)	2,256,095	2,431,299	171,813		2,427,908	▲
<b>Revenue from operating activities (excluding rates)</b>						
Governance	27,000	22,233	0	0	27,000	
General purpose funding	1,779,448	764,016	(266,727)	0	1,512,721	▼
Law, order, public safety	139,951	71,709	0	0	139,951	
Health	2,500	1,513	0	0	2,500	
Education and welfare	61,500	101,357	130,000	0	191,500	▲
Housing	124,800	77,712	15,000	0	139,800	▲
Community amenities	35,500	38,015	0	0	35,500	
Recreation and culture	13,550	204,685	200,000	0	213,550	▲
Transport	230,924	227,613	0	0	230,924	
Economic services	303,000	149,739	0	0	303,000	
Other property and services	85,150	46,923	0	0	85,150	
	2,803,323	1,705,515	78,273	0	2,881,596	
<b>Expenditure from operating activities</b>						
Governance	(323,860)	(141,592)	(42,000)	0	(365,860)	▲
General purpose funding	(155,811)	(79,048)	0	0	(155,811)	
Law, order, public safety	(329,310)	(221,673)	0	0	(329,310)	
Health	(147,680)	(61,293)	5,600	0	(142,080)	▼
Education and welfare	(525,016)	(255,962)	(11,000)	0	(536,016)	▲
Housing	(104,833)	(113,144)	(50,000)	0	(154,833)	▲
Community amenities	(608,104)	(247,557)	8,000	0	(600,104)	▼
Recreation and culture	(1,199,987)	(709,407)	(62,625)	0	(1,262,612)	▲
Transport	(2,818,393)	(1,389,720)	100,000	0	(2,718,393)	▼
Economic services	(917,250)	(409,091)	50,360	0	(866,890)	▼
Other property and services	(76,503)	(198,476)	(17,264)	0	(93,767)	▲
	(7,206,747)	(3,826,964)	(18,929)	0	(7,225,676)	
Non-cash amounts excluded from operating activities	2,439,228	1,677,425		0	2,439,228	
<b>Amount attributable to operating activities</b>	291,899	1,987,275	231,157	0	523,056	
<b>INVESTING ACTIVITIES</b>						
Non-operating grants, subsidies and contributions	1,261,657	1,027,024	485,751	0	1,747,408	▼
Purchase land and buildings	(465,360)	(50,000)	(33,600)	302,860	(196,100)	▼
Purchase plant and equipment	(531,000)	(485,751)	(587,751)	0	(1,118,751)	▲
Purchase and construction of infrastructure - roads	(2,528,347)	(778,527)	0	64,828	(2,463,519)	▼
Purchase and construction of infrastructure - other	(1,294,277)	0	500,000	0	(794,277)	▼
Proceeds from disposal of assets	247,628	0	0	0	247,628	
<b>Amount attributable to investing activities</b>	(3,309,699)	(287,254)	364,400	367,688	(2,577,611)	
<b>FINANCING ACTIVITIES</b>						
Repayment of borrowings	(222,562)	(93,935)	47,282	0	(175,280)	▼
Proceeds from new borrowings	500,000	0	(500,000)	0	0	▲
Transfers to cash backed reserves (restricted assets)	(8,365)	(6,640)	(502,860)	0	(511,225)	▲
<b>Amount attributable to financing activities</b>	269,073	(100,575)	(955,578)	0	(686,505)	
<b>Budget deficiency before general rates</b>	(2,748,727)	1,599,446	(360,021)	367,688	(2,741,060)	
<b>Estimated amount to be raised from general rates</b>	2,817,722	2,826,325	0	0	2,817,722	
<b>Closing Funding Surplus(Deficit)</b>	2	68,995	4,425,771	(360,021)	367,688	76,662 ▲

1. BASIS OF PREPARATION

The budget 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 budget. 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 budget have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the budget 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.

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All funds through which the Shire of Perenjori controls resources to carry on its functions have been included in the financial statements forming part of this budget review.

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.

**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.

**2020-21 ACTUAL BALANCES**

Balances shown in this budget review report as 2020-21 Actual are as forecast at the time of budget review preparation and are subject to final adjustments.

**ROUNDING OFF FIGURES**

All figures shown in this budget review report are rounded to the nearest dollar.

**BUDGET COMPARATIVE FIGURES**

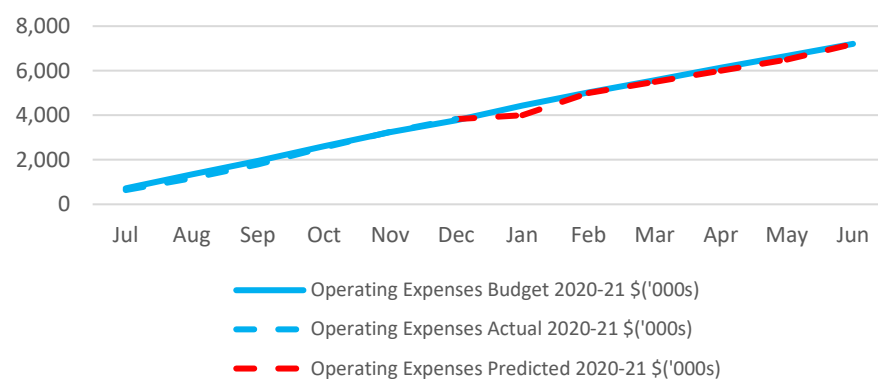
Unless otherwise stated, the budget comparative figures shown in this budget review report relate to the original budget estimate for the relevant item of disclosure.



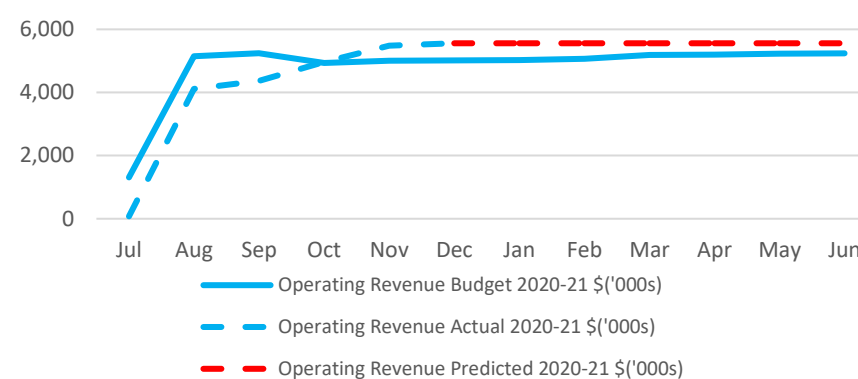
SHIRE OF PERENJORI  
SUMMARY GRAPHS - BUDGET REVIEW  
FOR THE PERIOD ENDED 31ST DECEMBER 2020

## 2. SUMMARY GRAPHS - BUDGET REVIEW

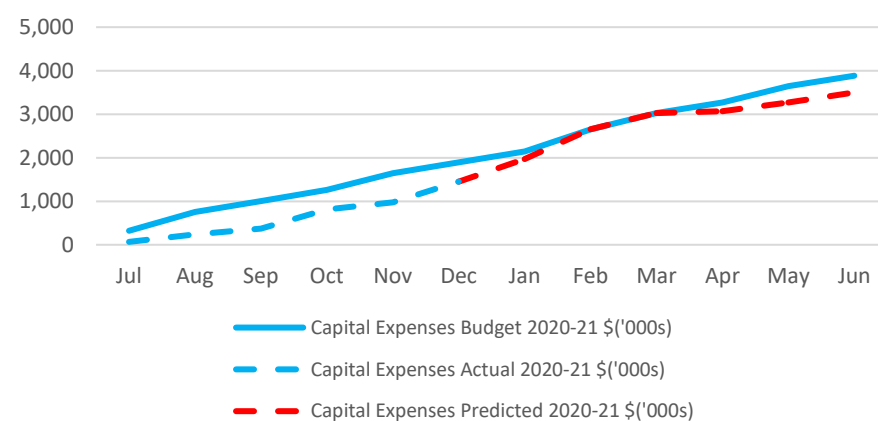
Operating Expenses



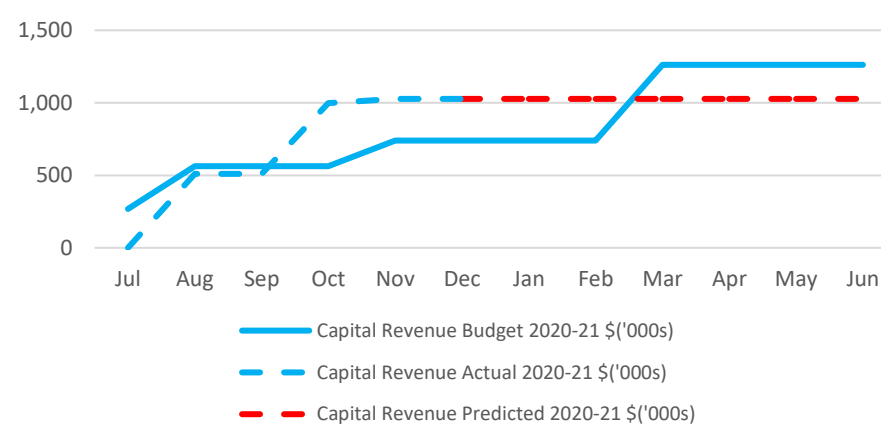
Operating Revenue



Capital Expenditure



Capital Revenue



This information is to be read in conjunction with the accompanying financial statements and notes.

### 3 NET CURRENT FUNDING POSTION

#### EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

##### Operating activities excluded from budgeted deficiency

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by *Local Government (Financial Management) Regulation 32* which will not fund the budgeted expenditure.

##### (i) Operating activities excluded from budgeted deficiency

The following non-cash revenue or expenditure has been excluded from operating activities within the Rate Setting Statement.

	ACTUAL 30 June 2020	ACTUAL 01 July 2020	BUDGET 01 July 2020	CURRENT BUDGET 30 June 2021	ACTUAL 31 December 2020
<b>Adjustments to operating activities</b>				\$	\$
Less: Profit on asset disposals		0			0
Less: Fair value adjustments to financial assets at fair value through profit and loss	(1,153)	(1,153)	(20,000)		
Add: Loss on asset disposals	0	0	7,599		40,384
Movement in Employee provisions non current			(39,540)	(39,540)	
Add: Depreciation on non-current assets	2,453,588	2,453,588	2,491,169	2,491,169	1,637,041
<b>Non-cash amounts excluded from operating activities</b>	<b>2,452,435</b>	<b>2,452,435</b>	<b>2,439,228</b>	<b>2,451,629</b>	<b>1,677,425</b>

##### (ii) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement.

##### Adjustments to net current assets

Less: Restricted cash	(2,991,356)	(2,991,356)	(2,991,356)	(2,997,997)	(2,997,997)
Less : Rates paid in advance					
Add: Long term borrowings	175,267	175,267	175,267	175,267	349,939
Add: Provisions - employee	279,866	279,866	192,211	120,729	44,981
Add: Movement in provisions between current and non current provisions					
Add: Change in accounting policy					
<b>Total adjustments to net current assets</b>	<b>(2,536,223)</b>	<b>(2,536,223)</b>	<b>(2,623,878)</b>	<b>(2,702,001)</b>	<b>(2,603,077)</b>

##### (iii) Composition of estimated net current assets

##### Current assets

Cash unrestricted	2,443,790	2,443,790	2,425,771	375,736	4,027,241
Cash restricted	2,991,356	2,991,356	2,991,356	2,999,720	2,997,997
Cash - restricted unspent borrowings					
Financial assets - unrestricted					
Financial assets - restricted reserves					
Receivables - rates and rubbish	64,536	61,407	61,407	59,684	237,128
Receivables - other	23,951	27,083	25,975	25,975	243,576
Other current assets	3,508	3,508			0
Contract assets					
Inventories	8,562	8,561	8,561	8,562	4,429
	<b>5,535,703</b>	<b>5,535,706</b>	<b>5,513,070</b>	<b>3,469,677</b>	<b>7,510,371</b>

##### Less: current liabilities

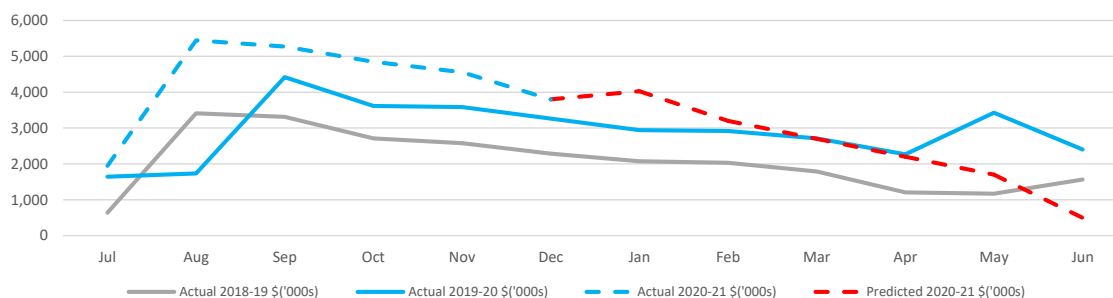
Payables	(112,934)	(94,914)	(94,246)	(94,246)	(42,959)
Contract liabilities					
Lease liabilities					
Long term borrowings	(175,267)	(175,267)	(175,267)	(175,267)	(81,332)
Provisions	(298,001)	(298,001)	(363,585)	(429,168)	(298,002)
	<b>(586,202)</b>	<b>(568,182)</b>	<b>(633,098)</b>	<b>(698,681)</b>	<b>(422,293)</b>
	<b>4,949,502</b>	<b>4,967,524</b>	<b>4,879,972</b>	<b>2,770,996</b>	<b>7,088,078</b>

##### Net current assets

##### Less: Total adjustments to net current assets

	(2,536,223)	(2,536,223)	(2,623,878)	(2,702,001)	(2,603,077)
<b>Closing funding surplus / (deficit)</b>	<b>2,413,279</b>	<b>2,431,299</b>	<b>2,256,095</b>	<b>68,995</b>	<b>4,485,001</b>

Liquidity Over the Year



### 3. COMMENTS/NOTES - NET CURRENT FUNDING POSITION (CONTINUED)

#### SIGNIFICANT ACCOUNTING POLICIES

##### CASH AND CASH EQUIVALENTS

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

Bank overdrafts are shown as short term borrowings in current liabilities.

##### TRADE AND OTHER RECEIVABLES

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

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

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

##### INVENTORIES

###### General

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

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

##### CURRENT AND NON-CURRENT CLASSIFICATION

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

##### CONTRACT ASSETS

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

#### LOANS AND RECEIVABLES

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss. Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

##### TRADE AND OTHER PAYABLES

Trade and other payables represent liabilities for goods and services provided to the Shire of Perenjori prior to the end of the financial year that are unpaid and arise when the Shire of Perenjori 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.

##### CONTRACT LIABILITIES

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to be controlled by the Shire of Perenjori are recognised as a liability until such time as the Shire of Perenjori satisfies its obligations under the agreement.

##### EMPLOYEE BENEFITS

###### Short-Term Employee Benefits

Provision is made for the Shire of Perenjori'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 of Perenjori's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current of financial trade and other payables in the statement position. Shire of Perenjori's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

##### PROVISIONS

Provisions are recognised when the Shire of Perenjori has a 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.

#### 4. PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
<b>4.1 OPERATING REVENUE (EXCLUDING RATES)</b>		
<b>4.1.1 FEES AND CHARGES</b>		
Childcare Fees	30,000	
Private Rental	15,000	
<b>4.1.2 OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS</b>		
General Purpose Grant	(74,334)	
Local Roads Grant	(192,393)	
Grant Income - PECC	100,000	
Mt Gibson Funding Allocation	200,000	
<b>4.1.6 INTEREST EARNINGS</b>		
<b>4.1.7 OTHER REVENUE</b>		
<b>4.1.8 PROFIT ON ASSET DISPOSAL</b>		
Predicted Variances Carried Forward	78,273	0
Predicted Variances Brought Forward	78,273	0
<b>4.2 OPERATING EXPENSES</b>		
<b>4.2.1 EMPLOYEE COSTS</b>		
Council Superannuation Contribution	(42,000)	
Childcare Centre Employee Costs	(11,000)	
Aboriginal History	20,000	
Caravan Park - Aurizon	33,928	
Local Tourism Officer	8,000	
Long Service Leave Expense	(17,264)	
<b>4.2.2 MATERIAL AND CONTRACTS</b>		
Council IPAD Expenditure	(10,000)	
Medical Centre Building Maintenance	5,600	
Staff Housing Maintenance	(30,000)	
Non Staff Housing Maintenance	(20,000)	
Cemetery Maintenance	(12,000)	
Pool Operating Expenditure	(20,000)	
Perenjori Pavillion Maintenance	(30,000)	
Latham Community Centre Maintenance	(12,625)	
General Road Maintenance	100,000	
Caravan Park Village Maintenance	(12,000)	
Townscape Project Expense	10,000	
<b>4.2.3 UTILITY CHARGES</b>		
<b>4.2.4 DEPRECIATION (NON CURRENT ASSETS)</b>		
<b>4.2.5 INTEREST EXPENSES</b>		
<b>4.2.6 INSURANCE EXPENSES</b>		
<b>4.2.7 OTHER EXPENDITURE</b>		
Members Meeting Payments	10,000	
Interest on Loan 103 - Caron Dam	5,932	
Regional Tourism Officer	4,500	
<b>4.2.8 LOSS ON ASSET DISPOSAL</b>		
Predicted Variances Carried Forward	59,344	0
Predicted Variances Brought Forward	59,344	0
<b>4.3 CAPITAL REVENUE</b>		
<b>4.3.1 NON OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS</b>		
FESA Capital Grant - Fire Truck	485,751	
<b>4.3.2 PROCEEDS FROM DISPOSAL OF ASSETS</b>		
<b>4.3.3 PROCEEDS FROM NEW DEBENTURES</b>		
Caron Dam - Loan 103	(500,000)	
<b>4.3.4 PROCEEDS FROM SALE OF INVESTMENT</b>		

SHIRE OF PERENJORI  
NOTES TO THE REVIEW OF THE ANNUAL BUDGET  
FOR THE PERIOD ENDED 31ST DECEMBER 2020

4. PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
<b>4.3.5 PROCEEDS FROM ADVANCES</b>		
<b>4.3.6 SELF-SUPPORTING LOAN PRINCIPAL</b>		
<b>4.3.7 TRANSFER FROM RESERVES (RESTRICTED ASSETS)</b>		
Predicted Variances Carried Forward	45,095	0
Predicted Variances Brought Forward	45,095	0
<b>4.4 CAPITAL EXPENSES</b>		
<b>4.4.1 LAND HELD FOR RESALE</b>		
<b>4.4.2 LAND AND BUILDINGS</b>		
Medical Centre	(5,600)	
Perenjori Pavillion Building		302,860
Business Incubator	(28,000)	
<b>4.4.3 PLANT AND EQUIPMENT</b>		
FESA Capital - New Fire Truck	(485,751)	
Various Plant Purchase	(102,000)	
<b>4.4.4 FURNITURE AND EQUIPMENT</b>		
<b>4.4.5 INFRASTRUCTURE ASSETS - ROADS</b>		
Road Construction - Council - Curbing	0	64,828
<b>4.4.6 INFRASTRUCTURE ASSETS - OTHER</b>		
Caron Dam	500,000	
<b>4.4.7 PURCHASES OF INVESTMENT</b>		
<b>4.4.8 REPAYMENT OF DEBENTURES</b>		
Principal Payment - Caron Dam - Loan 103	47,282	
<b>4.4.9 ADVANCES TO COMMUNITY GROUPS</b>		
Predicted Variances Carried Forward	(28,974)	367,688
Predicted Variances Brought Forward	(28,974)	367,688
<b>4.5 OTHER ITEMS</b>		
<b>4.5.10 TRANSFER TO RESERVES (RESTRICTED ASSETS)</b>		
Transfer to Building Reserve	(302,860)	
Transfer to Road Rehab Reserve	(100,000)	
Transfer to Plant Reserve	(100,000)	
<b>4.5.11 TRANSFER FROM RESERVES (RESTRICTED ASSETS)</b>		
<b>4.5.1 RATE REVENUE</b>		
<b>4.5.2 OPENING FUNDING SURPLUS(DEFICIT)</b>		
Adjustment after audit	68,995	171,813
<b>4.5.3 NON-CASH WRITE BACK OF PROFIT (LOSS)</b>		
<b>Total Predicted Variances as per Annual Budget Review</b>	(291,026)	367,688

SHIRE OF PERENJORI  
NOTES TO THE BUDGET REVIEW REPORT  
FOR THE PERIOD ENDED 31ST DECEMBER 2020

5. BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	Comments
				\$	\$	\$	\$	
<b>Budget Adoption</b>								
	Adjusted Carried Forward balance after audit		Opening Surplus(Deficit)		171,813		68,995 240,808	Adjustment to opening balance surplus
03300.100	General Purpose Grant		Operating Revenue			74,334	166,474	Budgeted 50% of value received prior to June 2020 however allocation of value to be received was different when official figures were presented.
03301.100	Local Roads Grant		Operating Revenue			192,393	(25,919)	Budgeted 50% of value received prior to June 2020 however allocation of value to be received was different when official figures were presented.
04006.306	Members Meeting Payments		Operating Expenses		10,000		(15,919)	Due to timing of election total budgeted value should not be required.
04007.240	Council IPAD Expenditure		Operating Expenses			10,000	(25,919)	These were not originally budgeted to enable new IPADS value is already recorded.
04201.216	Council Superannuation Contribution		Operating Expenses			42,000	(67,919)	More staff members are taking up Council offer of matching 6% superannuation contribution.
05152.322	Purchase of FESA Fire Truck		Capital Expenses			485,751	(553,670)	FESA Capital Purchase of new fire truck.
05105.123	FESA Capital Grant - Fire Truck		Capital Revenue		485,751		(67,919)	FESA capital grant to the value of the new fire truck.
07203.240	Medical Centre Building Maintenance		Operating Expenses		5,600		(62,319)	Budget assumption is this amount however may not be required.
07205.321	Medical Centre Building Capital		Capital Expenses			5,600	(67,919)	Capital fencing expenditure to occur budget required under capital but is under maintenance budget.
08421.224	Childcare Other Employee Costs		Operating Expenses			11,000	(78,919)	Due to centre running with more children further expenditure may be required as per predictions.
08427.102	Grant Income - PECC		Operating Revenue		100,000		21,081	This was not budgeted as the assumption was the three years for the grant funding expired in 2020 however this was not the case.
08600.161	Childcare Fees		Operating Revenue		30,000		51,081	An increase in revenue is predicted due to the amount of children enrolled on a daily basis.
09291.240	Staff Housing Maintenance		Operating Expenses			30,000	21,081	Further expenditure is predicted to continue maintenance on Shire houses.
09292.240	Non Staff Housing Maintenance		Operating Expenses			20,000	1,081	Further expenditure is predicted to continue maintenance on Shire houses.
09300.151	Private Rental Income		Operating Revenue		15,000		16,081	More Shire houses are being rented and therefore an increase in income is predicted.
10400.240	Cemetery Maintenance		Operating Expenses			12,000	4,081	Higher than anticipated maintenance required so a further expenditure is expected.
10423.200	Aboriginal History		Operating Expenses		20,000		24,081	Due to capacity to run this program this will probably not proceed in this financial year.
11203.240	Pool Operating Expense		Operating Expenses			20,000	4,081	If expenditure continues as predicted this will be over the budget estimate.
11404.227	Perenjori Pavillion Maintenance		Operating Expenses			30,000	(25,919)	If expenditure continues as predicted this will be over the budget estimate.
11405.227	Latham Community Maintenance		Operating Expenses			12,625	(38,544)	If expenditure continues as predicted this will be over the budget estimate.
11450.321	Perenjori Pavillion Building		Capital Expenses		302,860		264,316	Due to the lack of response in relation to specs and quotation this project is highly unlikely to proceed in this current financial year.
15210.131	Mt Gibson Funding		Operating Revenue		200,000		464,316	As the organisation was due to cease operations in May 2020 no allocation was budgeted for however operations continued into the new financial year and an invoice was issued and subsequently paid.
12001.240	Road Construction - Council		Capital Expenses		64,828		529,144	This allocation was set aside for curbing however this is unlikely to proceed as it is tied in with the underground power which is predicted will not proceed in this financial year as we are reliant on Western Power.
12260.240	General Road Maintenance		Operating Expenses		100,000		629,144	Due to being a grader short due to mechanical issues the road maintenance budget will be lower than predicted.
12283.322	Plant Purchase		Operating Expenses			102,000	527,144	Higher costings are very likely due to existing trade of plant coming in at a lower value.
13107.200	Caravan Park - Aurizon		Operating Expenses		33,928		561,072	Due to the closure of mine cleaning expenditure will be required so budget is expected to be below predictions.
13172.227	Caravan Park Village Maintenance		Operating Expenses			12,000	549,072	An increase in maintenance expenditure is predicted so this is likely to exceed budget predictions.
13201.240	Townscape Project Expense		Operating Expenses		10,000		559,072	Due to the Shire administration staff not having the capacity to run this program it is unlikely this budget allocation will be required.
13203.307	Regional Toursim Officer		Operating Expenses		4,500		563,572	This will likely be rebudgeted in the next financial year as the allocation will not be required for this financial year.
13213.200	Local Tourism Officer		Operating Expenses		8,000		571,572	This will likely be rebudgeted in the next financial year as the allocation will not be required for this financial year.
13651.321	Business Incubator		Capital Expenses			28,000	543,572	This is likely to be required to enable the start of the records storage incubator to be brought up to specifications for storage of our records in Perenjori and not be paying an outside source for storage and requisition of our records.
13615.270	Interest on Loan 103		Operating Expenses		5,932		549,504	Not likely to proceed
14207.217	Long Service Leave Expense		Operating Expenses			17,264	532,240	This was due to an employee taking up their long service leave entitlement and no budget subsequently set aside due to COVID status.
14980.338	Capital - Caron Dam		Capital Expenses		500,000		1,032,240	Not likely to proceed
14981.196	Proceed of Loan - Caron Dam		Capital Revenue			500,000	532,240	Not likely to proceed
16113.352	Loan 103 Repayment		Operating Expenses		47,282		579,522	Not likely to proceed
1017TT.352	Transfer to Building Reserve		Capital Expenses			302,860	276,662	Extra funds can be placed into reserves if budget predictions track as per expectations
1008TT.352	Transfer to Road Rehab Reserve		Capital Expenses			100,000	176,662	Extra funds can be placed into reserves if budget predictions track as per expectations
	Transfer to Plant Reserve		Capital Expenses			100,000	76,662	Extra funds can be placed into reserves if budget predictions track as per expectations
<b>Amended Budget Cash Position as per Council Resolution</b>				<b>1,312,553</b>	<b>2,115,494</b>	<b>2,107,827</b>	<b>76,662</b>	



Shire of  
**Perenjori**  
Embrace Opportunity

# ATTACHMENT Item 15.2 (a)

*Model Code of Conduct*

**ORDINARY COUNCIL MEETING 18 MARCH 2021**

**PERTH, TUESDAY, 2 FEBRUARY 2021    No. 24    SPECIAL**

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LOCAL GOVERNMENT ACT 1995

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**LOCAL GOVERNMENT (MODEL  
CODE OF CONDUCT)  
REGULATIONS 2021**





Western Australia

## **Local Government (Model Code of Conduct) Regulations 2021**

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**Defined terms**

Local Government Act 1995

## **Local Government (Model Code of Conduct) Regulations 2021**

SL 2021/15

Made by the Governor in Executive Council.

### **Part 1 — Preliminary**

#### **1. Citation**

These regulations are the *Local Government (Model Code of Conduct) Regulations 2021*.

#### **2. Commencement**

These regulations come into operation as follows —

- (a) Part 1 — on the day on which these regulations are published in the *Gazette*;
- (b) the rest of the regulations — on the day on which the *Local Government Legislation Amendment Act 2019* sections 48 to 51 come into operation.

***Local Government (Model Code of Conduct) Regulations 2021*****Part 2**                      Model code of conduct**r. 3**

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**Part 2 — Model code of conduct****3.            Model code of conduct (Act s. 5.103(1))**

The model code of conduct for council members, committee members and candidates is set out in Schedule 1.

***Local Government (Model Code of Conduct) Regulations 2021***

Repeal and consequential amendments

**Part 3**

Repeal

**Division 1****r. 4****Part 3 — Repeal and consequential amendments****Division 1 — Repeal****4. *Local Government (Rules of Conduct) Regulations 2007*  
repealed**

The *Local Government (Rules of Conduct) Regulations 2007* are repealed.

**Division 2 — Other regulations amended****5. *Local Government (Administration) Regulations 1996*  
amended**

- (1) This regulation amends the *Local Government (Administration) Regulations 1996*.
- (2) After regulation 34C insert:

**Part 9A — Minor breaches by council members****34D. Contravention of local law as to conduct  
(Act s. 5.105(1)(b))**

- (1) In this regulation —  
*local law as to conduct* means a local law relating to the conduct of people at council or committee meetings.
- (2) The contravention of a local law as to conduct is a minor breach for the purposes of section 5.105(1)(b) of the Act.

**Local Government (Model Code of Conduct) Regulations 2021****Part 3** Repeal and consequential amendments**Division 2** Other regulations amended**r. 6****6. Local Government (Audit) Regulations 1996 amended**

- (1) This regulation amends the *Local Government (Audit) Regulations 1996*.
- (2) In regulation 13 in the Table:
  - (a) under the heading “**Local Government Act 1995**” delete “s. 5.103” and insert:
 

s. 5.104
  - (b) delete:

<b>Local Government (Rules of Conduct) Regulations 2007</b>		
r. 11		

**7. Local Government (Constitution) Regulations 1998 amended**

- (1) This regulation amends the *Local Government (Constitution) Regulations 1998*.
- (2) In Schedule 1 Form 7 delete “*Local Government (Rules of Conduct) Regulations 2007*.” and insert:

code of conduct adopted by the <sup>3</sup> ..... under section 5.104 of  
the *Local Government Act 1995*.

**Local Government (Model Code of Conduct) Regulations 2021**

Model code of conduct

**Schedule 1**

Preliminary provisions

**Division 1****cl. 1****Schedule 1 — Model code of conduct**

[r. 3]

**Division 1 — Preliminary provisions****1. Citation**

This is the *[insert name of local government] Code of Conduct for Council Members, Committee Members and Candidates*.

**2. Terms used****(1) In this code —**

*Act* means the *Local Government Act 1995*;

*candidate* means a candidate for election as a council member;

*complaint* means a complaint made under clause 11(1);

*publish* includes to publish on a social media platform.

**(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.**

**Division 2 — General principles****3. Overview of Division**

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

**4. Personal integrity****(1) A council member, committee member or candidate should —**

(a) act with reasonable care and diligence; and

(b) act with honesty and integrity; and

(c) act lawfully; and

(d) identify and appropriately manage any conflict of interest; and

(e) avoid damage to the reputation of the local government.



**Local Government (Model Code of Conduct) Regulations 2021****Schedule 1** Model code of conduct**Division 2** General principles**cl. 5**

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- (2) A council member or committee member should —
- (a) act in accordance with the trust placed in council members and committee members; and
  - (b) participate in decision-making in an honest, fair, impartial and timely manner; and
  - (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
  - (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

**5. Relationship with others**

- (1) A council member, committee member or candidate should —
- (a) treat others with respect, courtesy and fairness; and
  - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

**6. Accountability**

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

**Local Government (Model Code of Conduct) Regulations 2021**

Model code of conduct

**Schedule 1**

Behaviour

**Division 3****cl. 7****Division 3 — Behaviour****7. Overview of Division**

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

**8. Personal integrity**

- (1) A council member, committee member or candidate —

- (a) must ensure that their use of social media and other forms of communication complies with this code; and
- (b) must only publish material that is factually correct.

- (2) A council member or committee member —

- (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
- (b) must comply with all policies, procedures and resolutions of the local government.

**9. Relationship with others**

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

**Local Government (Model Code of Conduct) Regulations 2021****Schedule 1** Model code of conduct**Division 3** Behaviour**cl. 10**

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**10. Council or committee meetings**

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

**11. Complaint about alleged breach**

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
  - (a) in writing in the form approved by the local government; and
  - (b) to a person authorised under subclause (3); and
  - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

**12. Dealing with complaint**

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.

**Local Government (Model Code of Conduct) Regulations 2021**

Model code of conduct

**Schedule 1**

Behaviour

**Division 3****cl. 13**

- 
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
- (a) take no further action; or
  - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
- (a) engage in mediation;
  - (b) undertake counselling;
  - (c) undertake training;
  - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
- (a) its finding and the reasons for its finding; and
  - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

**13. Dismissal of complaint**

- (1) The local government must dismiss a complaint if it is satisfied that —
- (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and

**Local Government (Model Code of Conduct) Regulations 2021****Schedule 1** Model code of conduct**Division 4** Rules of conduct**cl. 14**

---

(b) either —

- (i) the behaviour was dealt with by the person presiding at the meeting; or
- (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.

- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

**14. Withdrawal of complaint**

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
  - (a) in writing; and
  - (b) given to a person authorised under clause 11(3).

**15. Other provisions about complaints**

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

**Division 4 — Rules of conduct**

Notes for this Division:

- 1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
- 2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

**Local Government (Model Code of Conduct) Regulations 2021**

Model code of conduct

**Schedule 1**

Rules of conduct

**Division 4****cl. 16****16. Overview of Division**

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

**17. Misuse of local government resources**

- (1) In this clause —  
*electoral purpose* means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;  
*resources of a local government* includes —
  - (a) local government property; and
  - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

**18. Securing personal advantage or disadvantaging others**

- (1) A council member must not make improper use of their office —
  - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
  - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

**19. Prohibition against involvement in administration**

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

**Local Government (Model Code of Conduct) Regulations 2021****Schedule 1** Model code of conduct**Division 4** Rules of conduct**cl. 20**

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**20. Relationship with local government employees**

- (1) In this clause —  
*local government employee* means a person —
- (a) employed by a local government under section 5.36(1) of the Act; or
  - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
- (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
  - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
  - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
- (a) make a statement that a local government employee is incompetent or dishonest; or
  - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

**21. Disclosure of information**

- (1) In this clause —  
*closed meeting* means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

**Local Government (Model Code of Conduct) Regulations 2021**

Model code of conduct

**Schedule 1**

Rules of conduct

**Division 4****cl. 22**

**confidential document** means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

**document** includes a part of a document;

**non-confidential document** means a document that is not a confidential document.

- (2) A council member must not disclose information that the council member —
- (a) derived from a confidential document; or
  - (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
- (a) at a closed meeting; or
  - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
  - (c) that is already in the public domain; or
  - (d) to an officer of the Department; or
  - (e) to the Minister; or
  - (f) to a legal practitioner for the purpose of obtaining legal advice; or
  - (g) if the disclosure is required or permitted by law.

**22. Disclosure of interests**

- (1) In this clause —

**interest** —

- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
- (b) includes an interest arising from kinship, friendship or membership of an association.



**Local Government (Model Code of Conduct) Regulations 2021****Schedule 1** Model code of conduct**Division 4** Rules of conduct**cl. 23**

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- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
  - (a) in a written notice given to the CEO before the meeting; or
  - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
  - (a) that they had an interest in the matter; or
  - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
  - (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
  - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
  - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
  - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

**23. Compliance with plan requirement**

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

N. HAGLEY, Clerk of the Executive Council.

**Local Government (Model Code of Conduct) Regulations 2021**

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**Defined terms****Defined terms**

*[This is a list of terms defined and the provisions where they are defined.  
The list is not part of the law.]*

<b>Defined term</b>	<b>Provision(s)</b>
Act.....	Sch. 1 cl. 2(1)
candidate .....	Sch. 1 cl. 2(1)
closed meeting .....	Sch. 1 cl. 21(1)
complaint .....	Sch. 1 cl. 2(1)
confidential document.....	Sch. 1 cl. 21(1)
document.....	Sch. 1 cl. 21(1)
electoral purpose .....	Sch. 1 cl. 17(1)
interest.....	Sch. 1 cl. 22(1)
local government employee .....	Sch. 1 cl. 20(1)
non-confidential document .....	Sch. 1 cl. 21(1)
publish.....	Sch. 1 cl. 2(1)
resources of a local government.....	Sch. 1 cl. 17(1)



Shire of  
**Perenjori**  
Embrace Opportunity

# ATTACHMENT Item 15.2 (b)

*Code of Conduct Complaint Alleged  
Breach Form*

**ORDINARY COUNCIL MEETING 18 MARCH 2021**



**Alleged Breach Form  
Code of Conduct Complaint  
Council Members, Committee Members, Candidates**

Schedule 1, Division 3 of the *Local Government (Model Code of Conduct) Regulations 2021*

**NOTE:** A complaint about an alleged breach must be made —  
(a) in writing in the form approved by the local government  
(b) to an authorised person  
(c) within one month after the occurrence of the alleged breach.

**Name of person who is making the complaint:**

\_\_\_\_\_  
Given Name(s)

\_\_\_\_\_  
Family Name / Surname

**Contact details of person making the complaint:**

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Contact number: \_\_\_\_\_

**Name of the local government (city, town, shire) concerned:**

Shire of Perenjori

**Name of council member, committee member or candidate alleged to have committed the breach:**

--

**State the full details of the alleged breach. Attach any supporting evidence to your complaint form.**

**Date of alleged breach:**

\_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_

**SIGNED:**

**Complainant's signature:** .....

**Date of signing:** \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_

**Received by Authorised Officer**

**Authorised Officer's Name:** .....

**Authorised Officer's Signature:** .....

**Date received:** \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_

**NOTE TO PERSON MAKING THE COMPLAINT:**

This form should be completed, dated and signed by the person making a complaint of an alleged breach of the Shire of Perenjori Code of Conduct. The complaint is to be specific about the alleged breach and include the relevant section/subsection of the alleged breach.

The complaint must be made to the authorised officer within one month after the occurrence of the alleged breach.

**Signed complaint form is to be forwarded to:**

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