



Shire of  
**Perenjori**  
Embrace Opportunity

Shire of Perenjori – Ordinary Council Meeting

# MINUTES

Thursday 19<sup>th</sup> May 2022

# Table of Contents

## COUNCIL ROLES

### DISCLAIMER

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS:
2. OPENING PRAYER:
3. DISCLAIMER READING:
4. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:
  - 4.1 ATTENDANCE:
5. PUBLIC QUESTION TIME:
  - 5.1 RESPONSE TO QUESTIONS TAKEN ON NOTICE:
  - 5.2 QUESTIONS WITHOUT NOTICE:
6. APPLICATIONS FOR LEAVE OF ABSENCE:
  - 6.1 APPLICATION/S FOR LEAVE OF ABSENCE:
7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS:
  - 7.1 ORDINARY MEETING HELD ON 21<sup>ST</sup> APRIL 2022
8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION:
9. PETITIONS/DEPUTATIONS/PRESENTATIONS:
10. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED:
11. DECLARATION OF INTEREST:
12. FINANCE:
  - 12.1 MONTHLY FINANCIAL REPORT – APRIL 2022
  - 12.2 SCHEDULE OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30<sup>TH</sup> APRIL 2022
  - 12.3 DIFFERENTIAL RATES
13. COMMUNITY DEVELOPMENT AND SERVICES:
  - 13.1 BUSINESS INCUBATOR RENTAL
  - 13.2 PUBLIC ARTWORK – THE LODGE
  - 13.3 NORTH MIDLANDS REGIONAL CLUB DEVELOPMENT PLAN
14. PLANT AND WORKS:
  - 14.1 CARON DAM – RE ROOFING PROJECT
15. GOVERNANCE:
  - 15.1 PURCHASING POLICY REVIEW
  - 15.2 OSH POLICY
16. CONFIDENTIAL REPORTS:
  - 16.1 COUNCIL DECISION TO GO BEHIND CLOSED DOORS
  - 16.2 CONFIDENTIAL ITEM – WRITE-OFF OF OUTSTANDING DEBT
  - 16.2 COUNCIL DECISION TO RETURN FROM BEHIND CLOSED DOORS
17. ORDERING THE COMMON SEAL:
18. REPORTS OF COMMITTEES AND MEMBERS:
19. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:
20. NOTICE OF MOTIONS:
21. NEW BUSINESS OF AN URGENT NATURE ADMITTED BY COUNCIL:
22. CLOSURE OF MEETING:
23. NEXT MEETING:

## Council Roles

### **Advocacy:**

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

### **Executive/Strategic:**

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

### **Legislative:**

Includes adopting local laws, town planning schemes and policies.

### **Review:**

When Council reviews decisions made by Officers.

### **Quasi-Judicial:**

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

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

## Disclaimer

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

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

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

## Shire of Perenjori

Minutes for the Shire of Perenjori Ordinary Meeting of Council to be held on Thursday 19<sup>th</sup> May 2022, at the Shire of Perenjori Council Chambers, 56 Fowler Street, Perenjori WA 6620, commencing at 3:00 pm.

### 1. Declaration of Opening/Announcement Of Visitors:

The Deputy Shire President declared the meeting open at 3.00pm and welcomed those in attendance.

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

As per the Shire of Perenjori Policy (N<sup>o</sup> 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 Deputy Shire President read.

### 3. Disclaimer Reading:

As printed.

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

#### 4.1 Attendance:

Members:	Cr Jude Sutherland (Deputy President) Cr Daniel Bradford Cr Colin Bryant Cr Andrew Fraser Cr Leslie Hepworth Cr Dael Sparkman
Staff:	Paul Anderson – Chief Executive Officer Nola Comerford-Smith – Manager Corporate Community Services Ken Markham – Manager Infrastructure Services Hannah Roberts – Executive Assistant Rhiannon Young - Trainee
Distinguished Visitors:	Nil
Members of The Public:	Paddy King
Leave of Absence:	Nil
Apologies:	Cr Chris King (Shire President)

### 5. Public Question Time:

#### 5.1 Response to Questions Taken on Notice:

Nil

#### 5.2 Questions Without Notice:

Nil



## 6. Applications for Leave of Absence:

### 6.1 Application/s for Leave of Absence:

Nil

## 7. Confirmation of Minutes of Previous Meetings:

### 7.1 Ordinary Meeting Held on 21<sup>st</sup> April 2022

#### **COUNCIL DECISION**

**Council Resolution Number: 190522.1**

**Moved: Cr C Bryant**

**Seconded: Cr D Bradford**

**That the Minutes of the Ordinary Meeting of Council held on 21st April 2022, be confirmed as true and correct subject to no corrections.**

**Motion put and carried 6/0**

## 8. Announcements by Presiding Member Without Discussion:

Nil

## 9. Petitions/Deputations/Presentations:

Nil

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

### Matters Behind Closed Doors

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

*A matter that if disclosed, would reveal –*

*Information that has a commercial value to a person; or*

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

## 11. Declaration of Interest:

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

Nil

## 12. Finance:

### 12.1 MONTHLY FINANCIAL REPORT – APRIL 2022

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM 0082
<b>Date:</b>	10 <sup>th</sup> May 2022
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Author:</b>	Glenn Nordsvan - Accwest Pty Ltd
<b>Responsible Officer:</b>	Paul Anderson - Chief Executive Officer
<b>Attachments:</b>	12.1 - Monthly Financial Report for the period ending 30 April 2022

#### **Summary**

This item recommends that Council receive the Financial Activity Statements for the period ending 30 April 2022.

#### **Background**

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

#### **Statutory Environment**

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

#### **Policy Implications**

Nil

#### **Consultation**

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.

#### **Officer Comment**

The year to date surplus to 30 April was \$4,705,000 against a budgeted surplus of \$1,986,000. Key operating variances are the result of:

- Financial assistance grants of \$2.125 million for the 2022-23 financial year being received in April. As these grants are untied, they are recognised as revenue when they are received, not when they are consumed.
- Local Roads and Community Infrastructure (LRCI) funding is \$2,125,000 less than anticipated due to timing of quarterly reports. This will be reflected in upcoming monthly reports.
- The CESM recoveries from FESA and other shires are \$79,000 better than budget,
- Council housing rental income is \$52,000 better than budget due to rehousing of community members whose properties were damaged by Cyclone Seroja.
- Caravan Park income of \$42,000 increase from budget.
- Private works and plant hire income.
- Savings in governance related expenses for members, legal fees, audit fees and ICT expenses of \$82,000.

- Housing costs \$107,000 worse than budget, with some of this being offset by insurance recoveries being recognised as revenue.
- Community Amenities expenditure is under the year to date budget by \$160,000. The main contributor to this amount is the delayed underground power project for Fowler Street by Western Power, along with projects including:
  - Main street public ablutions renovations
  - Transfer station
  - Aboriginal History
  - Cemetery upgrades
- Recreation and Culture expenses are less than budget by \$174,000, due mainly to delays in implementation of LRCl projects at Latham Hall, Tourist Centre and Museum, and Pavilion.
- Other Property and Services expenditure \$108,000 higher than budget with unbudgeted workers compensation and maternity leave contributing. Many of these costs are offset by insurance revenue.

Non-operating capital grants are \$838,000 lower than budget. Principally, Regional Roads Group (RRG) grants of \$469,000 and Roads to Recovery (R2R) grants of \$369,000 are both lower than the year to date budget. These grant programs require a report on completion of programs to receive funding.

Infrastructure expenditure is under the year to date budget by \$1,415,000, with the main contributor being capital road expenditure. Current reconstruction works are being undertaken and will be reflected in the next month's finance report.

After removing the impact of the 2022-23 Financial Assistance Grants from the YTD result, the surplus would be around \$2,580,000 against a budget of 1,986,000 million, a positive variance of \$594,000. Key savings in employee costs and materials costs have more than offset higher year insurance costs and better than budgeted fees and charges and other revenue have helped to ensure a better than budget performance.

#### **COUNCIL DECISION**

**Council Resolution Number: 190522.2**

**Moved: Cr A Fraser**

**Seconded: Cr C Bryant**

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

**Motion put and carried 6/0**

**SHIRE OF PERENJORI**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the period ending 30 April 2022**

**LOCAL GOVERNMENT ACT 1995**

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

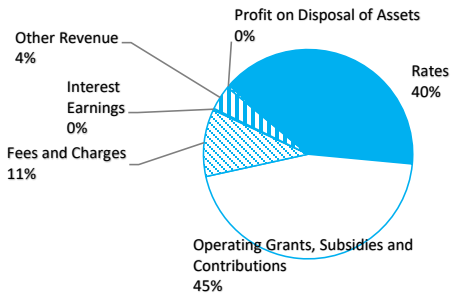
**TABLE OF CONTENTS**

Statement of Financial Activity by Program	4
Statement of Financial Activity by Nature or Type	6
Basis of Preparation	8
Note 1 Statement of Financial Activity Information	9
Note 2 Cash and Financial Assets	10
Note 3 Receivables	11
Note 4 Other Current Assets	12
Note 5 Payables	13
Note 6 Rate Revenue	14
Note 7 Disposal of Assets	15
Note 8 Capital Acquisitions	16
Note 9 Borrowings	18
Note 10 Cash Reserves	19
Note 11 Other Current Liabilities	20
Note 12 Operating grants and contributions	21
Note 13 Non operating grants and contributions	22
Note 14 Trust Fund	23
Note 15 Budget Amendments	24
Note 16 Explanation of Material Variances	25

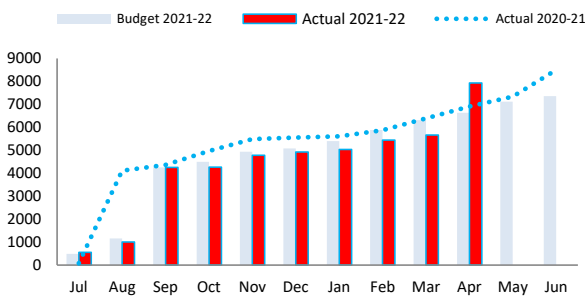


OPERATING ACTIVITIES

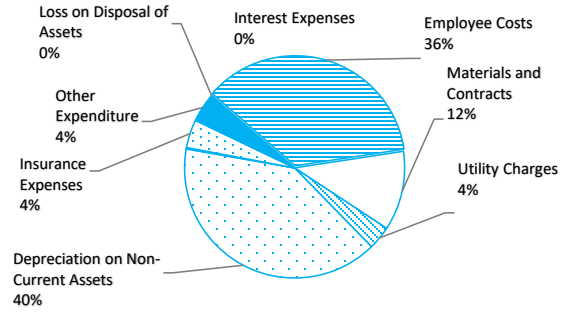
OPERATING REVENUE



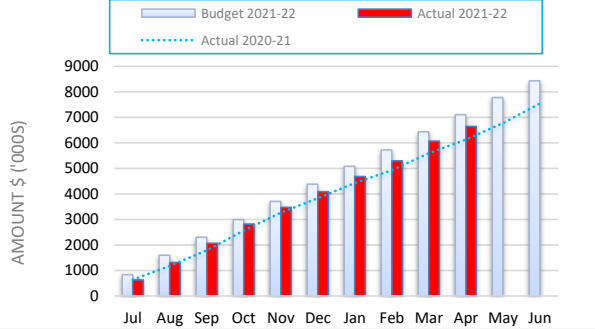
Budget Operating Revenues -v- Actual



OPERATING EXPENSES

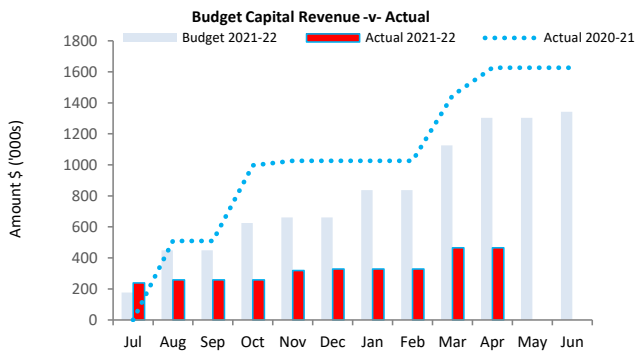


Budget Operating Expenses -v- Actual

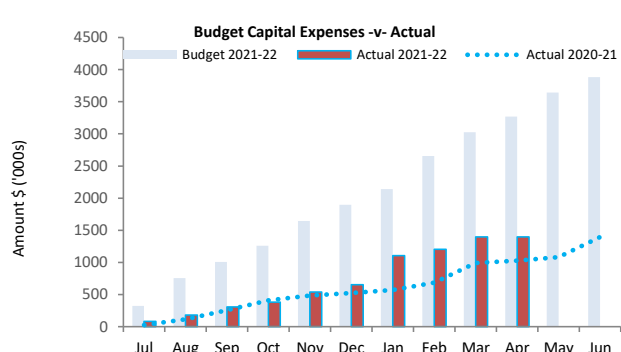


INVESTING ACTIVITIES

CAPITAL REVENUE



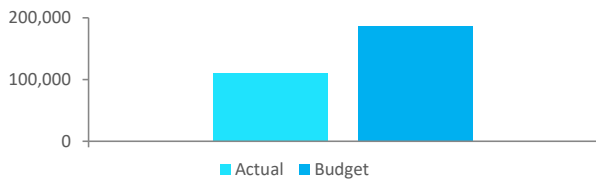
CAPITAL EXPENSES



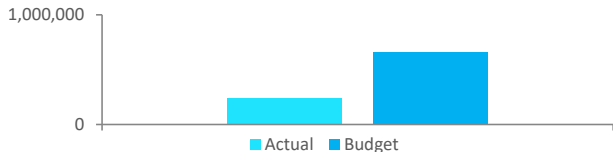
FINANCING ACTIVITIES

BORROWINGS

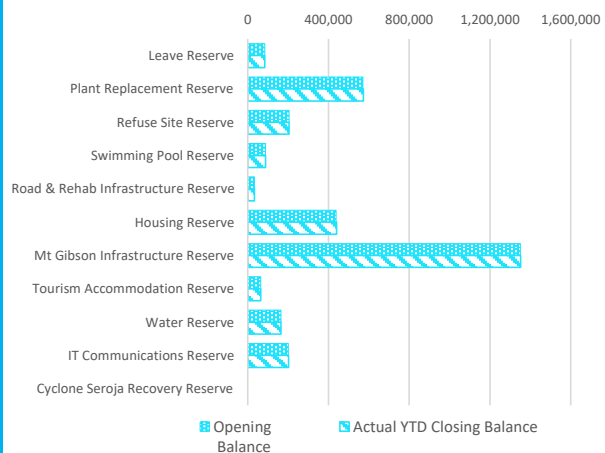
Principal Repayments



Principal Outstanding



RESERVES



Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$3.02 M	\$2.83 M	\$2.83 M	\$0.00 M
Closing	\$0.00 M	\$1.99 M	\$4.70 M	\$2.72 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$8.28 M	% of total
Unrestricted Cash	\$5.07 M	61.2%
Restricted Cash	\$3.21 M	38.8%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$0.16 M	% Outstanding
Trade Payables	\$0.13 M	
Over 30 Days		4.9%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables		
	\$0.25 M	% Collected
Rates Receivable	\$0.04 M	98.5%
Trade Receivable	\$0.25 M	
Over 30 Days		89.7%
Over 90 Days		63.1%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.90 M	\$0.84 M	\$3.46 M	\$2.62 M

Refer to Statement of Financial Activity

Rates Revenue		
	YTD Actual	% Variance
	\$2.99 M	
	YTD Budget	2.99 M
		0.2%

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
	YTD Actual	% Variance
	\$3.37 M	
	YTD Budget	\$1.50 M
		124.2%

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
	YTD Actual	% Variance
	\$0.77 M	
	YTD Budget	\$0.66 M
		17.3%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$4.73 M)	(\$2.06 M)	(\$1.46 M)	\$0.60 M

Refer to Statement of Financial Activity

Proceeds on sale		
	YTD Actual	%
	\$0.12 M	
	Amended Budget	\$0.19 M
		(36.0%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
	YTD Actual	% Spent
	\$2.04 M	
	Amended Budget	\$4.57 M
		(55.3%)

Refer to Note 8 - Capital Acquisition

Capital Grants		
	YTD Actual	% Received
	\$0.46 M	
	Amended Budget	\$1.34 M
		(65.4%)

Refer to Note 8 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.81 M	\$0.38 M	(\$0.12 M)	(\$0.50 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.11 M
Interest expense	\$0.01 M
Principal due	\$0.24 M

Refer to Note 9 - Borrowings

Reserves	
Reserves balance	\$3.21 M
Interest earned	\$0.01 M

Refer to Note 10 - Cash Reserves

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

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2022**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Adopted Budget	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$		\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	3,022,228	2,825,918	2,825,918	<b>2,825,918</b>	0	0.00%	
<b>Revenue from operating activities</b>								
Governance		28,396	28,396	27,396	<b>86,130</b>	58,734	214.39%	▲
General purpose funding - general rates	6	2,988,225	2,988,225	2,988,225	<b>2,994,388</b>	6,163	0.21%	
General purpose funding - other		1,702,795	1,702,795	1,243,857	<b>3,105,820</b>	1,861,963	149.69%	▲
Law, order and public safety		153,756	153,756	85,828	<b>165,681</b>	79,853	93.04%	▲
Health		2,500	2,500	2,100	<b>6,682</b>	4,582	218.19%	
Education and welfare		80,000	80,000	66,670	<b>80,752</b>	14,082	21.12%	▲
Housing		140,000	140,000	116,660	<b>147,597</b>	30,937	26.52%	▲
Community amenities		36,000	36,000	35,841	<b>58,627</b>	22,786	63.58%	▲
Recreation and culture		5,050	5,050	4,720	<b>6,828</b>	2,108	44.66%	
Transport		315,653	315,653	290,295	<b>253,710</b>	(36,585)	(12.60%)	▼
Economic services		282,000	492,000	410,660	<b>452,238</b>	41,578	10.12%	▲
Other property and services		68,000	68,000	63,500	<b>108,233</b>	44,733	70.45%	▲
		<b>5,802,375</b>	<b>6,012,375</b>	<b>5,335,752</b>	<b>7,466,686</b>	2,130,934		
<b>Expenditure from operating activities</b>								
Governance		(309,856)	(309,856)	(288,068)	<b>(206,050)</b>	82,018	28.47%	▼
General purpose funding		(199,827)	(199,827)	(168,442)	<b>(142,525)</b>	25,917	15.39%	▼
Law, order and public safety		(523,809)	(531,503)	(445,037)	<b>(415,515)</b>	29,522	6.63%	
Health		(151,918)	(151,918)	(130,740)	<b>(136,207)</b>	(5,467)	(4.18%)	▲
Education and welfare		(552,703)	(568,873)	(468,990)	<b>(378,815)</b>	90,175	19.23%	▼
Housing		(183,110)	(277,899)	(223,778)	<b>(331,103)</b>	(107,325)	(47.96%)	▲
Community amenities		(717,520)	(730,235)	(604,556)	<b>(444,890)</b>	159,666	26.41%	▼
Recreation and culture		(1,557,167)	(1,584,567)	(1,365,409)	<b>(1,191,362)</b>	174,047	12.75%	▼
Transport		(2,930,943)	(2,930,943)	(2,436,517)	<b>(2,367,619)</b>	68,898	2.83%	
Economic services		(952,005)	(1,036,295)	(865,488)	<b>(815,328)</b>	50,160	5.80%	
Other property and services		(77,381)	(106,381)	(106,717)	<b>(214,982)</b>	(108,265)	(101.45%)	▲
		<b>(8,156,239)</b>	<b>(8,428,297)</b>	<b>(7,103,741)</b>	<b>(6,644,396)</b>	459,345		
Non-cash amounts excluded from operating activities	1(a)	3,253,371	3,253,371	2,606,765	<b>2,635,135</b>	28,370	1.09%	
<b>Amount attributable to operating activities</b>		<b>899,507</b>	<b>837,449</b>	<b>838,776</b>	<b>3,457,425</b>	2,618,649		
<b>Investing Activities</b>								
Proceeds from non-operating grants, subsidies and contributions	13	1,242,607	1,342,594	1,302,607	<b>464,997</b>	(837,610)	(64.30%)	▼
Proceeds from disposal of assets	7	189,000	189,000	97,000	<b>120,909</b>	23,909	24.65%	▲
Payments for property, plant and equipment and infrastructure	8	(6,163,115)	(4,569,657)	(3,459,667)	<b>(2,044,893)</b>	1,414,774	40.89%	▼
<b>Amount attributable to investing activities</b>		<b>(4,731,508)</b>	<b>(3,038,063)</b>	<b>(2,060,060)</b>	<b>(1,458,987)</b>	601,073		
<b>Financing Activities</b>								
Proceeds from new debentures	9	500,000	0	500,000	<b>0</b>	(500,000)	(100.00%)	▼
Transfer from reserves	10	925,000	175,000	0	<b>0</b>	0	0.00%	
Repayment of debentures	9	(185,836)	(185,836)	(109,859)	<b>(109,859)</b>	0	0.00%	
Transfer to reserves	10	(429,394)	(614,471)	(8,711)	<b>(9,821)</b>	(1,110)	(12.74%)	▲
<b>Amount attributable to financing activities</b>		<b>809,770</b>	<b>(625,307)</b>	<b>381,430</b>	<b>(119,680)</b>	(501,110)		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>0</b>	<b>1,986,064</b>	<b>4,704,677</b>	2,718,613		

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an threshold. Refer to Note 16 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2021-22 year is \$10,000 or 10.00% whichever is the greater.

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

## KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 APRIL 2022

## 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 30 APRIL 2022**

**BY NATURE OR TYPE**

	Ref Note	Adopted Budget	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$		\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	3,022,228	2,825,918	2,825,918	<b>2,825,918</b>	0	0.00%	
<b>Revenue from operating activities</b>								
Rates	6	2,988,225	2,988,225	2,988,225	<b>2,994,388</b>	6,163	0.21%	
Operating grants, subsidies and contributions	12	1,967,514	1,967,514	1,501,089	<b>3,366,032</b>	1,864,943	124.24%	▲
Fees and charges		574,000	784,000	660,400	<b>774,334</b>	113,934	17.25%	▲
Interest earnings		14,620	14,620	13,782	<b>19,234</b>	5,452	39.56%	
Other revenue		184,706	184,706	123,384	<b>285,594</b>	162,210	131.47%	▲
Profit on disposal of assets	7	73,310	73,310	48,872	<b>27,105</b>	(21,767)	(44.54%)	▼
		<b>5,802,375</b>	<b>6,012,375</b>	<b>5,335,752</b>	<b>7,466,687</b>	2,130,935		
<b>Expenditure from operating activities</b>								
Employee costs		(2,939,661)	(2,939,661)	(2,498,696)	<b>(2,404,601)</b>	94,095	3.77%	
Materials and contracts		(1,226,582)	(1,498,640)	(1,219,516)	<b>(775,523)</b>	443,993	36.41%	▼
Utility charges		(279,595)	(279,595)	(256,283)	<b>(229,258)</b>	27,025	10.54%	▼
Depreciation on non-current assets		(3,211,087)	(3,211,087)	(2,676,321)	<b>(2,662,240)</b>	14,081	0.53%	
Interest expenses		(26,076)	(26,076)	(25,221)	<b>(13,587)</b>	11,634	46.13%	▼
Insurance expenses		(163,494)	(163,494)	(153,091)	<b>(275,098)</b>	(122,007)	(79.70%)	▲
Other expenditure		(278,718)	(278,718)	(253,930)	<b>(284,090)</b>	(30,160)	(11.88%)	▲
Loss on disposal of assets	7	(31,026)	(31,026)	(20,684)	<b>0</b>	20,684	100.00%	▼
		<b>(8,156,239)</b>	<b>(8,428,297)</b>	<b>(7,103,741)</b>	<b>(6,644,397)</b>	459,344		
Non-cash amounts excluded from operating activities	1(a)	3,253,371	3,253,371	2,606,765	<b>2,635,135</b>	28,370	1.09%	
<b>Amount attributable to operating activities</b>		<b>899,507</b>	<b>837,449</b>	<b>838,776</b>	<b>3,457,425</b>	2,618,649		
<b>Investing activities</b>								
Proceeds from non-operating grants, subsidies and contributions	13	1,242,607	1,342,594	1,302,607	<b>464,997</b>	(837,610)	(64.30%)	▼
Proceeds from disposal of assets	7	189,000	189,000	97,000	<b>120,909</b>	23,909	24.65%	▲
Payments for infrastructure, property, plant and equipment	8	(6,163,115)	(4,569,657)	(3,459,667)	<b>(2,044,893)</b>	1,414,774	40.89%	▼
<b>Amount attributable to investing activities</b>		<b>(4,731,508)</b>	<b>(3,038,063)</b>	<b>(2,060,060)</b>	<b>(1,458,987)</b>	601,073		
<b>Financing Activities</b>								
Proceeds from new debentures	9	500,000	0	500,000	<b>0</b>	(500,000)	(100.00%)	▼
Transfer from reserves	10	925,000	175,000	0	<b>0</b>	0	0.00%	
Repayment of debentures	9	(185,836)	(185,836)	(109,859)	<b>(109,859)</b>	0	0.00%	
Transfer to reserves	10	(429,394)	(614,471)	(8,711)	<b>(9,821)</b>	(1,110)	(12.74%)	▲
<b>Amount attributable to financing activities</b>		<b>809,770</b>	<b>(625,307)</b>	<b>381,430</b>	<b>(119,680)</b>	(501,110)		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>0</b>	<b>1,986,064</b>	<b>4,704,677</b>	2,718,613		

**KEY INFORMATION**

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

Refer to Note 16 for an explanation of the reasons for the variance.

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



## KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 APRIL 2022

## NATURE OR TYPE DESCRIPTIONS

### REVENUE

#### RATES

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

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

#### NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

#### REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

#### FEES AND CHARGES

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

#### SERVICE CHARGES

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

#### INTEREST EARNINGS

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

#### OTHER REVENUE / INCOME

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

#### PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

### EXPENSES

#### EMPLOYEE COSTS

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

#### MATERIALS AND CONTRACTS

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

#### UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

#### INSURANCE

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

#### LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

#### INTEREST EXPENSES

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

#### OTHER EXPENDITURE

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

**BASIS OF PREPARATION**

**REPORT PURPOSE**

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

**BASIS OF ACCOUNTING**

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

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

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

**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 30 APRIL 2022**

**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	Amended 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	73,310	(48,872)	(27,105)
Add: Loss on asset disposals	7	(31,026)	(20,684)	0
Add: Depreciation on assets		3,211,087	2,676,321	2,662,240
<b>Total non-cash items excluded from operating activities</b>		<b>3,253,371</b>	<b>2,606,765</b>	<b>2,635,135</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 2021	This Time Last Year 30 April 2021	Year to Date 30 April 2022
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	10	(3,199,589)	(3,199,172)	(3,209,411)
Add: Borrowings	9	138,630	175,267	28,771
Add: Provisions - employee	11	84,303	298,002	84,303
<b>Total adjustments to net current assets</b>		<b>(2,976,656)</b>	<b>(2,725,903)</b>	<b>(3,096,337)</b>

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

**Current assets**

Cash and cash equivalents	2	6,737,285	2,883,490	8,275,212
Rates receivables	3	35,713	51,708	44,193
Receivables	3	64,472	8,090	253,005
Other current assets	4	12,021	5,238	7,500
<b>Less: Current liabilities</b>				
Payables	5	(320,642)	0	(162,480)
Borrowings	9	(138,630)	(175,267)	(28,771)
Contract liabilities	11	(277,492)	0	(277,492)
Provisions	11	(310,153)	(298,002)	(310,153)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(2,976,656)</b>	<b>(2,725,903)</b>	<b>(3,096,337)</b>
<b>Closing funding surplus / (deficit)</b>		<b>2,825,918</b>	<b>(250,646)</b>	<b>4,704,677</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 30 APRIL 2022**

**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	473,214		473,214		Bank	0.00%	On Hand
Petty Cash & Till Float	Cash and cash equivalents	300		300		Bank	0.00%	On Hand
Bankwest Municipal Telenet Saver Account	Cash and cash equivalents	4,592,287		4,592,287		Bank	0.05%	On Hand
Reserve Funds - Restricted Cash	Cash and cash equivalents	0	3,209,411	3,209,411		Bank	0.05%	On Call
<b>Total</b>		<b>5,065,801</b>	<b>3,209,411</b>	<b>8,275,212</b>	<b>0</b>			
Cash and cash equivalents		<b>5,065,801</b>	<b>3,209,411</b>	<b>8,275,212</b>	<b>0</b>			

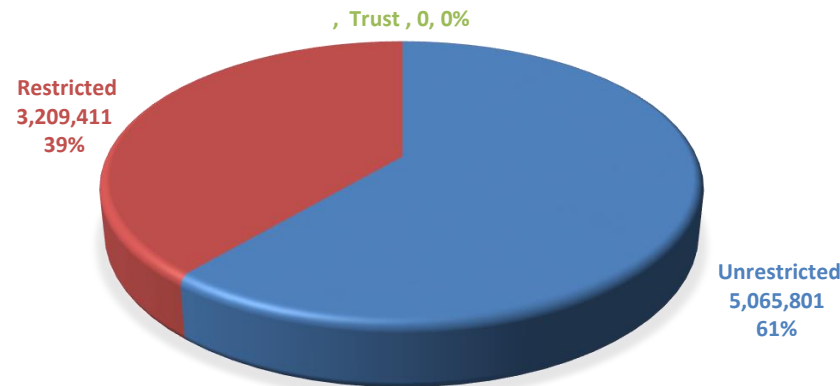
**KEY INFORMATION**

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 30 APRIL 2022

OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES

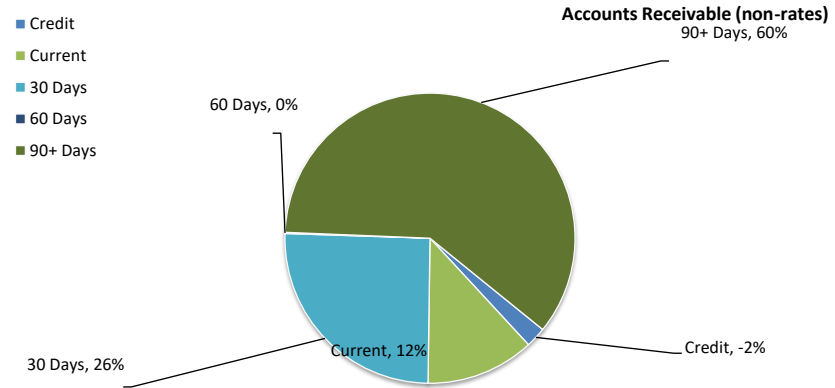
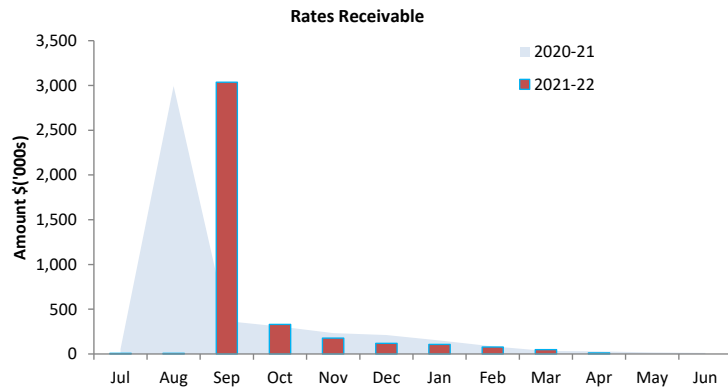
Rates receivable	30 June 2021	30 Apr 2022
	\$	\$
Opening arrears previous years	68,995	35,713
Levied this year		2,994,389
Less - collections to date	(33,282)	(2,985,909)
Equals current outstanding	<b>35,713</b>	<b>44,193</b>
<b>Net rates collectable</b>	<b>35,713</b>	<b>44,193</b>
% Collected	48.2%	98.5%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(5,289)	27,931	58,426	300	138,979	220,347
Percentage	(2.4%)	12.7%	26.5%	0.1%	63.1%	
<b>Balance per trial balance</b>						
Sundry receivable						220,347
GST receivable						16,378
Owing from the Trust Fund						16,280
<b>Total receivables general outstanding</b>						<b>253,005</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 2021	Asset Increase	Asset Reduction	Closing Balance 30 April 2022
Other current assets	\$	\$	\$	\$
<b>Inventory</b>				
Stock on Hand	12,021	0	(4,521)	7,500
<b>Total other current assets</b>	<b>12,021</b>	<b>0</b>	<b>(4,521)</b>	<b>7,500</b>

Amounts shown above include GST (where applicable)

#### KEY INFORMATION

##### Inventory

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

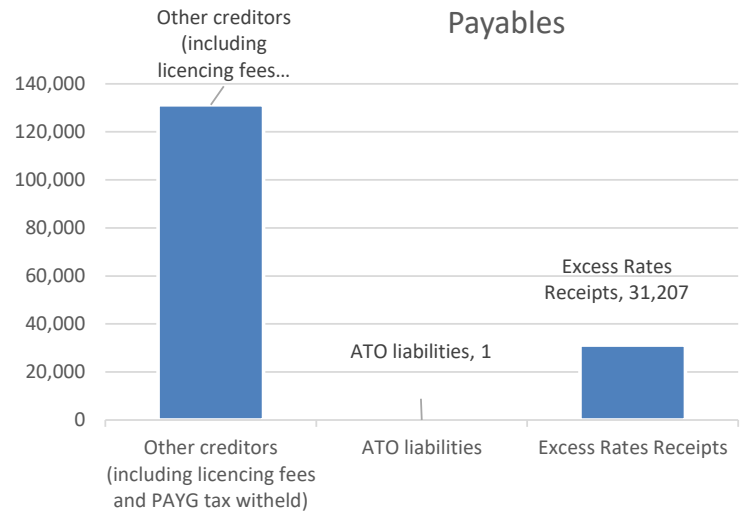
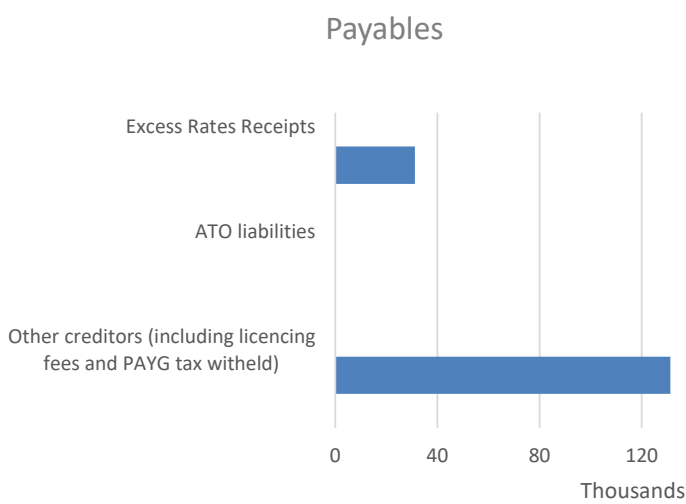
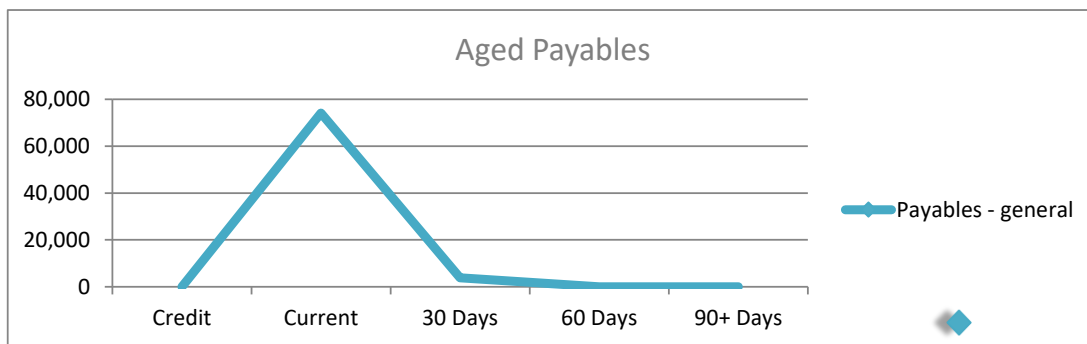
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	74,111	3,837	0	0	77,948
Percentage	0%	95.1%	4.9%	0%	0%	
<b>Balance per trial balance</b>						
Other creditors (including licencing fees and PAYG tax withheld)						131,272
ATO liabilities						1
Excess Rates Receipts						31,207
<b>Total payables general outstanding</b>						<b>162,480</b>

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



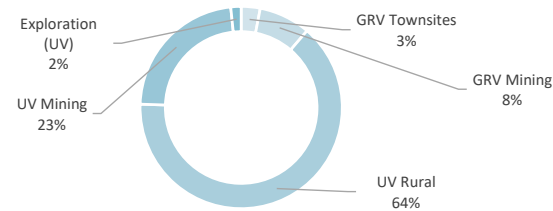
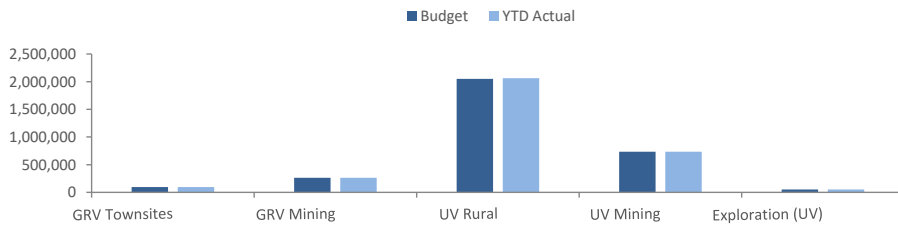
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2022

OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE

General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
<b>RATE TYPE</b>				\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>											
GRV Townsites	8.4366	106	1,157,948	97,691	0	0	97,691	97,691	(266)	0	97,425
GRV Mining	8.4366	1	3,144,000	265,247	0	0	265,247	265,247	0	0	265,247
<b>Unimproved value</b>											
UV Rural	1.9380	254	102,237,000	2,042,671	9,000	0	2,051,671	2,042,671	21,248	39	2,063,959
UV Mining	34.940100	39	2,068,797	732,884	0	0	732,884	732,884	0	0	732,884
Exploration (UV)	26.010000	36	66,066	53,168	0	0	53,168	53,168	0	0	53,168
<b>Sub-Total</b>		<b>436</b>	<b>108,673,811</b>	<b>3,191,661</b>	<b>9,000</b>	<b>0</b>	<b>3,200,661</b>	<b>3,191,662</b>	<b>20,982</b>	<b>39</b>	<b>3,212,683</b>
<b>Minimum payment</b>	<b>Minimum \$</b>										
<b>Gross rental value</b>											
GRV Townsites	349	32	0	11,392	0	0	11,392	11,392	0	0	11,392
GRV Mining	349	1	0	356	0	0	356	356	0	0	356
UV Rural	349	10	0	3,916	0	0	3,916	3,916	0	0	3,916
UV Mining	349	5	0	2,492	0	0	2,492	2,492	0	0	2,492
Exploration (UV)	349	15	0	6,408	0	0	6,408	6,408	0	0	6,408
<b>Sub-total</b>		<b>63</b>	<b>0</b>	<b>24,564</b>	<b>0</b>	<b>0</b>	<b>24,564</b>	<b>24,564</b>	<b>0</b>	<b>0</b>	<b>24,564</b>
Discount							(250,000)				(259,778)
<b>Amount from general rates</b>							<b>2,975,225</b>				<b>2,977,469</b>
Ex-gratia rates							13,000				16,920
<b>Total general rates</b>							<b>2,988,225</b>				<b>2,994,389</b>
<b>Total</b>							<b>2,988,225</b>				<b>2,994,389</b>

KEY INFORMATION

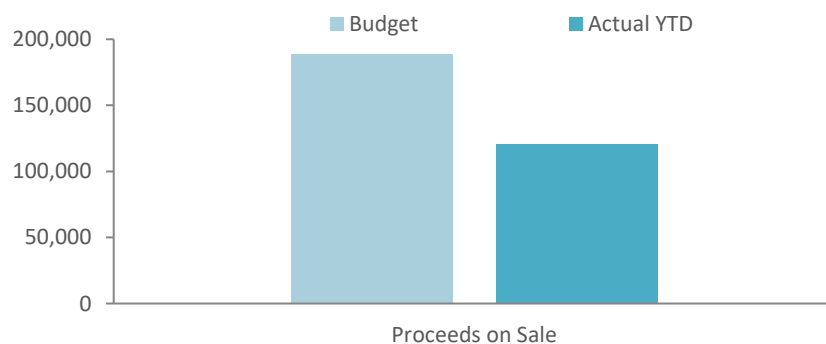
Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability 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 30 APRIL 2022**

**OPERATING ACTIVITIES  
NOTE 7  
DISPOSAL OF ASSETS**

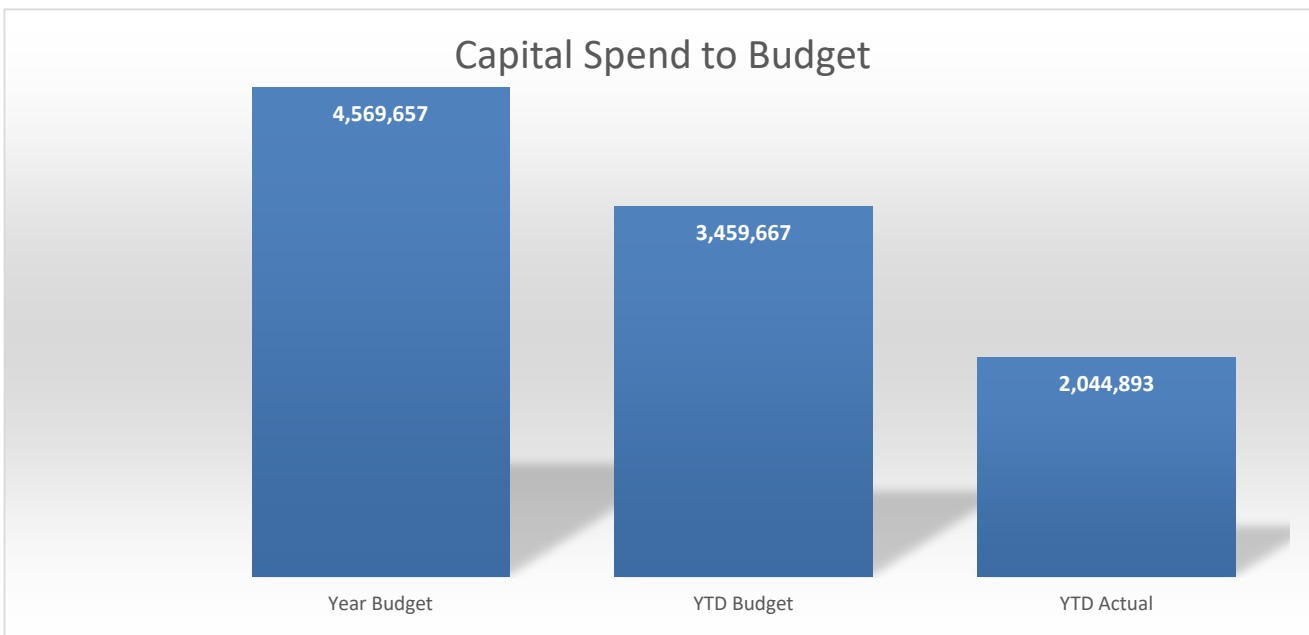
Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Governance</b>								
	Holden Trailblazer	31,841	27,000	0	(4,841)	14,931	30,909	15,978	0
	<b>Transport</b>								
	Volvo Grader	100,185	70,000	0	(30,185)	78,875	90,000	11,125	0
	Nissan UD Two Way Tipper	0	70,000	0	70,000	0	0	0	0
	FUSO Tipper	14,690	22,000	0	7,310	0	0	0	0
		<b>146,716</b>	<b>189,000</b>	<b>0</b>	<b>42,284</b>	<b>93,806</b>	<b>120,909</b>	<b>27,103</b>	<b>0</b>



Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Year Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	740,373	494,470	206,605	(287,865)
Furniture and equipment	150,000	75,000	0	(75,000)
Plant and equipment	684,008	573,670	507,059	(66,611)
Infrastructure - roads	2,455,289	2,001,505	1,137,669	(863,836)
Infrastructure - Other	384,987	262,022	50,043	(211,979)
Infrastructure - Parks & Ovals	155,000	53,000	143,518	90,518
<b>Total Capital Acquisitions</b>	<b>4,569,657</b>	<b>3,459,667</b>	<b>2,044,893</b>	<b>(1,414,774)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	1,342,594	1,302,607	464,997	(837,610)
Borrowings	500,000	500,000	0	(500,000)
Other (disposals & C/Fwd)	189,000	97,000	120,909	23,909
Cash backed reserves				
Mt Gibson Infrastructure Reserve	75,000	0	0	0
IT Communications Reserve	100,000	0	0	0
Contribution - operations	2,363,063	1,560,060	1,458,987	(101,073)
<b>Capital funding total</b>	<b>4,569,657</b>	<b>3,459,667</b>	<b>2,044,893</b>	<b>(1,414,774)</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.





**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2022**

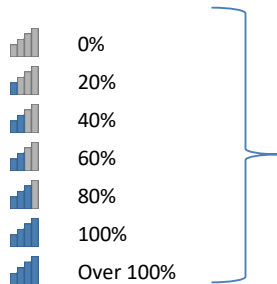
**INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS (CONTINUED)**

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

		Amended			
Account Description		Budget	YTD Budget	YTD Actual	Variance (Under)/Over
	Governance Capital -Office Equipment	150,000	75,000	0	(75,000)
	Law, Order & Public Safety Capital Expenditure - Other Infrastructure	139,987	46,196	0	(46,196)
	Housing Housing Project - Capital	27,803	18,010	7,491	(10,519)
	Community Amenities Capital - Other Infrastructure	175,000	145,830	0	(145,830)
	Community Amenities Capital Expenditure Cemetery	53,000	53,000	49,162	(3,838)
	Rec & Culture Capital - Parks & Ovals	155,000	53,000	143,518	90,518
	Rec & Culture Capital - Perenjori Pavillion Building	432,070	288,048	78,461	(209,587)
	Transport Plant & Equipment Purchase	662,008	551,670	482,245	(69,425)
	Transport Capital - Road Equipment	10,000	10,000	12,235	2,235
	Transport Capital Road Expenditure	2,455,289	2,001,505	1,137,669	(863,836)
	Economic Services Caravan Park - Capital.	102,500	85,420	71,491	(13,929)
	Economic Services Capital - Business Incubator (Russell Street Depot).	50,000	49,992	0	(49,992)
	Economic Services Shopping Centre Development	75,000	0	0	0
	Economic Services Capital - Tourism	70,000	69,996	50,043	(19,953)
	Other property & Services Capital - Workshop Equipment	12,000	12,000	12,579	579
		<b>4,569,657</b>	<b>3,459,667</b>	<b>2,044,893</b>	<b>(1,414,774)</b>

**Capital expenditure total**

**Level of completion indicators**



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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2022**

**FINANCING ACTIVITIES  
NOTE 9  
BORROWINGS**

**Repayments - borrowings**

Information on borrowings Particulars	Loan No.	1 July 2021	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Housing</b>										
CHA Housing	96	48,544	0	0	15,420	15,185	33,124	33,359	1,640	2,883
Flat Pack Housing	97	26,852	0	0	13,272	26,854	13,580	-2	748	946
Duplex Construction	101	30,510	0	0	15,089	30,516	15,421	-6	843	1,075
<b>Community amenities</b>										
John Street Subdivision	98	200,635	0	0	23,133	23,053	177,502	177,582	8,802	13,684
<b>Recreation and culture</b>										
Perenjori Acquatic Centre	100	43,410	0	0	42,946	42,946	464	464	1,553	1,555
<b>Transport</b>										
John Deere Grader	102	0	0		0	0	0	0	0	0
<b>Economic services</b>										
Caravan Park Chalets *	103	0	0	500,000	0	47,282	0	452,718	0	5,932
<b>Total</b>		349,951	0	500,000	109,859	185,836	240,092	664,115	13,587	26,076
Current borrowings		185,836					28,771			
Non-current borrowings		164,115					211,321			
		349,951					240,092			

\* This loan was removed from the Budget at MYR

All debenture repayments were financed by general purpose revenue.

**New borrowings 2021-22**

Particulars	Amount Borrowed Actual	Amount Borrowed Budget	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
								Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Caravan Park Chalets	103	0	500,000 WATC	Fixed	5	32,148		0	0	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 30 APRIL 2022**

**OPERATING ACTIVITIES  
NOTE 10  
CASH RESERVES**

**Cash backed reserve**

<b>Reserve name</b>	<b>Opening Balance</b>	<b>Budget Transfer to (+)</b>	<b>Actual Transfers To (+)</b>	<b>Budget Transfers Out (-)</b>	<b>Actual Transfers Out (-)</b>	<b>Budget Closing Balance</b>	<b>Actual YTD Closing Balance</b>
	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	84,303	337	402	0	0	84,640	84,705.00
Plant Replacement Reserve	570,348	187,358	2,718	0	0	757,706	573,066
Refuse Site Reserve	204,141	817	973	0	0	204,958	205,114
Swimming Pool Reserve	88,204	20,353	420	0	0	108,557	88,625
Road & Rehab Infrastructure Reserve	33,526	134	160	0	0	33,660	33,686
Housing Reserve	438,057	1,752	2,088	0	0	439,809	440,145
Mt Gibson Infrastructure Reserve	1,350,992	2,000	1,010	(75,000)	0	1,277,992	1,352,002
Tourism Accommodation Reserve	64,728	259	309	0	0	64,987	65,037
Water Reserve	164,095	656	782	0	0	164,751	164,877
IT Communications Reserve	201,195	805	959	(100,000)	0	102,000	202,154
Cyclone Seroja Recovery Reserve	0	400,000	0	0	0	400,000	0
	<b>3,199,589</b>	<b>614,471</b>	<b>9,821</b>	<b>(175,000)</b>	<b>0</b>	<b>3,639,060</b>	<b>3,209,411</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 2021	Liability Increase	Liability Reduction	Closing Balance 30 April 2022
		\$	\$	\$	\$
<b>Contract liabilities</b>					
Unspent grants, contributions and reimbursements					
- operating	12	277,492	0	0	277,492
<b>Total unspent grants, contributions and reimbursements</b>		<b>277,492</b>	<b>0</b>	<b>0</b>	<b>277,492</b>
<b>Provisions</b>					
Annual leave		210,315	0	0	210,315
Long service leave		99,838	0	0	99,838
<b>Total Provisions</b>		<b>310,153</b>	<b>0</b>	<b>0</b>	<b>310,153</b>
<b>Total other current liabilities</b>		<b>587,645</b>	<b>0</b>	<b>0</b>	<b>587,645</b>
<b>Amounts shown above include GST (where applicable)</b>					

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12

#### 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.

##### 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 identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2022

NOTE 12

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1 July 2021	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Apr 2022	Current Liability 30 Apr 2022	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>								
<b>General purpose funding</b>								
Grants Commission Grant	0	0	0	0	0	780,427	585,321	1,796,336
Untied Road Grant	0	0	0	0	0	512,046	384,036	1,297,727
LR & CIP Funding	277,492	0	0	277,492	0	404,798	269,864	0
<b>Law, order, public safety</b>								
DFES Operating Grant	0	0	0	0	0	33,500	25,125	25,652
<b>Community amenities</b>								
National Australia Day Council	0	0	0	0	0	0	0	9,500
<b>Education &amp; Welfare</b>								
<b>Transport</b>								
Direct Grant	0	0	0	0	0	233,843	233,843	233,843
	<b>277,492</b>	<b>0</b>	<b>0</b>	<b>277,492</b>		<b>1,964,614</b>	<b>1,498,189</b>	<b>\$ 3 363 058</b>
<b>Operating contributions</b>								
<b>Transport</b>								
MRD Street Lighting Subsidy	0	0	0	0	0	2,900	2,900	2,974
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,900</b>	<b>2,900</b>	<b>2,974</b>
<b>TOTALS</b>	<b>277,492</b>	<b>0</b>	<b>0</b>	<b>277,492</b>	<b>0</b>	<b>1,967,514</b>	<b>1,501,089</b>	<b>3,366,032</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2022

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 2021	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Apr 2022	Current Liability 30 Apr 2022	Amended 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	99,987	60,000	59,992
<b>Transport</b>								
Regional Road Group	0	0	0	0	0	707,667	707,667	239,067
Roads to Recovery	0	0	0	0	0	534,940	534,940	165,938
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,342,594</b>	<b>1,302,607</b>	<b>464,997</b>

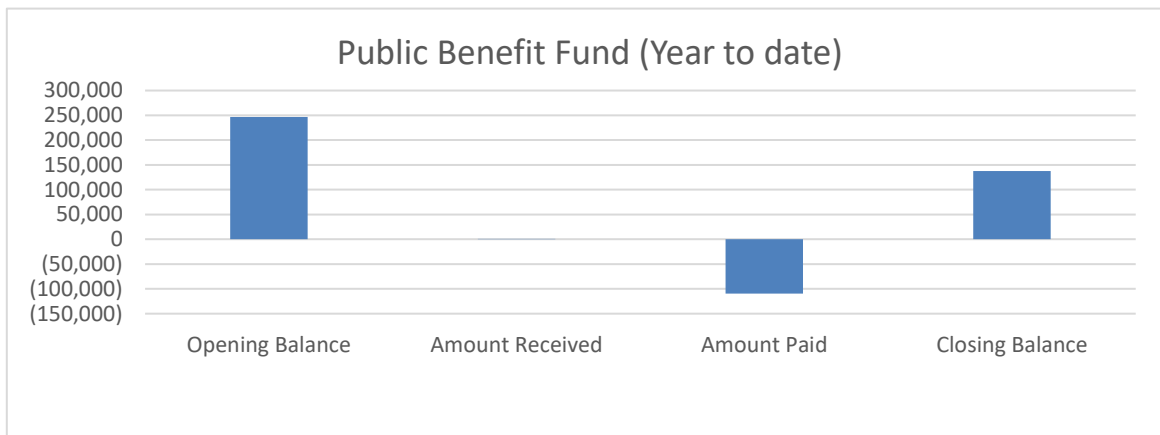
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2022**

**NOTE 14  
MT GIBSON PUBLIC BENEFIT FUND**

Funds held at balance date for the Public Benefit Fund which are not included in this statement are as follows:

Description	Opening Balance 1 July 2021	Amount Received	Amount Paid	Closing Balance 30 Apr 2022
	\$	\$	\$	\$
Mt Gibson Public Benefit Fund	246,881	397	(109,336)	137,942
	<b>246,881</b>	<b>397</b>	<b>(109,336)</b>	<b>137,942</b>

**KEY INFORMATION**



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2022**

**NOTE 15  
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
		170322.20, 17 March 2022	Opening Surplus(Deficit)			(196,310)	(196,310)
	Adjusted Carried Forward balance after audit	170322.20, 17 March 2022	Operating Expenses				0
05010	Perenjori Fire Station Building	170322.20, 17 March 2022	Operating Expenses			7,694	(204,004)
05108	Grant Income DWER	170322.20, 17 March 2022	Operating Revenue		99,987		(104,017)
5153	Capital Other Infrastructure	170322.20, 17 March 2022	Capital Expenses			139,987	(244,004)
08400	Perenjori Early Childhood Building	170322.20, 17 March 2022	Operating Expenses			16,170	(260,174)
09255	Housing Capital	170322.20, 17 March 2022	Capital Expenses		350,000		89,826
09291	Non Staff Housing Maintenance	170322.20, 17 March 2022	Operating Expenses			72,069	17,757
09292	Council Staff Housing	170322.20, 17 March 2022	Operating Expenses			22,720	(4,963)
10001	Refuse Site Maintenance	170322.20, 17 March 2022	Operating Expenses		7,450		2,487
10006	Cardboard Recycling	170322.20, 17 March 2022	Operating Expenses			7,450	(4,963)
10253	Capital Other Infrastructure	170322.20, 17 March 2022	Capital Expenses			25,000	(29,963)
04231	CRC Building Maintenance	170322.20, 17 March 2022	Operating Expenses			12,715	(42,678)
11405	Latham Community Centre	170322.20, 17 March 2022	Operating Expenses			20,150	(62,828)
11407	Parks and Gardens	170322.20, 17 March 2022	Operating Expenses			14,650	(77,478)
11409	Perenjori Oval	170322.20, 17 March 2022	Operating Expenses		14,650		(62,828)
11412	Pavillion Cleaning	170322.20, 17 March 2022	Operating Expenses			4,000	(66,828)
11413	Gym Cleaning	170322.20, 17 March 2022	Operating Expenses			3,250	(70,078)
11801	Old Bankwest Building	170322.20, 17 March 2022	Operating Expenses			4,435	(74,513)
11805	Museum Tourist Bureau Maintenance	170322.20, 17 March 2022	Operating Expenses		4,435		(70,078)
12260	General Road Maintenance	170322.20, 17 March 2022	Operating Expenses		10,000		(60,078)
12262	Street Cleaning	170322.20, 17 March 2022	Operating Expenses			10,000	(70,078)
12283	Plant Purchases	170322.20, 17 March 2022	Capital Expenses		183,445		113,367
13109	ECO House Maintenance	170322.20, 17 March 2022	Operating Expenses			5,290	108,077
13150	Caravan Park Fees	170322.20, 17 March 2022	Operating Revenue		16,000		124,077
13154	Proceeds of Loan	170322.20, 17 March 2022	Capital Revenue			500,000	(375,923)
13175	CVP Village Cleaning Costs	170322.20, 17 March 2022	Operating Expenses			58,000	(433,923)
13185	Caravan Park Village Fees	170322.20, 17 March 2022	Operating Revenue		170,000		(263,923)
13194	Caravan Park Capital	170322.20, 17 March 2022	Capital Expenses		500,000		236,077
13613	Shopping Redevelopment	170322.20, 17 March 2022	Capital Expenses		725,000		961,077
13614	Standpipe Water Expenses	170322.20, 17 March 2022	Operating Expenses			21,000	940,077
13700	Standpipe Water Charges	170322.20, 17 March 2022	Operating Revenue		24,000		964,077
14400	Fuel & Oils	170322.20, 17 March 2022	Operating Expenses			24,000	940,077
14401	Tyres & Tubes	170322.20, 17 March 2022	Operating Expenses			5,000	935,077
008TF	Transfer from Plant Reserve	170322.20, 17 March 2022	Capital Expenses			100,000	835,077
021TF	Transfer from Mt Gibson Infrastructure Fund	170322.20, 17 March 2022	Capital Expenses			650,000	185,077
008TT	Transfer to Plant Reserve	170322.20, 17 March 2022	Capital Expenses			185,077	0



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2022**

**NOTE 16  
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 2021-22 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>				
Governance	58,734	214.39%	▲ Timing	This mostly reflects reimbursements for LGIS refunds on insurance payments, reimbursements of Centrelink parenting payments (The Shire pays the employee through our payroll and recovers the cost from Centrelink) and reimbursements for Synergy and Water Corp accounts on rental properties from tenants. In addition, an unbudgeted gain on the sale of a vehicle added \$16k to revenue.
General purpose funding - other	1,861,963	149.69%	▲ Timing	Unbudgeted financial assistance grants for 2022-23 received in April of \$2.125m, partially offset by LRCIP Funding which is \$270k less than the YTD budget due to the pending quarterly report process (this is a timing issue).
Law, order and public safety	79,853	93.04%	▲ Timing	The CESM reimbursement is \$79k above the YTD budget (this is a recovery of the expenditure incurred by FESA and 3 other Shires to employ a Community Services Manager). The Shire of Perenjori funds 10% of the costs associated with the position.
Education and welfare	14,082	21.12%	▲ Timing	Childcare fees & sundry income above predictions YTD.
Housing	30,937	26.52%	▲ Timing	Other staff housing revenue is \$52k over the YTD budget as the Shire housing is currently fully rented due to the impact of cyclone Seroja. Housing allowance revenue is \$17k below the budget YTD as a housing allowance has been offered to all staff members which was approved after the budget adoption.
Community amenities	22,786	63.58%	▲ Timing	Planning approval fees are \$7k above the YTD budget and unbudgeted grant income for \$8k was received from the National Australia Day Council in order to assist with a Community Development project.
Transport	(36,585)	(12.60%)	▼	Profits from the sale of assets are \$38k lower than the YTD budget.
Economic services	41,578	10.12%	▲ Timing	Caravan park income is \$5k and village accommodation \$25k better than the YTD budget. The additional village income is due to the agreement with Salt Bush which was not put in place when the budget was endorsed. In addition, standpipe water charges are \$11k better than the YTD budget.
Other property and services	44,733	70.45%	▲ Timing	Private works income is \$18k higher than the YTD budget due to more private work requests. Unbudgeted revenue for the sale of scrap metal is \$7k and unbudgeted workers compensation reimbursements are \$23k.
<b>Expenditure from operating activities</b>				
Governance	82,018	28.47%	▼ Timing	Donation expenses are \$32k more than the YTD budget and are more than offset by savings in member expenses \$34k, audit and legal fees \$47k and ICT expenses \$29k.
General purpose funding	25,917	15.39%	▼ Timing	Training and conference fees are \$10k, valuation fees \$4k and admin allocations \$8k under the YTD budget. These are currently sitting below budget as the current allocation has not been utilised to date.
Health	(5,467)	(4.18%)	▲ Timing	EHO expenses are \$4k and doctor related expenses \$7k higher than YTD budget, partially offset by savings in mosquito control costs of \$4k.
Education and welfare	90,175	19.23%	▼ Timing	PECC salary related costs are \$50k, youth activities \$10k and other childcare costs \$30k lower than the YTD budget. These are mostly due to staff changes and staff positions (one being a trainee). The full budget amount may be utilised in the coming months as required.
Housing	(107,325)	(47.96%)	▲ Timing	Staff and non-staff housing costs are \$116k, depreciation \$17k and housing allocations \$22k over the YTD budget. The insurance recovery expenditure is currently being reconciled with the actual general expenditure as this is an ongoing process.
Community amenities	159,666	26.41%	▼ Timing	A year budget of \$150k was provided for Western Power to assist with the underground power in the main street of Perenjori if required, and has not been utilised. This includes \$42k YTD for the transfer station. The refuse site is \$25k, public convenience maintenance expense \$50k, the project for Aboriginal History \$17k and the cemetery are \$9k under the YTD budget.
Recreation and culture	174,047	12.75%	▼ Timing	A number of recreation facility related expenses are below the YTD budget, including the Latham Hall (\$57k), golf and bowls (\$6k), Perenjori Oval (\$48k), sports club insurance (\$13k) and the Museum and Tourist Bureau (\$26k). In addition, admin allocations are \$13k lower than the YTD budget. It is assumed that this is still mostly a timing issue.
Other property and services	(108,265)	(101.45%)	▲ Timing	Plant depreciation is \$24k and fuel costs \$26k higher than the YTD budget as a result of allocations to jobs being less than the cost. Total employee related costs are \$59k higher than the YTD budget, with unbudgeted workers compensation wages and parental leave expenditure totalling \$55k and the balance relating to allocations to jobs being less than expense. Note that workers compensation recoveries from the insurer sit with 'Other property and services' revenue.
<b>Investing activities</b>				
Proceeds from non-operating grants, subsidies and contributions	(837,610)	(64.30%)	▼ Timing	RRG grants are \$469k and R2R grants are \$369k lower than the YTD budget. Both of these grant programs are reliant on completion of works and submission of reports when milestones are completed to receive funding. Partly offsetting this shortfall are unbudgeted grants received from the Department of Water & Environment Regulation of \$60k for the Community Water Supply Program.
Proceeds from disposal of assets	23,909	24.65%	▲ Timing	Refer to Note 7 Disposal of Assets for details.
Payments for property, plant and equipment and infrastructure	1,414,774	40.89%	▼ Timing	Note 8 Capital Acquisitions detail the items which are currently under budget and still pending. The assumption is given the current economic circumstances and the current COVID situation not all of these budgeted items will proceed or reach completion in this financial year. Currently it is a timing issue and an effort is being made to try and complete as much of the capital expenditure programs as possible before year end.
<b>Financing activities</b>				
Proceeds from new debentures	(500,000)	(100.00%)	▼ Permanent	New loan not to be pursued in 2021-22.
Transfer to reserves	(1,110)	(12.74%)	▲ Timing	Term deposit interest maturity receipted to reserve accounts less than YTD budget.

**KEY INFORMATION**

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

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

## 12.2 SCHEDULE OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30<sup>TH</sup> APRIL 2022

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM 0082
<b>Report Date:</b>	11 <sup>th</sup> May 2022
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Author:</b>	Nola Comerford-Smith - Manager Corporate Community Services
<b>Responsible Officer:</b>	Paul Anderson - Chief Executive Officer
<b>Attachments:</b>	12.2 (a) - Accounts for Payment April 2022 12.2 (b) - Corporate Credit Card Breakdown and Statement

### Summary

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

### Background

Council delegates authority to the Chief Executive Officer annually:

To make payments from Trust, Reserve and Municipal Fund;

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

### Legal Compliance

*Local Government Act 1995*

S6.5. Accounts and records

Local Government (Financial Management) Regulations 1996

R11. Payments, procedures for making etc.

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

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

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

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

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

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

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

(a) the payee's name; and

(b) the amount of the payment; and

(c) the date of the payment; and

(d) sufficient information to identify the transaction.

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

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

(i) the payee's name; and

(ii) the amount of the payment; and

(iii) sufficient information to identify the transaction; and

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

**Policy Implications**

Nil.

**Council Role**

Nil.

**Council Policy Compliance**

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

**Financial Implications**

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

**Strategic Community Plan**

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

**Consultation**

Nil.

**Risk Assessment**

Nil.

**Precedents**

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

Officer Comment

This is a schedule of ‘paid accounts’ - the accounts have been paid in accordance with Council’s delegation. Accounts Paid for the Month Ending 30<sup>th</sup> April 2022.

<b>Municipal Account</b>	
EFT	\$183,550.37
Direct Debits	\$172,609.05
Cheques	\$0.00
Corporate MasterCard	\$2,072.58
Bank Fees	\$233.55
<b>Total</b>	<b>\$358,465.55</b>

Totalling **\$358,465.55** from Municipal and Trust Accounts for the month ending 30 April 2022.

**COUNCIL DECISION**

**Council Resolution Number: 190522.3**

**Moved: Cr L Hepworth**

**Seconded: Cr C Bryant**

**That the cheques and electronic payments as per the attached schedules of accounts for payment totaling \$358,465.55 be accepted.**

**Motion put and carried 6/0**

Chq/EFT	Date	Name	Description	Amount
448	04/04/2022	BANK FEES - BANK FEES NO GST	CBA MERCHANT FEE	-74.70
448	04/04/2022	BANK FEES - BANK FEES NO GST	CBA MERCHANT FEE	-158.85
EFT15068	14/04/2022	AMELIENOW TRANSPORT	Semi watercart hire for Caron East Road- 17/3- 31/03/22	-15097.50
EFT15069	14/04/2022	AMPAC DEBT RECOVERY	Property search Summers Rd Latham	-119.00
EFT15070	14/04/2022	AQUATIC SERVICES WA PTY LTD	Call out to site and investigate chemical dosing issues on 26/02/2022	-4145.90
EFT15071	14/04/2022	ARROW BRONZE	Garden Plaque 8 lines - SMITH Perenjori Niche Wall	-205.10
EFT15072	14/04/2022	ASPIRE PERFORMANCE TRAINING	Government Funded Program Participant Contribution Rhiannon Young - Certificate III in Government	-1121.25
EFT15073	14/04/2022	AVON WASTE	Domestic, Commercial & Street Bingenral Waste Services for the month of March 2022	-2643.20
EFT15074	14/04/2022	BLUEHILL COURIERS	Freight - 30/03 - 20 x large trees - Mooreview Nursery	-1144.00
EFT15075	14/04/2022	BOC LIMITED	Container Service for the period 26.02.2022 - 28/03/2022	-85.15
EFT15076	14/04/2022	BREE AGLAND-GOLBY	Christmas Light Competition - 3rd Place	-100.00
EFT15077	14/04/2022	BUILDING BASE PTY LTD	Progress Claim 1 - Perenjori Sports Pavilion toilets & changerooms upgrade	-67999.70
EFT15078	14/04/2022	CANINE CONTROL	Ranger services for 29 March 2022	-639.46
EFT15079	14/04/2022	CASEY DESMOND	Refund on 2 x lock boxes and cut keys - PECC	-25.40
EFT15080	14/04/2022	CATHERINE PEACHEY	Refund - PECC Easter Egg hunt and raffle supplies	-199.30
EFT15081	14/04/2022	CLEANPAK SOLUTIONS	Cleaning products as required - soaps, disinfectants, laundry powder	-588.50
EFT15082	14/04/2022	CURLAN HOLDINGS PTY LTD	Contract Financial/Admin Services - 16/03/2022 - 31/03/2022 33.5hrs @ \$45/hr	-1658.25
EFT15083	14/04/2022	ELITE SHEDS	Residential Construction - Q1017 part payment/deposit - Cyclone damaged chalet repair work	-13200.00
EFT15084	14/04/2022	ELIZABETH FRANCES MARKHAM	Christmas Light Competition - 2nd prize	-200.00
EFT15085	14/04/2022	FRONTLINE FIRE & RESCUE	Museum/Tourist Bureau - Fire extinguisher	-53.37
EFT15086	14/04/2022	GERALDTON MOWER & REPAIR SPECIALIST	AP3005 Battery Stihl	-598.00
EFT15087	14/04/2022	GERALDTON TOYOTA	Purchase of 2022 Prado DSL Wagon GXL - 1PJ	-35766.24
EFT15088	14/04/2022	GFG TEMP ASSIST	Project Management and Procurement of Temporary Worker Accommodation Paul Owen 6.75 hrs@98.80 07.03.222 - 20.03.22 - 3.75hrs 22.03.22 - 1hr 31.03.2022 - 2 hrs DFES Claim	-2240.35
EFT15089	14/04/2022	HANNAH ROBERTS	Refund of hotel accommodation - Doubletree Northbridge 28/03 - 31/03/2022	-609.37
EFT15090	14/04/2022	HERRINGS COASTAL PLUMBING & GAS	38B Russell St - blocked toilet - access drain through inspection opening outside near pan	-846.01
EFT15091	14/04/2022	INDEPENDENT RURAL PTY LTD	Reticulation hose 19mm x 50m	-128.79
EFT15092	14/04/2022	J'S HARDWARE & GIFTS	Purchases of OHS, rakes, cargo nets, paints, joiners	-1350.01
EFT15093	14/04/2022	J. BLACKWOOD & SON PTY LIMITED	02187581 Surgical mask L1 astm blue/white box 50	-279.62
EFT15094	14/04/2022	KELLY PATRICIA HOLLAND	Christmas Light Competition - 1st Place	-300.00
EFT15095	14/04/2022	KINGS WA PTY LTD	excavator hire to build access ramp into dam	-825.00
EFT15096	14/04/2022	M&B SALES PTY LTD	Duracote solid exterior doors 2040 x 920 x 35	-354.18
EFT15097	14/04/2022	MEDICAL LEGAL ENT	Medico legal report 14/03/22, professional attendance at consulting rooms or hospital by a specialist 14/03/22	-723.35
EFT15098	14/04/2022	MOOREVIEW PLANTS & TREES	Trees and shrubs for main street planting project	-4573.17
EFT15099	14/04/2022	MORAWA MEDICAL CENTRE	Pre employment medical for new employee MD	-247.50
EFT15100	14/04/2022	NAPA	PJ1527- 12v truck bus HD Battery	-608.30
EFT15101	14/04/2022	NOLA COMERFORD	Refund on Work Uniforms	-114.95
EFT15102	14/04/2022	OAKSTAR ASSET PTY LTD	Fowler Street - footpath repairs at the front of Anglican Church	-1881.00
EFT15103	14/04/2022	ON HOLD ON LINE	On Hold messages - July 2021 to June 2022	-77.00
EFT15104	14/04/2022	PERENJORI ROADHOUSE	Purchases made at the Perenjori Roadhouse for March 2022 - CDO	-183.67
EFT15105	14/04/2022	PETER EGAN CARPENTRY	Various maintenance to Shire buildings	-1369.50
EFT15106	14/04/2022	RICK RYAN	Refund on lunches and breakfast for Brigade visits and meetings	-48.00
EFT15107	14/04/2022	SHIRE OF CHAPMAN VALLEY	Planning Services undertaken on behalf of the Shire of Perenjori for the months of January 22 to March 22	-1672.00
EFT15108	14/04/2022	TOLL IPEC PTY LTD	Freight services from 25/02 - 29/03/2022	-98.19
EFT15109	14/04/2022	WALLIS COMPUTER SOLUTIONS	Depot - Agreement adsl-internet for the month of April 2022	-77.00
EFT15110	14/04/2022	ZED ELECT	Install generator inlet and changeover switch - various Council properties	-10818.09
EFT15111	21/04/2022	PEST - A - KILL WA	Pest Management Services - various Council properties	-8536.00

Chq/EFT	Date	Name	Description	Amount
DD13671.1	01/04/2022	ALLEASING PTY LTD	LANIER - printer lease (Pecc)	-884.27
DD13671.2	01/04/2022	WESTNET	Westnet billing for the month of March and part April 2022	-285.85
DD13673.1	04/04/2022	SYNERGY	Crossing Rd, Perenjori Caravan Park and Caravan Manager's House electricity usage from 14/12/21 - 17/02/2022	-3605.36
DD13675.2	06/04/2022	AWARE SUPER	Payroll deductions	-495.37
DD13680.1	06/04/2022	SYNERGY	Lot 53 Crossing Rd electricity usage from 17 Feb 2022 - 16 Mar 2022	-4663.44
DD13682.1	06/04/2022	AUSTRALIAN TAXATION OFFICE	Bas for the month of February 2022	-29833.00
DD13684.1	06/04/2022	WRIGHT EXPRESS FUEL	Card maintenance for the month of March 2022	-11.16
DD13688.1	12/04/2022	AWARE SUPER	Payroll deductions	-7130.26
DD13688.2	12/04/2022	SUNSUPER	Superannuation contributions	-268.46
DD13688.3	12/04/2022	CATHOLIC SUPER FUND	Superannuation contributions	-246.93
DD13688.4	12/04/2022	SUN SUPER	Payroll deductions	-540.06
DD13688.5	12/04/2022	CBUS SUPER	Superannuation contributions	-264.50
DD13688.6	12/04/2022	HESTA SUPER FUND	Superannuation contributions	-255.51
DD13688.7	12/04/2022	INTEGRA SUPER	Superannuation contributions	-1326.35
DD13688.8	12/04/2022	THE RL & JMA RYAN SUPERANNUATION FUND	Superannuation contributions	-778.47
DD13688.9	12/04/2022	AUSTRALIAN SUPER	Superannuation contributions	-262.83
DD13690.1	10/04/2022	WESTERN AUSTRALIAN TREASURY	Loan No. 100A Fixed Component - AQUATIC CENTRE	-22250.57
DD13693.1	07/04/2022	TELSTRA CORPORATION LIMITED	Telstra Main Account - Billing for the month of March 2022	-4432.23
DD13699.1	14/04/2022	REFUEL AUSTRALIA	Fuel Card Purchases for month of March 2022	-27907.49
DD13701.1	26/04/2022	AWARE SUPER	Payroll deductions	-6512.09
DD13701.2	26/04/2022	SUNSUPER	Superannuation contributions	-268.46
DD13701.3	26/04/2022	CATHOLIC SUPER FUND	Superannuation contributions	-246.93
DD13701.4	26/04/2022	SUN SUPER	Payroll deductions	-463.32
DD13701.5	26/04/2022	CBUS SUPER	Superannuation contributions	-264.50
DD13701.6	26/04/2022	HESTA SUPER FUND	Superannuation contributions	-252.15
DD13701.7	26/04/2022	INTEGRA SUPER	Superannuation contributions	-1309.54
DD13701.8	26/04/2022	THE RL & JMA RYAN SUPERANNUATION FUND	Superannuation contributions	-778.47
DD13701.9	26/04/2022	AUSTRALIAN SUPER	Superannuation contributions	-239.40
DD13706.1	29/04/2022	SYNERGY	Lot 61 Livingstone St electricity usage from 18 Feb 2022 - 06 Apr 2022	-400.05
DD13707.1	13/04/2022	BANKWEST MASTERCARD	Corporate Mastercard For the period of 22 February 2022 - 24 March 2022	-2072.58
DD13708.1	19/04/2022	SG FLEET AUSTRALIA PTY LIMITED	CESM FORD RANGER Rental lease on 1HIP871 & fuel charges - 10/04/2022 - 09/05/2022	-3238.51
DD13708.2	19/04/2022	BOQ FINANCE (AUST) LTD	Ricoh MPC6004exSP - printer lease ( Admin)	-156.83
DD13709.1	20/04/2022	NODE ONE	N1 Business Fibre: Custom Telstra MLL 100/100 Telstra MLL 100/100 Mbps Unlimited (Perenjori) March & April	-2200.00
DD13710.1	22/04/2022	SYNERGY	116 Street Lights - electricity usage from 25/02/2022 - 24/03/2022	-1810.06
DD13712.1	28/04/2022	AUSTRALIAN TAXATION OFFICE	Bas for the month of March 2022	-46680.00
DD13688.1	12/04/2022	CLEARVIEW RETIREMENT PLAN	Superannuation contributions	-120.75
DD13688.1	12/04/2022	HOST PLUS SUPER	Superannuation contributions	-553.19
DD13688.1	12/04/2022	REST INDUSTRY SUPERANNUATION	Superannuation contributions	-150.62
DD13688.1	12/04/2022	PRIME SUPER PTY LTD	Superannuation contributions	-164.08
DD13688.1	12/04/2022	AMP LIFE	Superannuation contributions	-268.46
DD13701.1	26/04/2022	CLEARVIEW RETIREMENT PLAN	Superannuation contributions	-12.25
DD13701.1	26/04/2022	HOST PLUS SUPER	Superannuation contributions	-567.61
DD13701.1	26/04/2022	REST INDUSTRY SUPERANNUATION	Superannuation contributions	-65.70
DD13701.1	26/04/2022	PRIME SUPER PTY LTD	Superannuation contributions	-175.51
DD13701.1	26/04/2022	AMP LIFE	Superannuation contributions	-268.46
			TOTAL PAYMENTS MADE FOR THE MONTH OF APRIL	<b>-358465.55</b>



112BC3C 000101 (053N)

CARD ADMINISTRATOR  
SHIRE OF PERENJORI  
PO BOX 22  
PERENJORI WA 6620

Account Name	SHIRE OF PERENJORI
Period	25 Mar 22 - 22 Apr 22
Facility Limit	\$20,000

RECEIVED 29 APR 2022

To pay by cheque, simply detach this cut off slip and refer to the instructions overleaf on how to return to Bankwest.

YOUR ACCOUNT SUMMARY	
Opening Balance	\$2,072.58
Purchases	\$1,877.76
Withdrawals	\$0.00
(Cash Advances & Balance Transfers)	
Interest & Other Charges	\$0.00
Payments & Other Credits	\$2,072.58 CR
<b>Closing Balance</b>	<b>\$1,877.76</b>

PAYMENT REQUIRED	
Account Name	SHIRE OF PERENJORI
Account Number	5586 0290 5107 7410
Payment Due Date	12 May 22
Minimum Payment	\$37.55
For details on how to make payments please see over	

YOUR CARDHOLDER ACTIVITY SUMMARY					
Name	Account	Spending Limit	Purchases & Withdrawals	Interest & Other Charges	Payments & Other Credits
BILLING ACCOUNT	5586029051077410		\$0.00	\$0.00	\$2,072.58 CR
COMERFORD,NOLA L	5586025801166792	\$5,000.00	\$1,877.76	\$0.00	\$0.00
ANDERSON,PAUL G	5586027451167450	\$15,000.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>		<b>\$20,000.00</b>	<b>\$1,877.76</b>	<b>\$0.00</b>	<b>\$2,072.58 CR</b>

YOUR INTEREST RATES					
Purchases	17.99% p.a.	Balance Transfers	17.99% p.a.	Cash Advances	17.99% p.a.

YOUR TRANSACTION SUMMARY				
Date	Description		Debit	Credit
13 APR 22	PERIODICAL PAYMENTS	06		\$2,072.58
<b>Total</b>			<b>\$0.00</b>	<b>\$2,072.58 CR</b>

## PAYMENT METHODS



**By Internet** – Using Online Banking at [www.bankwest.com.au](http://www.bankwest.com.au), you can transfer funds from your nominated Bankwest account.



**By Direct Debit** – A regular automatic payment can be set up from your Nominated Account.



**By BPAY®** – Call your participating financial institution to make a payment from your account.



Billers Code: 9100  
Ref: 5586 0290 5107 7410

© Registered to BPAY Pty Ltd ABN 69 079 137 518



**By Telephone** – Using Bankwest Phone Banking to transfer payments directly from another Bankwest transactional account.



**Bankwest ATMs** – Transfer funds through selected ATMs from another Bankwest account to your Card Account.



**Mail** – Simply complete the front of this tear off payment slip and mail your crossed cheque\* (no notes or coins) to: Bankwest Card Services, PO Box 8411 PERTH BC WA 6849.



**In Person** – Call into any branch to make payment in person.

\*Proceeds of cheques are not available until cleared



# Bankwest Corporate MasterCard Statement

Account Number **5586 0258 0116 6792**

Period **25 Mar 22 - 22 Apr 22**

Monthly Spend Limit **\$5,000**

112BC3C 000101 (053N)

MRS NOLA LEANNE COMERFORD  
SHIRE OF PERENJORI  
PO BOX 22  
PERENJORI WA 6620

### SUMMARY OF YOUR SPEND

Purchases **\$1,877.76**  
Cash Advances & Balance Transfers **\$0.00**

### YOUR TRANSACTION SUMMARY

Date	Description			Debit	Credit
23 MAR 22	BUNNINGS 308000	GERALDTON		\$40.35 ✓	
23 MAR 22	BUNNINGS 308000	GERALDTON		\$15.47 ✓	
23 MAR 22	IBIS STYLES GERALDTON	GERALDTON	WA	\$242.60 ✓	
24 MAR 22	MILITARY SHOP	61261232908	ACT	\$159.89 ✓	
01 APR 22	COLOUR DECOR	GERALDTON	WA	\$175.00	
08 APR 22	RETRAVISION	SOUTH BUNBURY	AUS	\$352.00 ✓	
09 APR 22	QUEENS SUPA IGA	GERALDTON		\$59.50 ✓	
12 APR 22	COLES ONLINE	HAWTHORN EAST		\$87.20 ✓	
12 APR 22	WOOLWORTHS ONLINE	BELLA VISTA	NS	\$135.10 ✓	
14 APR 22	MESSAGEMEDIA	MELBOURNE	AUS	\$610.65 ✓	
<b>Total</b>				<b>\$1,877.76</b>	<b>\$0.00</b>



112BC3C 000101 000313



## IMPORTANT INFORMATION ABOUT YOUR BANKWEST CORPORATE MASTERCARD

### **Misused, Lost or Stolen Card or Disclosed PIN**

Misused, Lost or Stolen Card or Disclosed PIN – If your (or your additional cardholder's) card has been misused, lost or stolen, or the PIN has become known to someone else, report it immediately by calling us on 13 7000 from anywhere in Australia, 24 hours a day, 7 days a week or by notifying a Bankwest store. If you're outside Australia, call us on +61 8 9486 4130. To use this reverse charges number, contact the international operator in the country you are in and request to be put through to +61 8 9486 4130. Bankwest have no control over any charges applied by the local or international telephone company for contacting the operator.

### **Unauthorised or Unknown Transactions**

To report an unauthorised or unknown transaction, please call 13 7000. It is in your interest to report any unauthorised or unknown transactions immediately, as a delay in notification may limit Bankwest's ability to investigate the transaction.

### **Other Information**

Please refer to the Bankwest Corporate MasterCard Terms and Conditions and the Commercial Cards Account Access Conditions of Use for full details on terms covering the use of your card. Copies are available at [www.bankwest.com.au](http://www.bankwest.com.au). If you would prefer not to receive promotional information from Bankwest, please let us know by calling 13 7000.

Shire of Perenjori  
CREDIT CARD SUMMARY ONLY

Corporate Mastercard – 25 March 2022 – 22 April 2022 – Nola Comerford Smith - MCCS

DATE	DESCRIPTION	Account Description	Person Contacting Seller	Amount
23/03	Bunnings	4 John Street – silicone glass, gazania plant, Duranta Geisha Girl Plants	Paul Anderson – CEO	\$40.35
23/03	Bunnings	4 John Street – PVA adhesive, drain cleaner	Paul Anderson – CEO	\$15.47
23/03	IBIS Styles Geraldton	Accommodation – meals	Paul Anderson - CEO	\$242.60
24/03	Military Shop	ANZAC DAY - Poppy with stem and pin	Aluel Mading - CDO	\$159.89
01/04	Colour Decor	Artwork Indigenous canvas stretched	Michelle Desmond - CSO	\$175.00
08/04	Retravision	Masonic Lodge Birko 10L Commercial Urn	Aluel Mading - CDO	<b>\$352.00</b>
09/04	Queens Supa IGA	Fruit for Pecc excursion to CVP	Catherine Peachy – Co Pecc	\$59.50
12/04	Coles Online	Food for Youth Week	Aluel Mading - CDO	\$87.20
12/04	Woolworths Online	Food for Youth Week	Aluel Mading - CDO	\$135.10
14/04	Messagemedia	SMS messaging service	Nola Comerford- Smith	\$610.65
<b>MCCS Corporate Credit Card Purchases for 25 March 2022 – 22 April 2022</b>				<b>\$1,877.76</b>

Shire of Perenjori  
CREDIT CARD SUMMARY ONLY

Corporate Mastercard – 25 March 2022 – 22 April 2022 – Paul Anderson - CEO

<b>DATE</b>	<b>DESCRIPTION</b>	<b>Account Description</b>	<b>Person Contacting Seller</b>	<b>Amount</b>
		<b>CEO Corporate Credit Card Purchases for 25 March 2022–22 April 2022</b>		<b>\$0.00</b>
		<b>Total Payments Corporate Credit Card</b>		<b>\$1,877.76</b>

### 12.3 DIFFERENTIAL RATES

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM0793
<b>Report Date:</b>	5 <sup>th</sup> May 2022
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Author:</b>	Paul Anderson – Chief Executive Officer
<b>Responsible Officer:</b>	Paul Anderson - Chief Executive Officer
<b>Attachments:</b>	Nil

#### **Summary**

The purpose of this report is to review the adoption of the differential rates at the March 2022 meeting of council due to significantly increase valuations on the Unimproved values of Rural properties.

#### **Background**

Council at the March 2022 meeting resolved to adopt and advertise the differential rating for the Unimproved Values for Rural and Mining properties. A copy of the March Report to council is attached.

The overall estimated yield was based upon the values provided by the valuer general with a 3% increase in the rate in the S in accordance with the council's long term financial plan.

The valuer general has now provided a revised set of values for the Rural unimproved properties which indicate an average increase to property valuations is 19.96%, with the proposed increase of 3% this would equate to an average increase of 23% in rates payable for Rural properties.

There has been no advice for the valuer general regarding the valuations for unimproved valuations for mining properties currently. Any variation to these valuations will also impact upon the over rates yield.

#### **Statutory Environment**

Local Government Act (1995) and associated regulations.

#### **Policy Implications**

Nil

#### **Budget Implications**

The strategic resource plan No immediate implications exist, however the rate in the dollar applied to any differential rate will impact the revenue raised by that aspect of the budget.

#### **Consultation**

Nil

#### **Strategic Community Plan**

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

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

#### **Officer Comment**

The differential rates adopted by the council at the March 2022 meeting have not been advertised as in accordance with the Local Government Act section 6.36(2)(a) this can only be done within the period of two months preceding the commencement of the financial year (01 May).

The impact of the valuations provided by the Value General are significant and as indicate provide an average increase of 19.96% in Rural property values without the 3% increase in the rate in the Dollar as indicated in the long-term financial plan.

The council could maintain the rate in the dollar that has been resolved and consider the application of a concession in accordance with the Local Government Act section

#### 6.47. Concessions

Subject to the *Rates and Charges (Rebates and Deferments) Act 1992*, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive\* a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.

Any concession could be applied at the time of the budget adoption and be used to reduce the impact of the significant valuation increased to achieve the increase in revenue council considered appropriate.

The increase of the valuations gives the council the opportunity to reconsider the rate increases required given the recent announcement of the CPI index for Perth in the last 12 months of 7.6%.

The objective of setting the rate in the dollar is to achieve the yield in rate revenue that council requires in accordance with budgets and long-term financial plans. The long-term financial plan did not factor in a CPI increase of this magnitude.

The requirement to advertise the rate in the dollar creates an issue in timing if any valuations provided by the value general are received after the council has adopted the differential rates required.

To address this issue the council can when adopting the rate in the dollar also include the anticipated yield from each rating category and in the event of valuations being received from the Valuer General amend the rate in the dollar to achieve the required yield.

Even though the council must comply with the requirements of advertising, consideration of the submissions and seek approval from the Minister to impose a differential rate in accordance with section 6.33(3) of the Local Government Act the council can when adopting the budget can impose the proposed rate or minimum payment with or without modification.

The current projection for CPI and the Local Government CPI may be more than this estimation and the council may need to consider a greater increase in the subsequent budgets or review expenditure in line with the overall comparative reduction in revenue.

The following Rates revenue model utilising the differential rates proposed and the 3% increase in the rate in the dollar will yield the following revenue.

Land Category	Proposed rate in the Dollar (cents)	Current number of properties	Proposed rates to be levied	2021/22 budget rates	Increase
Gross Rental Value					
Townsites	8.689698	106	100,618	97,691	2,927
Mining	8.689698	1	273,204	265,247	7,957
Unimproved Value					
Rural	1.99614	254	2,103,951	2,042,671	61,280
Mining	35.988303	39	754,854	732,884	21,970
Exploration	26.790300	36	54,759	53,168	1,591
			3,287,386	3,191,661	95,725
Minimum Payment					
Gross rental value					
Townsites	367	32	11,744	11,392	352
Mining	367	1	367	356	11
Unimproved Valuation					

Rural	367	11	4,037	3,916	121
Mining	367	7	2,569	2,492	77
Exploration	367	18	6,606	6,408	198
Total Proposed Rates			3,312,710	3,216,255	96,485
Less Proposed Discount			250,000	250,000	
Plus, interim rates			9,000	9,000	
Ex gratia rates			13,000	13,000	
Proposed Rate Yield			3,084,710	2,988,225	96,485

The following model has been amended and has taken into consideration the increased Rural Valuations that have been received with a reduced rate in the dollar applicable only to the Rural Unimproved Values to achieve a similar yield in rate revenue.

Individual rate assessments will vary in line with their increase in valuation and some properties will experience an increase above 3%.

Land Category	Proposed rate in the Dollar (cents)	Current number of properties	Proposed rates to be levied 3% increase in yield	2021/22 budget rates	Increase
Gross Rental Value					
Townsites	8.689698	106	100,618	97,691	2,927
Mining	8.689698	1	273,204	265,247	7,957
Unimproved Value					
<b>Rural</b>	<b>1.6639</b>	<b>254</b>	<b>2,104,019</b>	<b>2,042,671</b>	<b>61,348</b>
Mining	35.988303	39	754,854	732,884	21,971
Exploration	26.790300	36	54,759	53,168	1,591
			3,287,386	3,191,661	95,794
Minimum Payment					
Gross rental value					
Townsites	367	32	11,744	11,392	352
Mining	367	1	367	356	11
Unimproved Valuation					
Rural	367	11	4,037	3,916	121
Mining	367	7	2,569	2,492	77
Exploration	367	18	6,606	6,408	198
Total Proposed Rates			3,312,778	3,216,225	
Less Proposed Discount			250,000	250,000	

Plus, interim rates			9,000	9,000	
Ex gratia rates			13,000	13,000	
Proposed Rate Yield			3,084,710	2,988,225	96,553

The council could consider an increase above the 3% with each % increase yielding an additional \$32,184, there may be some fluctuation in line with minimums with the estimated increase as follows

4% increase in rate in the Dollar yields approximately \$128,737

5% increase in rate in the Dollar yields approximately \$160,921

6% increase in rate in the Dollar yields approximately \$193,105

The increases on each individual property will vary dependent upon the increase in valuation.

**COUNCIL DECISION**

**Council Resolution Number: 190522.4**

**Moved: Cr L Hepworth                      Seconded: Cr D Bradford**

**That Council suspend Standing Orders, Clause 9.5 Limitation on number of speeches to be suspended at 3.12pm for open discussion on item 12.3 of the agenda.**

**Motion put and carried 6/0**

**COUNCIL DECISION**

**Council Resolution Number: 190522.5**

**Moved: Cr D Bradford                      Seconded: Cr A Fraser**

**That Council reinstates Standing Orders at 3.27pm.**

**Motion put and carried 6/0**

**OFFICER RECOMMENDATION**

**Council Resolution Number:**

**Moved: Cr D Bradford                      Seconded: Cr L Hepworth**

**That Council:**

**Having regard to the budget deficiency in the context of the Strategic Community plan, Corporate Business Plan and Strategic Resource Plan 2019-2034 and Values provided by the Valuer General for UV rural in 2022/23 financial year amend the rate in the Dollar to achieve a net 3% increase in rate yield**

- 1. Advertise in accordance with the Local Government Act 1995 section 6.36 (2)(a) the Shire of Perenjori's intention to levy the following differential rates.**

<b>Rates category</b>	<b>minimum rate</b>	<b>Rate in the \$</b>	<b>Proposed Yield \$</b>
UV rural	367	1.6639	\$2,108,056
UV Mining	367	35.988303	\$ 757,424
GRV Townsites	367	8.689698	\$ 112,362
GRV Mining	367	8.689698	\$ 237,571

UV Exploration	367	26.7903	\$ 61,365
Total Yield			\$3,312,778

2. Adopts the Objects and reasons for each differential rate and minimum payment as follows -

**UV Rural**

The object of the UV Rural rate is to obtain a fair contribution to the revenue requirements of the Shire, while not risking additional financial pressure on ratepayers in those areas and impact their long-term viability.

The reasons for the level of rates set for UV Rural is that this allows for a fair contribution to the revenue requirements of the Shire at a sustainable level. Whilst Council cannot control the rural sector's vulnerability to external forces, it attempts to ensure that the industry is not adversely affected by excessive rates.

The minimum payment proposed for the UV Rural category reflects the present financial vulnerability of ratepayers in the category due to factors such as adverse weather, cyclones, bushfires, drought, world demand for product and fluctuations in export prices.

**UV Mining**

The object of the UV Mining rate is to ensure that mining contributes reasonably to the maintenance of the Shire's assets and services. Every effort is made to establish rates and minimum payments at the fairest possible levels, acknowledging that the industry does not need to be specifically nurtured, nor is it affected by the same vulnerabilities as broad acre farming. In reaching its rating decisions, Council has considered that there are external forces, such as fluctuating commodity prices, which impact on resource projects and is sensitive to these issues.

The reasons for the level of rates set for the UV Mining rate by the Council is to attain equity amongst those who will bear the burden of the rates and obtain a reasonable contribution from the mining sector for the general level of infrastructure and services provided by the Council. Striking a reasonable balance between all ratepayers in the production of the rate revenue is important in achieving equity, whilst at the same time the fairness of the expenditures by the Shire on the mining sector is also considered.

The maintenance of Shire assets and services for the benefit of all users, long term, and short term, is a burden which to a significant extent fall upon the long-term ratepayers, justifying a differential contribution from the mining sector. The minimum payment proposed for the UV Mining category reflects a reasonable cost for a base level of service.

**UV Exploration**

The object of the UV Exploration rate is to ensure the reasonable contribution of these ratepayers to Council's expenditure profile.

The reasons for the level of rates set for the UV Exploration rate by the Council is to attain equity amongst those who will bear the burden of the rates and obtain a reasonable contribution from the Exploration sector for the general level of infrastructure, services and tenement administration provided by the Council.

Exploration and prospecting ratepayers require a higher level of governance for licensing, clearance permits, etc, and impose greater environmental damage to the environment through activities such as clearing, drilling and associated undertakings.



Striking a reasonable balance between all in the production of the rate income is important in achieving balance and equity between ratepayers, whilst at the same time the fairness of the expenditures by the Shire on the Exploration sector is also considered.

The minimum payment proposed for the UV Exploration category reflects a reasonable cost for a base level of service.

#### **Amendment to Officer Recommendation**

**Moved: Cr D Bradford**

**Seconded: Cr L Hepworth**

*As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommendation:*

Council recognised the need to keep up with current inflation as well as the rise in operating costs and amended the previous resolution and officer recommendation to provide for a 5% increase in rates yield.

#### **COUNCIL RESOLUTION**

**Council Resolution Number: 190522.6**

**Moved: Cr D Bradford**

**Seconded: Cr C Bryant**

**That Council:**

Having regard to the budget deficiency in the context of the Strategic Community plan, Corporate Business Plan and Strategic Resource Plan 2019-2034 and Values provided by the Valuer General for UV rural in 2022/23 financial year amend the rate in the Dollar to achieve a net 5% increase in rate yield

1. Advertise in accordance with the Local Government Act 1995 section 6.36 (2)(a) the Shire of Perenjori's intention to levy the following differential rates.

Rates category	minimum rate	Rate in the \$	Proposed Yield \$
UV rural	374	1.697178	\$2,150,063
UV Mining	374	36.68711	\$ 772,130
GRV Townsites	374	8.85843	\$ 114,540
GRV Mining	374	8.85843	\$ 278,883
UV Exploration	374	27.3105	\$ 62,555
Total Yield			\$3,378,171

2. Adopts the Objects and reasons for each differential rate and minimum payment as follows -

##### **UV Rural**

The object of the UV Rural rate is to obtain a fair contribution to the revenue requirements of the Shire, while not risking additional financial pressure on ratepayers in those areas and impact their long-term viability.

The reasons for the level of rates set for UV Rural is that this allows for a fair contribution to the revenue requirements of the Shire at a sustainable level. Whilst Council cannot control the rural sector's vulnerability to external forces, it attempts to ensure that the industry is not adversely affected by excessive rates.

The minimum payment proposed for the UV Rural category reflects the present financial vulnerability of ratepayers in the category due to factors such as adverse weather, cyclones, bushfires, drought, world demand for product and fluctuations in export prices.

### **UV Mining**

The object of the UV Mining rate is to ensure that mining contributes reasonably to the maintenance of the Shire's assets and services. Every effort is made to establish rates and minimum payments at the fairest possible levels, acknowledging that the industry does not need to be specifically nurtured, nor is it affected by the same vulnerabilities as broad acre farming. In reaching its rating decisions, Council has considered that there are external forces, such as fluctuating commodity prices, which impact on resource projects and is sensitive to these issues.

The reasons for the level of rates set for the UV Mining rate by the Council is to attain equity amongst those who will bear the burden of the rates and obtain a reasonable contribution from the mining sector for the general level of infrastructure and services provided by the Council. Striking a reasonable balance between all ratepayers in the production of the rate revenue is important in achieving equity, whilst at the same time the fairness of the expenditures by the Shire on the mining sector is also considered.

The maintenance of Shire assets and services for the benefit of all users, long term, and short term, is a burden which to a significant extent fall upon the long-term ratepayers, justifying a differential contribution from the mining sector. The minimum payment proposed for the UV Mining category reflects a reasonable cost for a base level of service.

### **UV Exploration**

The object of the UV Exploration rate is to ensure the reasonable contribution of these ratepayers to Council's expenditure profile.

The reasons for the level of rates set for the UV Exploration rate by the Council is to attain equity amongst those who will bear the burden of the rates and obtain a reasonable contribution from the Exploration sector for the general level of infrastructure, services and tenement administration provided by the Council.

Exploration and prospecting ratepayers require a higher level of governance for licensing, clearance permits, etc, and impose greater environmental damage to the environment through activities such as clearing, drilling and associated undertakings.

Striking a reasonable balance between all in the production of the rate income is important in achieving balance and equity between ratepayers, whilst at the same time the fairness of the expenditures by the Shire on the Exploration sector is also considered.

The minimum payment proposed for the UV Exploration category reflects a reasonable cost for a base level of service.

**Motion put and carried 6/0 by absolute majority**

The motion was then put as the substantive motion and was:

**Moved: Cr D Bradford**

**Seconded: Cr L Hepworth**

**Carried 6/0 by absolute majority**

## 13. Community Development and Services:

### 13.1 BUSINESS INCUBATOR RENTAL

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM 0420
<b>Date:</b>	10 <sup>th</sup> May 2022
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Author:</b>	Nola Comerford – Manager Corporate Community Services
<b>Responsible Officer:</b>	Paul Anderson - Chief Executive Officer
<b>Attachments:</b>	Nil

#### **Summary**

For Council to consider a fixed-term rental arrangement for a singular Business Incubator Unit.

#### **Background**

The following letter was received from Stephanie & Drew Beagley:

D & S Beagley  
PO Box 121  
PERENJORI WA 6620

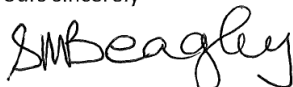
CEO  
Shire of Perenjori  
PO Box 22  
PERENJORI WA 6620

Dear Paul

We are currently renovating our property at 7 Livingstone St, Perenjori including installation of a shed in the back yard (pending planning approval). Whilst renovations are taking place, we require storage space for furniture for a maximum period of 6 months and request rental space of one business incubator for this purpose. Could you please advise if rental of an incubator is possible for this period, and what weekly fee would be applied?

Please feel free to contact myself if further information is required. We look forward to hearing from you.

Yours sincerely



Stephanie Beagley

5<sup>th</sup> May 2022

#### **Statutory Environment**

Nil

#### **Policy Implications**

Nil

### **Consultation**

Paul Anderson – Chief Executive Officer

### **Financial Implications**

Unbudgeted income in the 2022/23 Annual Budget.

### **Strategic Community Plan**

Area 3: People and Place – Our Community

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

### **Officer Comment**

The Perenjori Business Incubator project was an economic development initiative which commenced in 2013 as a result of being nominated as a high priority in the 2013-2023 Strategic Community Plan. The forecast income unfortunately never eventuated and the units have been primarily utilised as storage for Shire property.

The original proposed weekly fees for the units were set at a nominal rate of \$150 (one hundred and fifty dollars) per week with the intention of renting to start-up businesses and increasing the weekly fee each year as businesses matured.

The intention to store furniture in a Business Incubator is not part of the original project, however, with a lack of tenants using the units, a fixed-term lease for storage will utilise the space and assist these community members to renovate their townsite property. A rate of \$50 (fifty dollars) is recommended as a fair tenancy rate, and a fixed-term lease of six months will not have an adverse effect for any future potential business tenants.

### **COUNCIL DECISION**

**Council Resolution Number: 190522.7**

**Moved: Cr L Hepworth**

**Seconded: Cr D Sparkman**

**That Council endorse a lease agreement to Stephanie and Drew Beagley for a Business Incubator located at 55 Russell Street, Perenjori for a period of six months at a weekly rate of \$50 (fifty dollars) per week, commencing 1<sup>st</sup> June 2022.**

**Motion put and carried 6/0**

## 13.2 PUBLIC ARTWORK – THE LODGE

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	A157
<b>Date:</b>	10 <sup>th</sup> May 2022
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Author:</b>	Nola Comerford – Manager Corporate Community Services
<b>Responsible Officer:</b>	Paul Anderson - Chief Executive Officer
<b>Attachments:</b>	Nil

### Summary

For Council to consider financial support for installation of public artwork on The Lodge, 39 Livingstone Street, Perenjori.

### Background

The following correspondence was received from Jess Reading:

#### ***Proposal for mural painting at the Lodge, 39 Livingstone Street, Perenjori.***

In the last 12 months, the Lodge has been transformed from a disused, abandoned building into a flourishing multi-purpose community centre. The Lodge is regularly used for a variety of events including Blue Light, Shape and Shire driven activities for children, seniors, and the rest of the community as a whole.

While the building is functional and structurally sound, there is room for aesthetic improvement.

### Artist

James Giddy is a Western Australia based, internationally recognised artist. His murals can be found throughout Australia including in the Wheatbelt and Mid West-Gascoyne, as well as in India, America, South Africa and Indonesia. James' artwork regularly features native flora and fauna.

This proposal is for a mural on the Lodge, painted by James Giddy, with artwork featuring fauna/flora that is either native or significant to the local Perenjori area.

Not only would the artwork significantly improve the visual aspects of the building, but it would create a drawcard for tourists travelling through the area. This in turn could create further opportunities for local business owners.

The proposal is for a mural that covers two walls; the north wall, facing Timmings Street, and the east wall, facing Livingstone Street. The two walls have a total square meterage of 83.6 m<sup>2</sup>.

James' work generally interacts and integrates with the building's original surface. He has seen pictures of the Lodge and advises the red brick would work great as a canvas backing, i.e. no need for the entire surface to be painted.

James works on different tiers of pricing depending on scale and square meterage covered. For 25 m<sup>2</sup> to 100 m<sup>2</sup>, he charges \$250/m<sup>2</sup>. For the tier below (<25m<sup>2</sup>) he charges \$350/m<sup>2</sup>. Quotes also include GST, materials, accommodation (can be supplied in-kind by Council as funding contribution) and designs.

### Grant funding

The Department of Local Government, Sport and Cultural Industries is currently operating the Arts U-15k program. The program supports and promotes the participation and active engagement of WA communities in high quality arts and cultural experiences. The program offers up to \$15,000 and will fund up to 80% of a project.

The program has a number of funding categories that may be applied for. The creation of a mural would fall under Creative Development, as the piece would be considered "the creation, production and/or public presentation of new high quality works".





Above: North-facing wall - 40.4 m<sup>2</sup> (not including windows)



Above: West-facing wall - 43.2 m<sup>2</sup> (not including windows)

**Examples of James Giddy Public Artwork:**











**Statutory Environment**

Nil

**Policy Implications**

Nil

**Consultation**

Aluel Mading – Community Development Officer

Jess Reading – Perenjori Police

**Financial Implications**

The Department of Local Government, Sport and Cultural Industries' Arts U-15k program funds up to \$15,000 (fifteen thousand dollars) and requires a 20% contribution which will equate to making necessary allowance of \$3,000 (three thousand dollars) in the 2022/23 Annual Budget.

**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 current and future community needs.



### **Officer Comment**

Public artwork adds enormous value to the cultural, aesthetic and economic vitality of a community. It contributes to a community's identity, fosters community pride and a sense of belonging, and enhances the quality of life for residents and visitors.

The Lodge, previously the Perenjori Masonic Lodge, has been transformed over the past year into a community centre including a Blue Light Unit coordinated by the Perenjori Police. Other activities occurring at The Lodge include:

- Bi-weekly Boxercise sessions
- Craft sessions
- School holiday activities
- Laser Tag
- Book Club
- Clothes swap
- Weekly seniors' morning tea
- Movie nights

Nathan Good and Jess Reading have been proactive in renovating the building which has included demolition of the old kitchen and installation of new, plus painting and provision of resources to facilitate programs.

Western Australian Artist James Giddy's artwork style is considered appropriate for the Perenjori townsite and potential funding of \$12,000 (twelve thousand dollars) will lessen the impact on Council's 2022/23 Annual Budget.

### **COUNCIL DECISION**

**Council Resolution Number: 190522.8**

**Moved: Cr A Fraser**

**Seconded: Cr D Sparkman**

- 1. That Council support the submission of a funding application to the Department of Local Government, Sport and Cultural Industries for the purposes of public art installation on The Lodge at 39 Livingstone Street, Perenjori.**
- 2. That an artwork design proposal be presented to Council for approval.**
- 3. That Council include allocation of up to \$3,000 (three thousand dollars) in the 2022/23 Annual Budget for the artwork project.**

**Motion put and carried 6/0**

### 13.3 NORTH MIDLANDS REGIONAL CLUB DEVELOPMENT PLAN

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM0515
<b>Date:</b>	11 <sup>th</sup> May 2022
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Author:</b>	Aluel Mading – Community Development Officer
<b>Responsible Officer:</b>	Paul Anderson - Chief Executive Officer
<b>Attachments:</b>	13.3 - North Midlands Regional Club Development Draft Plan 2022

#### **Summary**

The Item seeks Council endorsement of the North Midlands Regional Club Development Draft plan.

#### **Background**

The Shire of Perenjori, in collaboration with the Shires of Morawa, Coorow, Carnamah, Three Springs and Mingenew, obtained funding of \$10,000 (ten thousand dollars) from the Department of Local Government, Sports and Cultural Industries to adopt a North Midlands regional club development plan.

A consultant was contracted to collate information on challenges and opportunities identified by sporting clubs in the North Midlands region. The consultation period consisted of workshops, online survey, and phone interviews. A visioning workshop was held in Perenjori on Monday 28 March, which consisted of three club members representing the Football Club, Women's Bowling Club and Perenjori Pistol Club. The draft plan was formulated from feedback retrieved during the consultation period.

#### **Statutory Environment**

Nil

#### **Policy Implications**

Nil

#### **Consultation**

Mike Pforr – Gather Consultancy

Shires of Coorow, Mingenew, Morawa, Three Springs, and Carnamah

Community Consultation through visioning workshop

Community Survey

#### **Financial Implications**

There are no financial implications associated with adopting the plan. However, financial assistance may be required from Council by sporting representatives.

#### **Strategic Community Plan**

Area 3: People and Place – Our Community

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

#### **Officer Comment**

Sport is an essential part of the social fabric of the North Midlands area. Adopting the North Midlands Regional Club Development Plan will provide a framework for sporting clubs and Local Governments in the area to work towards shared outcomes.

The Adoption of the plan will,

- Ensure the ongoing collaboration between sporting clubs and Local Governments in the North Midlands Area.

- Assist sporting clubs to apply for external funding.
- Provide an opportunity for sporting clubs to combat regional challenges and work towards sustaining sports on a regional level.

A prerequisite of adopting the plan is Council approval for the Shire President and Chief Executive Officer to sign the document at a regional zone meeting.

#### **COUNCIL DECISION**

**Council Resolution Number: 190522.9**

**Moved: Cr L Hepworth**

**Seconded: Cr A Fraser**

**That Council:**

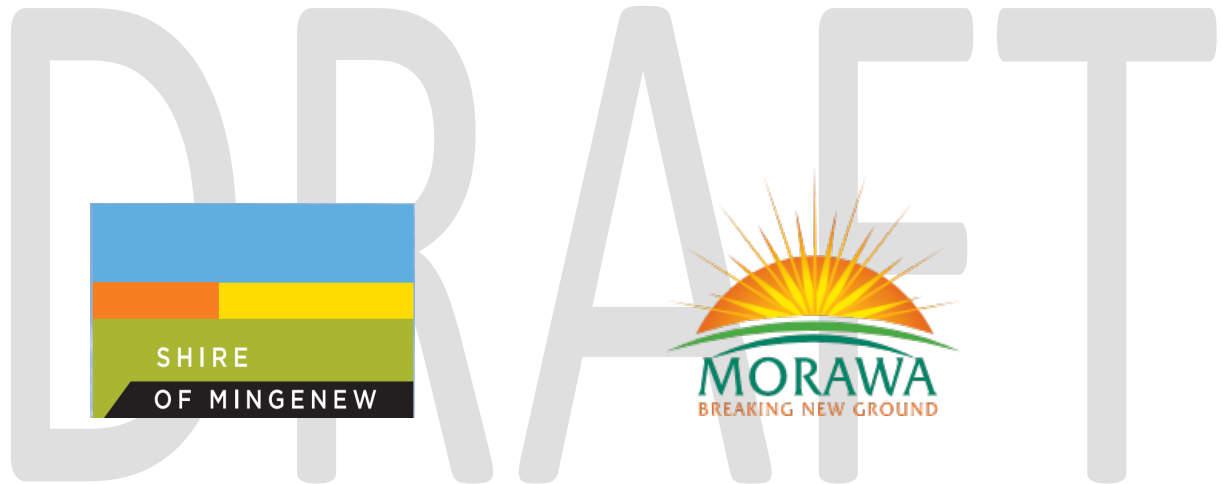
- 1. Adopts the North Midlands Regional Club Development Draft Plan**
- 2. Authorise the Shire President and Chief Executive Officer to endorse the Plan on behalf of Council**

**Motion put and carried 6/0**

# North Midlands Regional Club Development Plan 2022.



Welcome to the  
**Shire of Coorow**



Shire of  
**Perenjori**  
Embrace Opportunity



## Table of Contents

<b>Introduction</b> .....	<b>3</b>
<b>Background</b> .....	<b>4</b>
Grant Funding .....	4
Regional Characteristics .....	4
Demographics of the North Midlands .....	5
Strategic Influences- State and National Level .....	5
Strategic Influences- Regional Level .....	7
<b>Consultation Methodology</b> .....	<b>8</b>
Surveys .....	8
Visioning Workshops.....	9
Individual Contact .....	9
<b>Consultation Findings</b> .....	<b>10</b>
Surveys .....	10
Visioning Workshops.....	15
<b>Limitations of the Consultation</b> .....	<b>19</b>
<b>North Midlands Regional Club Development Strategies</b> .....	<b>20</b>

## Introduction

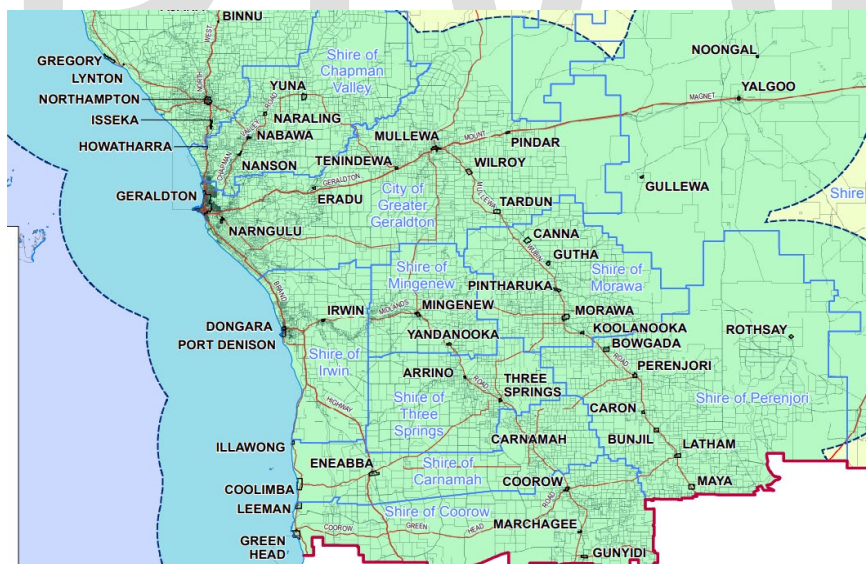
This report provides information regarding the North Midlands Regional Club Development Plan which was developed with the recreation and wider community of the North Midlands during 2022.

North Midlands is considered a region of the Mid-West of Western Australia and comprises the shires of Carnamah, Coorow, Mingenew, Morawa, Perenjori and Three Springs. The region also has recreational and community connections with surrounding local government areas including but not limited to the City of Greater Geraldton and the Shire of Irwin. The area is unique due to the rural and environmental landscapes including broad acre farming community, mining, government services as well as low population density and vast distances between populations.

The purpose of this report is to identify key issues associated with clubs in this region, by identifying strengths, future ambitions and to allow for sustainable and successful recreation into the future.

The consultation period comprised of face-to-face meetings and workshops, surveys, phone calls and email communications.

It was established that the sporting clubs provide much wider benefits than pure physical fitness with human connection and wellbeing key outcomes possibly to a greater degree than in the city. It was noted that working together at a regional level is beneficial for all.



Map 1: North Midlands and Surrounding Areas.<sup>1</sup>

<sup>1</sup> [MidWest Region - Map of gazetted townsites and surrounding 50 km boundary \(dph.wa.gov.au\)](https://dph.wa.gov.au)

## Background

### Grant Funding

In April 2021 an Every *Club Grant* from the Department of Local Government, Sport and Cultural Industries (DLGSC) was obtained to assist with developing a North Midlands Regional Club Development Plan. The funding was also supplemented by contributions from the six shires which included direct and in-kind support.

The goal of the plan was to help deliver regional outcomes to sporting associations and clubs in the North Midlands region. Having a more regional focussed approach can improved advocacy for recreational support from State and Federal governments. The Plan will also help with sharing ideas, knowledge and issues as well as identifying areas for collaboration in the region. The Plan will enable the shires to work collaboratively and leverage regional funding for training, governance and opportunities as a regional cohort.

### Regional Characteristics

Regional areas can often be unique places to work, live and play due to the natural and built environment which can differ significantly to higher density urban areas.

The natural environment also allows for a diversity of sports perhaps not considered traditional such as shooting and speedway which are present in the North Midlands.

Often the sporting club or sportsground is a main central meeting point for rural populations and brings people together with community members travelling long distances to attend and play sport. The lower number of participants can lead to a smaller number of volunteers, but it can also form a creative and strong culture.

Population trends in areas such as the North Midlands have gone through recent declines due to a number of factors including but not limited to:

- Larger farms with smaller staff numbers required to manage the business;
- Smaller family size and delaying of having families;
- Post primary school children moving away from town for education ; and
- Fluctuating business activities.

## Demographics of the North Midlands<sup>2</sup>

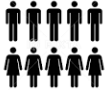
	Carnamah	Coorow	Mingenew	Morawa	Perenjori	Three Springs
Population 	527	961	418	661	567	561
Area (Hectares)	287 092	418 987	193 489	351 059	830 136	265 669
Major Towns	Carnamah Eneabba	Coorow Leeman Green Head	Mingenew	Morawa	Perenjori Latham	Three Springs Arrino Dudawa Kadathinni

Table 1: Population, Area and Towns of the North Midlands.

### Strategic Influences - State and National Level

Some key points from the *Sport West Strategic Priorities for WA Sport Document*<sup>3</sup> include:

- Sport is an essential part of the Western Australian way of life, helping to strengthen social connections, support local economies and improve health outcomes.
- Children in metropolitan Perth have higher participation rates in sport & physical activity than in regional and remote WA.
- Governance models which are not fit-for-purpose are adversely impacting community sports.
- The complexity and demands of administering community sport places a burden on key volunteering roles including coaches, officials and administrators.
- Sports and other service deliverers need to collaborate better to improve access to sport in regional areas.

<sup>2</sup> [Data by region | Australian Bureau of Statistics \(abs.gov.au\)](https://www.abs.gov.au/data/by-region)

<sup>3</sup> [https://sportwest.com.au/wp-content/uploads/2020/07/SW\\_Strategy-06-DIGITAL\\_07JUL20\\_compressed.pdf](https://sportwest.com.au/wp-content/uploads/2020/07/SW_Strategy-06-DIGITAL_07JUL20_compressed.pdf)



A recent document by the Department of Local Government, Sport and Cultural industries called *Sport and Recreation Industry Priorities*<sup>4</sup> states that:

- The Industry needs to understand the unique locations, demographics and differences within the Western Australian community and take into account differing needs during product/program development.

Relevant information supporting keeping options open for older people to engage in sport and recreation can be found in *Getting Australia Active 111- Department of Health, Australian Government*<sup>5</sup>

- The challenge is to modify and adapt traditional sporting offers to attract new less active population groups, such as older adults or those with existing chronic disease.

A relevant point about volunteers and the strength and challenge with this role is noted in *Sport 2030- Sport Australia*<sup>6</sup>

- Individuals in a position of power or influence within a sport are temporary custodians, there to “protect the sport” and “pass the baton” onto the next generation of leaders and decision makers.

The North Midlands sits within the Mid-West zone of the Department for Local Government Sport and Cultural Industries. Support for the North Midlands clubs comes from the staff located in the Geraldton office. Most sporting associations also have regional development officers which can be based in Geraldton.

Although the Shires of the North Midlands are defined by Carnamah, Coorow, Morawa, Mingenew, Perenjori and Three Springs, specific sporting codes can be linked in with clubs outside of these shires (such as Football and Hockey).

At a community development level, the proportion of Shire staff time that can be attributed directly to Sport and Recreation needs to be shared with other community priorities. This can reduce contact between staff officers and clubs. Staff also work collaboratively with other North Midlands shires to improve outcomes, share experience and resources.

---

<sup>4</sup> [https://www.dlgsc.wa.gov.au/docs/default-source/sport-and-recreation/sport-and-recreation-industry-priorities.pdf?sfvrsn=d1d37878\\_23](https://www.dlgsc.wa.gov.au/docs/default-source/sport-and-recreation/sport-and-recreation-industry-priorities.pdf?sfvrsn=d1d37878_23)

<sup>5</sup> <https://preventioncentre.org.au/wp-content/uploads/2020/05/Getting-Australia-Active-III-April-2020.pdf>

<sup>6</sup> [https://www.sportaus.gov.au/\\_data/assets/pdf\\_file/0005/677894/Sport\\_2030\\_-\\_National\\_Sport\\_Plan\\_-\\_2018.pdf](https://www.sportaus.gov.au/_data/assets/pdf_file/0005/677894/Sport_2030_-_National_Sport_Plan_-_2018.pdf)

## **Strategic Influences- Regional Level**

### *Morawa Sport and Recreation Plan 2011*

- Need to provide more opportunities for young people to participate in sport outside of school hours.
- Recommended the establishment of Sport and Recreation Advisory Committee to improve communication.

### *Shire of Coorow Strategic Community Plan 2017- 2027*

- Facilitate healthy lifestyles within the community through recreation facilities and programs.
- Encourage increased town site interaction through sport and cultural events.

### *Shire of Perenjori Strategic Community Plan 2017- 2027*

- Actively work to partner with other Shires and regional organisations.
- Support for volunteers.

### *Shire of Three Springs Strategic Community Plan 2018- 2028*

- Values-To have a regional focus.
- Community ranked Community Halls and Recreation Facilities as very important.

### *Shire of Mingenew Strategic Community Plan 2019- 2029*

- Loss of population, seasonal work and drift towards metro centrism are challenges.
- Need to work better with the regions.

### *Shire of Carnamah Strategic Community Plan and Corporate Business Plan 2021- 2031*

- Improve the standard and utilisation of community and recreation facilities.
- Improve communication, effective community partnerships and advocacy.

## Consultation Methodology

A positive, constructive and engaging consultation process occurred with relevant stakeholders in the North Midlands between February and May 2022 to provide practical information to support the development of the North Midlands Regional Club Development Plan (the Plan).

The purpose of this report is to communicate the findings from consulting with clubs and their members as well as the local government staff and with this information support a regional focus to club development.

The consultation included a variety of engagement mediums including a survey, workshops in each major town, and face to face information gathering. Over 100 stakeholders were consulted.

The data obtained during this consultation period has helped to establish a strengths and barriers list as well as potential recommendations for strategies for clubs to improve regional collaboration. There were local issues and activities specific to individual shires but overall strong opportunities to share knowledge and work together due to common themes that reoccurred during the consultation.

As well as gathering community knowledge around key characteristics of the area the process allowed the community to be further connected to their Shire's Community Development Officer as well as share relevant information about local and regional clubs.

The consultant worked closely with the Community Development Officers and other staff at each Shire. This was essential as it enabled contemporary information to be captured at the start of the consultation due to the established relationships. Working with shire staff also provided an ongoing feedback loop throughout the consultation.

The month of March was determined as a suitable period for consultation. The region typically has a high number of community members involved in crop farming resulting in busy periods around April/May for seeding and November/December for harvesting. The Summer months can also provide extreme heat and a reduction in population numbers with people travelling or spending time in centres such as Perth and other coastal regional towns.

### Surveys

The consultant worked with shire staff to establish a set of survey questions that would drill down on some of the key issues that have been raised in recent times.

An electronic survey was developed, and paper base options were also available to be completed. The Shire staff and consultant promoted the survey via social media, word of mouth and direct contact.

A QR code and hyperlink were used to reduce any barriers to completion. The survey was open during the month of March 2022.

### **Visioning Workshops**

A visioning workshop was held at each main town to allow for organic conversations to occur and for information that was not captured during surveys to be raised.

Timing of workshops:

- Week 1 (23-25 March 2022). Coorow, Carnamah and Three Springs.
- Week 2 (28-30 March 2022). Perenjori, Morawa and Mingenev.

Consideration for the fact that people would need to travel to attend the workshops dictated the timing of the workshops with most workshops were held outside of office hours.

Workshops were held at the local community sporting locations with adherence to COVID 19 protocols such as social distancing and mask wearing.

The consultant worked with community members to establish themes around “what’s working”, “what’s a barrier” and “what are some of the goals”. A regional focus was encouraged but at the local level. The DLGSC Mid-West Regional Officer was able to attend the Three Springs and Morawa workshops to provide information on available grants.

### **Individual contact**

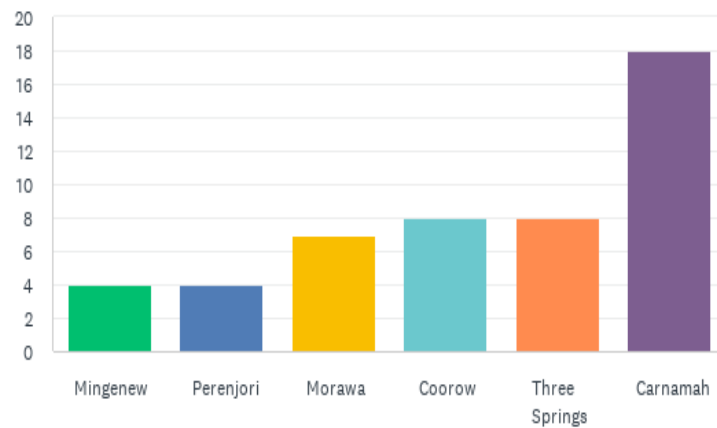
Some community members were unable to attend a workshop and provided direct feedback to the consultant around some of the strengths, barriers and suggestions for club development in the region.

## Consultation Findings

### Surveys

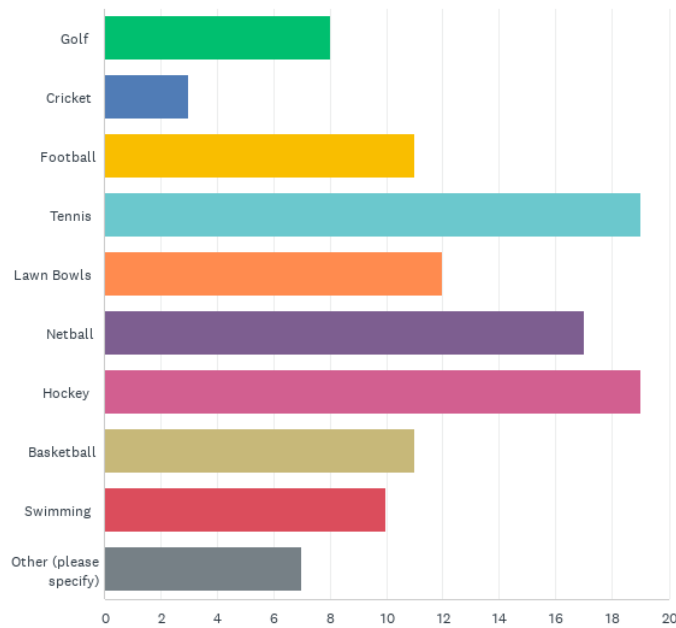
48 surveys were completed during the consultation period, 47 online and 1 hard copy version with multiple respondents from each shire and from a variety of sports. Some of the data is displayed below.

Q1 Which local Shire do you live in?



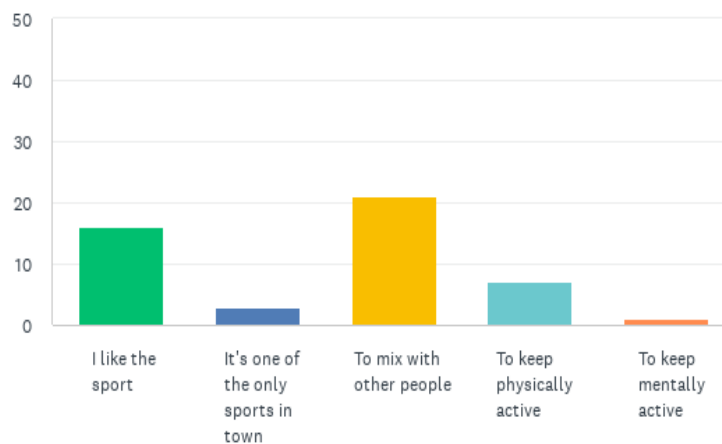
**Key Finding: People from each shire completed the survey with the Shire of Carnamah providing the most responses.**

### Q2 Which club(s) are you a member?



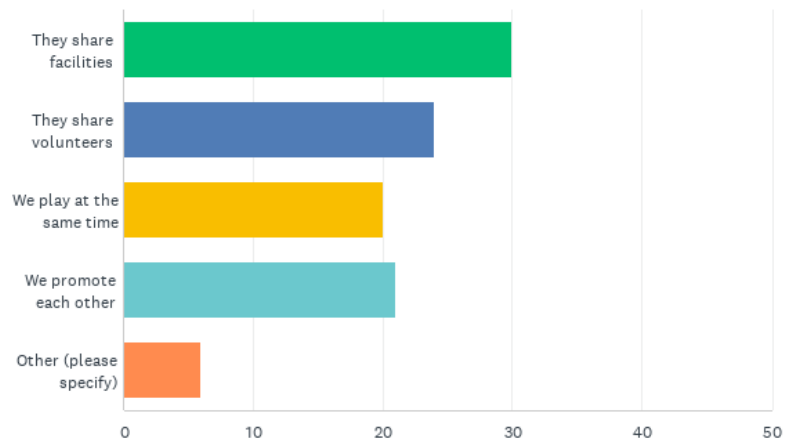
**Key Finding: A cross section of sports provided input into the survey.**

### Q5 What are the things that attracted you to join the club(s)?



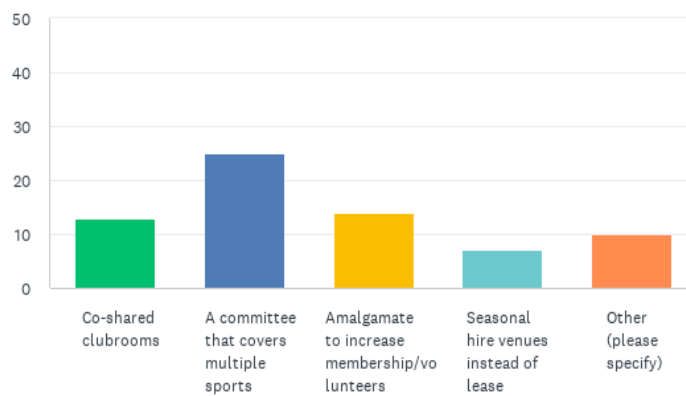
**Key Finding: Mixing with other people was an important reason for joining a sporting club.**

Q6 If your club collaborates with another club describe how the collaboration looks like.



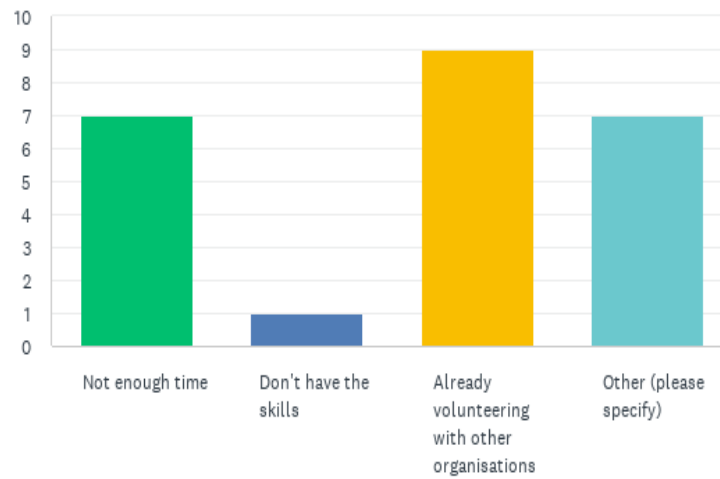
**Key Finding: Clubs often shared facilities and volunteers.**

Q7 Would your club consider any of the following to improve operations at club level?



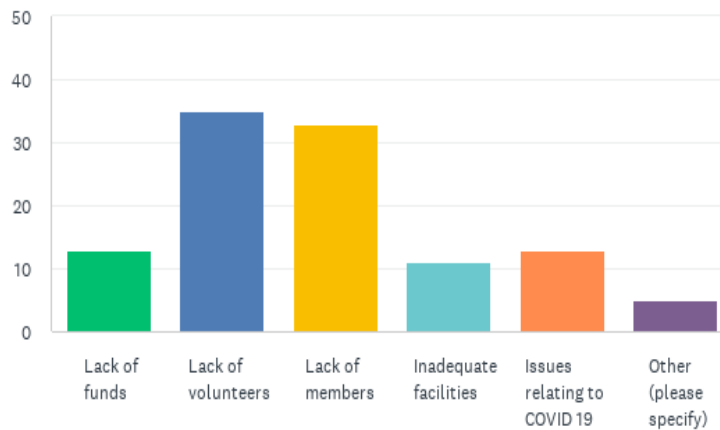
**Key Finding: Clubs were open to sharing management committees that covered multiple sports.**

### Q13 If No, what stops you from volunteering?



**Key Finding: Many volunteers perform several roles.**

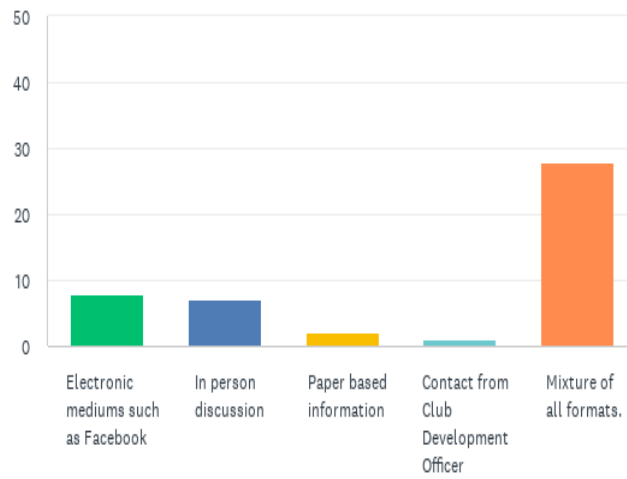
### Q16 What are some barriers to your club development?



**Key Finding: Lack of members and volunteers was seen as a key barrier to development.**



### Q17 What is your preferred communication format between your club and local shire?



**Key Finding: People wanted a mixture of communication formats including online and face to face.**

## Visioning Workshops

Six workshops were held at each Shire over two weeks and a breakdown of some of the themes that were identified during each workshop are collated below.

### Carnamah

Date: 24 March 2022

Location: Carnamah Recreation Centre

Attendances: 10

STRENGTHS	BARRIERS	GOALS
<ul style="list-style-type: none"> <li>• Good Facility Usage.</li> <li>• Strong Sports Culture.</li> <li>• Hockey, Netball, AFL work together.</li> <li>• Year-Round Options.</li> <li>• Parents Involved.</li> </ul>	<ul style="list-style-type: none"> <li>• Population.</li> <li>• Lack of younger volunteers.</li> <li>• Distance travelled for games.</li> <li>• Injury risk.</li> <li>• ~13 y.o.+ age group gaps.</li> </ul>	<ul style="list-style-type: none"> <li>• Improve Communication.</li> <li>• Increase numbers participating.</li> <li>• Increase presence of DLGSC Officer &amp; State Sporting association visits.</li> <li>• Decrease “Red Tape”.</li> <li>• Events that bring people to town.</li> <li>• Improve grant writing &amp; acquittal knowledge.</li> </ul>

## Coorow

Date: 23 March 2022

Location: Maley Park Function Centre

Attendances: 6 (plus 2 via videoconference)

STRENGTHS	BARRIERS	GOALS
<ul style="list-style-type: none"><li>• Good AFL participation numbers.</li><li>• Proactive volunteers.</li><li>• Different sports train on similar days.</li><li>• Flexibility of pool hours helps with cross training.</li></ul>	<ul style="list-style-type: none"><li>• Volunteer burnout- same people doing same job.</li><li>• Too much red tape.</li><li>• Lack of people stepping up.</li><li>• Distance to play.</li><li>• Injuries- impact on employment.</li><li>• Inflexible business</li></ul>	<ul style="list-style-type: none"><li>• Increase volunteers through reducing red tape, work earlier with schools.</li><li>• Join forces with different sports codes.</li><li>• Improve communication.</li><li>• Improve access to funding.</li></ul>

## Mingenew

Date: 30 March 2022

Location: Mingenew Recreation Centre

Attendances: 4

STRENGTHS	BARRIERS	GOALS
<ul style="list-style-type: none"><li>• Great Sports Culture.</li><li>• Winter sports on one day.</li><li>• Clubs allow 12-15 y.o. to train with adults.</li><li>• Flexible/progressive tennis club.</li><li>• Family oriented.</li></ul>	<ul style="list-style-type: none"><li>• 12-18 y.o. not in town.</li><li>• Increased distance from other North Midlands Towns.</li><li>• Volunteer burn-out.</li><li>• Population numbers.</li><li>• Funds for maintaining facility.</li></ul>	<ul style="list-style-type: none"><li>• Increase Population.</li><li>• Increase presence in town of specialist skills &amp; coaches.</li><li>• More support for volunteers.</li><li>• Infrastructure maintenance funding.</li></ul>

## Morawa

Date: 29 March 2022

Location: Morawa Football Oval Function Room

Attendances: 8

STRENGTHS	BARRIERS	GOALS
<ul style="list-style-type: none"><li>• Good facilities.</li><li>• Committed families.</li><li>• Rotating town tournaments in golf.</li><li>• Winter sports all in one day.</li><li>• Long standing speedway.</li></ul>	<ul style="list-style-type: none"><li>• Volunteers- same people doing the role.</li><li>• Awareness &amp; communication of sports.</li><li>• Not enough people.</li><li>• Gap for younger adults.</li><li>• Funds to maintain facilities.</li><li>• Town planning- facilities spread out.</li></ul>	<ul style="list-style-type: none"><li>• More accessible funding.</li><li>• Attract more volunteers.</li><li>• Cater for all ages.</li><li>• Improve club governance.</li></ul>

## Perenjori

Date: 28 March 2022

Location: Perenjori Sporting Club

Attendances: 3

STRENGTHS	BARRIERS	GOALS
<ul style="list-style-type: none"><li>• Good facilities</li><li>• Facilities co-located.</li><li>• Pistol club events attract people.</li><li>• Diversity of options.</li><li>• Local mining company contributes (Mt Gibson)</li></ul>	<ul style="list-style-type: none"><li>• Multiple committees that one person may have to attend.</li><li>• Low numbers.</li><li>• Red tape for volunteers.</li><li>• Diluted pathway for young adults.</li><li>• Costs across layers of associations.</li><li>• Some users of facilities don't contribute.</li></ul>	<ul style="list-style-type: none"><li>• Look at overarching sports committee.</li><li>• Communication and promotion.</li><li>• Flexible and progressive fixturing.</li><li>• Modifying formats and rules.</li><li>• Improve options for 12-15 y.o.'s.</li></ul>

## Three Springs

Date: 24 March 2022

Location: Three Springs Sporting Club

Attendances: 7

STRENGTHS	BARRIERS	GOALS
<ul style="list-style-type: none"><li>• Considering winter sports committee.</li><li>• Variety of services in town.</li><li>• Volunteers knowledgeable in tasks.</li><li>• Rifle club.</li></ul>	<ul style="list-style-type: none"><li>• Low numbers participating.</li><li>• Lack of younger people involvement.</li><li>• Lack of summer sports options.</li><li>• Distance to travel to play.</li><li>• Season length too long.</li><li>• Injuries and impact on work.</li></ul>	<ul style="list-style-type: none"><li>• Increase Numbers playing.</li><li>• Promotion and communication.</li><li>• Maintain facilities.</li><li>• Flexible events.</li><li>• Improve finances.</li></ul>

## Limitations of the Consultation

This report provides a snapshot of information gathered through conversations and surveying of stakeholders during the months of February, March and April 2022 and is based upon previous strategic community consultation and relationship building.

Some of the limitations of the consultation and opportunities to be aware of in future consultations include:

- Minimal feedback from “First Nations” Australians;
- Travel distance resulted in condensing the face-to-face discussions to one day rather than the ability to have these meetings across the week;
- Holding one of the consultations in the early morning prevented some stakeholders from travelling to that particular workshop;
- Reduced input from non-recreational based stakeholders- e.g., purely business owners.
- Reduced input from neighbouring local government stakeholders.
- Reduced input from State Sporting Associations.

## North Midlands Regional Club Development Strategies.

### 1. VOLUNTEERING

- 1.1 Reduce red tape and become more flexible with administration and coaching duties.
- 1.2 Share people resources across sporting clubs such as joint committees.
- 1.3 Encourage opportunities for younger people to be involved.
- 1.4 Sports Associations and Department of Local Government, Sport and Cultural Industries to come to shires and upskill/run programs.

### 2. FUNDING

- 2.1 Maintain contact with Department of Local Government, Sport and Cultural Industries Mid-West officer.
- 2.2 Communicate between clubs and share ideas for event funding and fixture scheduling.
- 2.3 Strengthen relationships and promotional opportunities with tourism/business/mining.

### 3. COMMUNICATION and INFORMATION

- 3.1 Work as regional focus and promote regional recreation.
- 3.2 Strong communication between the North Midlands local government Community Development Officers.
- 3.3 Strong relationship with Department of Local Government, Sport and Cultural Industries Mid-West Officer.
- 3.4 Synchronize game times.
- 3.5 Establish multi-sports committees.

#### **4. CONSIDER the ENVIRONMENT**

- 4.1 More flexible seasonal fixtures e.g., shorter or “bubble- like” games.
- 4.2 More summer sport options.
- 4.3 More hybrid models for younger and older (AFL 9’s etc.).
- 4.4 Continue to reduce travel through fixturing and use of videoconferencing for meetings.

#### **5. INCREASE POPULATION (Acknowledging this strategy sits outside of traditional Recreation)**

- 5.1 Activities and events that increase people working, living and staying in shire.
- 5.2 Increase opportunities for more accommodation.
- 5.3 Work with State and Federal departments to increase populations.



## Signatories

### Shire of Carnamah

CEO: Paul Sheedy \_\_\_\_\_

\_\_\_\_\_

President: Merle Isbister \_\_\_\_\_

\_\_\_\_\_

### Shire of Coorow

CEO: Mia Maxfield \_\_\_\_\_

\_\_\_\_\_

President: Moira Girando \_\_\_\_\_

\_\_\_\_\_

### Shire of Mingenew

CEO: Nils Hay \_\_\_\_\_

\_\_\_\_\_

President: Gary Cosgrove \_\_\_\_\_

\_\_\_\_\_

### Shire of Morawa

CEO: Scott Wildgoose \_\_\_\_\_

\_\_\_\_\_

President: Karen Chappel \_\_\_\_\_

\_\_\_\_\_

### Shire of Three Springs

CEO: Keith Woodward \_\_\_\_\_

\_\_\_\_\_

President: Chris Lane \_\_\_\_\_

\_\_\_\_\_

### Shire of Perenjori

CEO: Paul Anderson \_\_\_\_\_

\_\_\_\_\_

President: Chris King \_\_\_\_\_

\_\_\_\_\_

## 14. Plant and Works:

### 14.1 CARON DAM – RE ROOFING PROJECT

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	Nil
<b>Date:</b>	11 <sup>th</sup> May 2022
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Author:</b>	Ken Markham – Manager Infrastructure Services
<b>Responsible Officer:</b>	Paul Anderson – Chief Executive Officer
<b>Attachments:</b>	14.1 (a) - Caron Dam Report – GHD 14.1 (b) - Caron Dam Order of Magnitude Cost Estimates-GHD 14.1 (c) - BHA- Cablenet Evaporation Reduction System 14.1 (d) - CWSP Application 14.1 (e) - CWSP Project Plan

#### **Summary**

This item seeks Council's decision on the proposed project to re- roof the Caron Dam and consideration of funding contribution in the 2022/23 budget.

#### **Background**

The Caron Dam roof structure has been deteriorating for many years with large sections of corrugated iron being blown off due to the decay in the timber purlins.

A report was undertaken by GHD in 2018 and an order magnitude of costs estimate provided to look at repairing the roof structure.

The report highlighted extensive damage to the purlins, timber columns, base timbers, corrugated iron roof sheeting and embankment erosion.

Cost estimates at the time were between \$2.49million and \$3.53 million. The project was deferred.

The Shire of Perenjori was contacted by Sandy Turton- Parkinson from the Department of Water and Environmental Regulation in early August 2021 regarding potential funding for the Caron dam through the Community water Supply Project.

Sandy suggested a product that they had been installing at a couple of other dam sites which is a flexible shade cloth type material. A representative from BHA- Cablenet visited the Caron Dam and provided a quote to supply and install the Cablenet Evaporation Reduction System which was as the basis for the grant application.

Paul Owen from GFG Consulting was engaged to assist in the preparation of the application which was then submitted to the department.

The funding available is a maximum of \$100,000 and the estimated project cost is \$324,000 which then requires a contribution of \$224,000 from Council.

We were advised in March that our funding application was successful. For the project to go ahead, Council need to approve the signing of the Community Supply Program Deed of Agreement and then allow for required funding to be considered in the 2022/23 budget.

#### **Statutory Environment**

Nil

#### **Policy Implications**

Nil

#### **Legal Compliance**

Nil

**Risk Management**

Risk Statement	Level of Risk	Risk Mitigation Strategy
Not replacing the roof structure would cause safety issues and increased evaporation of the water.	High	Replace roof structure

**Consultation**

Sandy Turton- Parkinson - Department of Water and Environmental Regulation  
 Paul Owen - GFG Consulting  
 CEO - Mario Romeo  
 Barry Hall- BHA – Cablenet

**Financial Implications**

Approximately \$224,000 contribution in the 2022/23 budget towards total project estimate of \$324,000.

**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 quality- built environment, which meets and maintains current and future community needs.

**Officer Comment**

The Caron Dam roof structure is in major disrepair with numerous sheets of corrugated iron blown off and apart from being unsightly, creates a risk for those visiting the site and also compromising the protection of the water.

This project if accepted would provide the cheaper option to protect and secure the dam other than completely removing the existing roof structure and not replacing, though this would increase evaporation of the water which is relied upon heavily for road works by the Shire of Perenjori.

**COUNCIL DECISION**

**Council Resolution Number: 190522.10**

**Moved: Cr D Bradford**

**Seconded: Cr C Braynt**

**That Council suspend Standing Orders, Clause 9.5 Limitation on number of speeches to be suspended at 3.38pm for open discussion on item 14.1 of the agenda.**

**Motion put and carried 6/0**

**COUNCIL DECISION**

**Council Resolution Number: 190522.11**

**Moved: Cr L Hepworth                      Seconded: Cr D Sparkman**

**That Council reinstates Standing Orders at 3.41pm.**

**Motion put and carried 6/0**

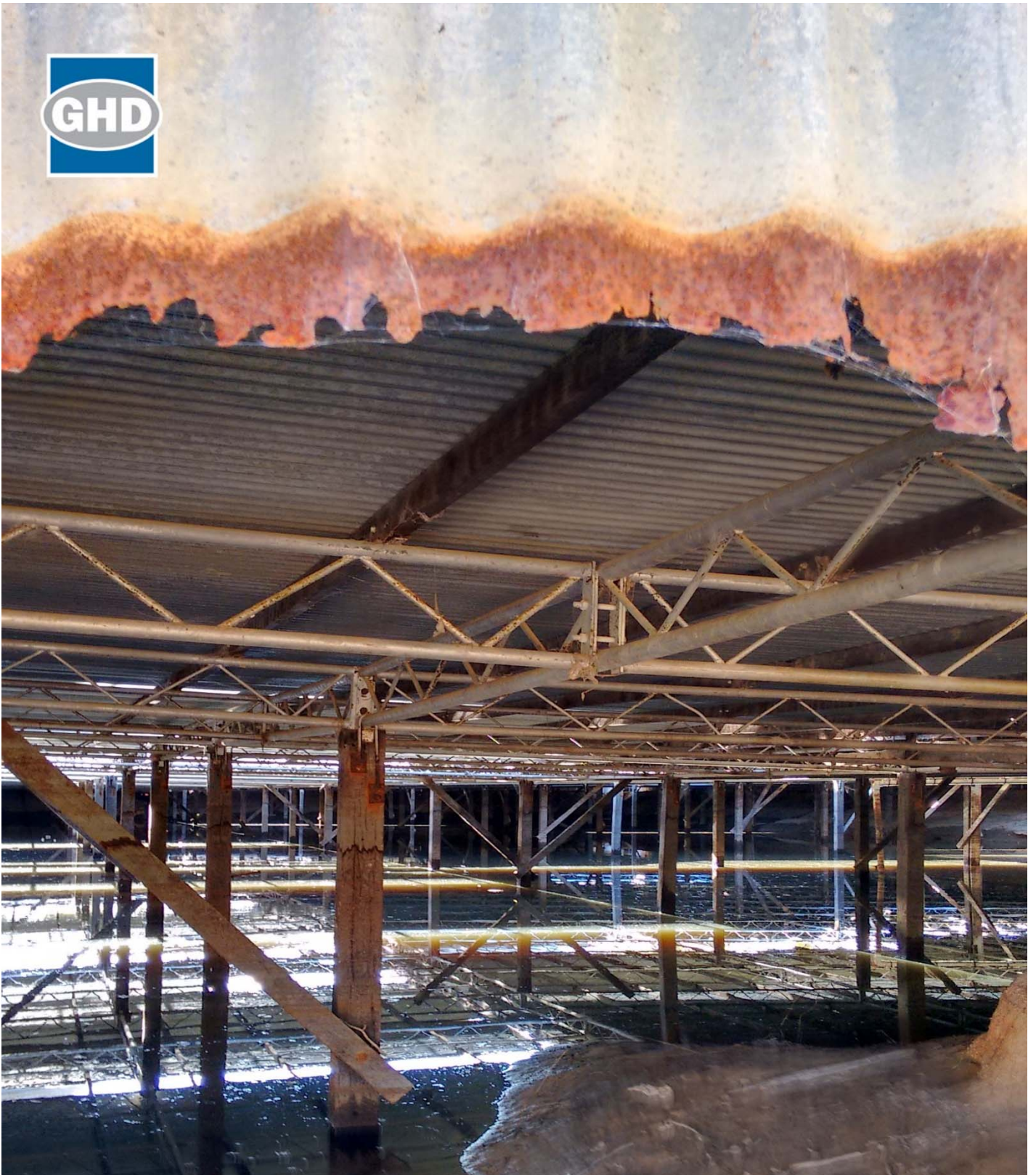
**COUNCIL DECISION**

**Council Resolution Number: 190522.12**

**Moved: Cr A Fraser                      Seconded: Cr L Hepworth**

**That Council approve the signing of the Community Water Supply Program Deed of Agreement for the Caron Dam Roof Replacement and consideration of the funding contribution required in the 2022/23 Budget.**

**Motion put and carried 6/0**



# Shire of Perenjori Caron Dam Roof Structure Condition Assessment

October 2018

# Table of contents

1.	Introduction.....	1
1.1	Purpose of this report.....	1
1.2	Existing structure .....	1
1.3	Scope and limitations.....	2
1.4	Disclaimer and exclusions .....	3
1.5	Assumptions .....	3
2.	Summary of Condition.....	4
2.1	Perimeter Supports .....	4
2.2	Embankment Supports .....	4
2.3	Internal Supports.....	4
2.4	Miscellaneous .....	5
3.	Proposed Remediation Works .....	6
3.1	Timber columns .....	6
3.2	Base timbers .....	6
3.3	Concrete footings.....	6
3.4	Steel posts, trusses and connections .....	7
3.5	Embankment.....	7
4.	Conclusion and Recommendations .....	8
4.1	Conclusion .....	8
4.2	Recommendations .....	8

## Appendices

Appendix A - Site Inspection Photographs



# 1. Introduction

## 1.1 Purpose of this report

It is understood that the Shire of Perenjori has received funding to replace the roof of Caron Dam (refer Figure 1 for location of the site). The funding is to be given on the proviso that the roof framing and supports are in sound structural condition. As a result, Shire of Perenjori engaged GHD to carry out a site inspection of components supporting the roof of Caron Dam.

This report provides a summary of the findings from the site assessment and a condition review of components supporting the roof structure of Caron Dam. In addition, this report provides remedial recommendations to rectify the noted damage to the structure.



Figure 1 Caron Dam Location

## 1.2 Existing structure

The site condition assessment of the roof support structure was carried out on August 28th, 2018. The typical components supporting the roof of the dam were roof trusses, columns (typically of timber), and concrete footings (refer Photograph A and B of Appendix A). The site work was limited to a visual inspection and simple non-destructive testing of the components that were safely accessible.

The majority of the internal columns were partially submerged in water (refer Photograph A and C). As a result, close inspection was limited to accessible supports along the embankment (refer Photograph D). The perimeter roof supports were steel posts that appeared to have concrete footings (refer Photograph E and F). The perimeter supports also included timber columns in the western channel entry (refer to Photograph J of Appendix A). The embankment columns appeared to be submerged occasionally when the dam water level rises. The timber components appeared to be of Jarrah.

The roof of the dam was situated approximately 3.3m above the existing water level. The surface water depth was estimated to be approximately 1 metre deep at the time of inspection. Staining to the timber columns indicated the water level has risen to approximately 2.0m above the current level in the past.

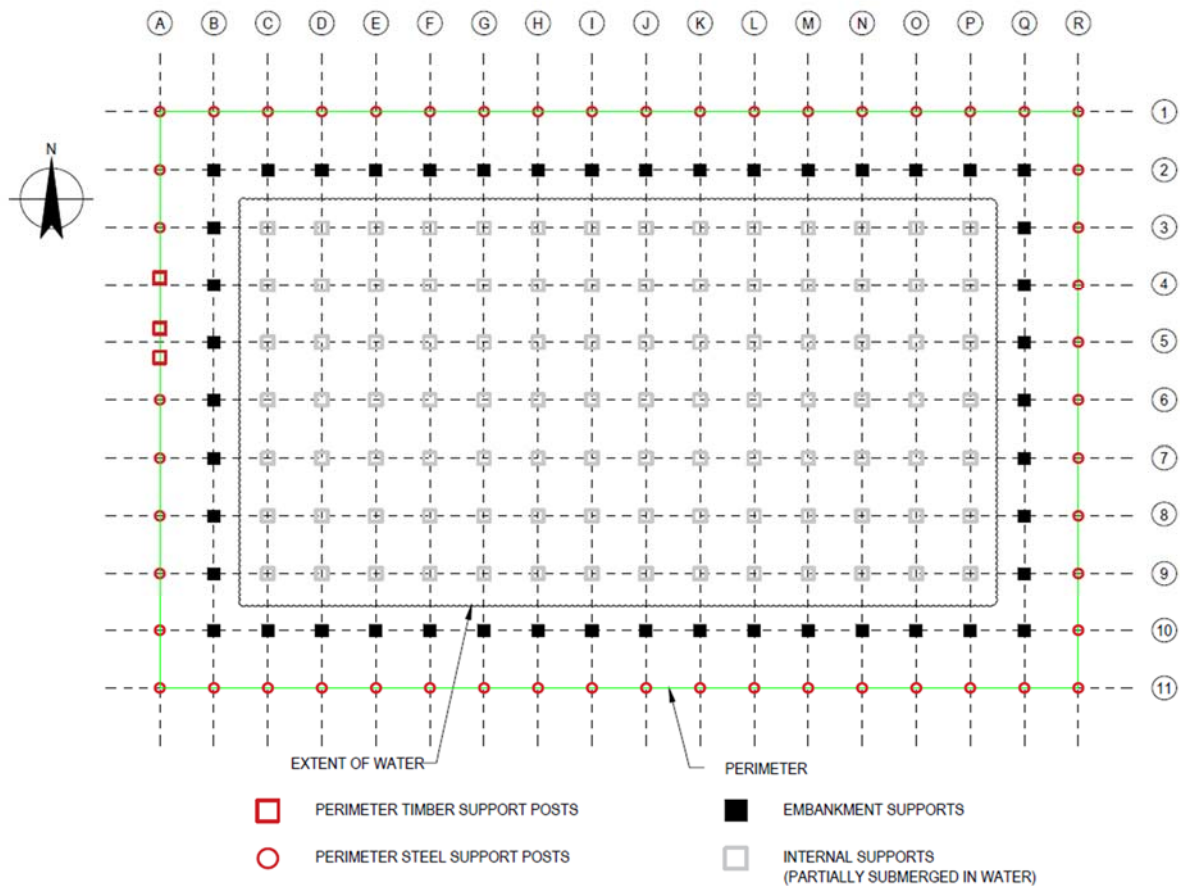


Figure 2 Layout of supports

Figure 2 shows the layout of columns and the extent of water present during the inspection. Inaccuracies in the layout may be present, as no 'as constructed' drawings were available. The layout above was prepared based solely on visual site observation and has prepared to present general positions of supports.

### 1.3 Scope and limitations

GHD has undertaken the following scope of works as part of this assessment:

- Visual inspection of the roof support components were undertaken to record visible defects including splits, crushing and rot / softness in timber elements. Where possible, some simple non-destructive testing of accessible columns was undertaken to better assess timber condition.
- On site assessment and measurements were recorded to assist in the determination of remedial recommendations and to approximate the quantity of repairs.

The majority of internal timber columns were partially submerged in water. Hence, assessment was limited to accessible components.



## 1.4 Disclaimer and exclusions

This report has been prepared by GHD for Shire of Perenjori and may only be used and relied on by the Shire of Perenjori for the purpose agreed between GHD and the Shire of Perenjori as set out in section 1.3 of this report.

GHD otherwise disclaims responsibility to any person other than Shire of Perenjori arising in connection with this report. GHD also excludes implied warranties and conditions, to the extent legally permissible.

The services undertaken by GHD in connection with preparing this report were limited to those specifically detailed in the report and are subject to the scope limitations set out in the report.

The opinions, conclusions and any recommendations in this report are based on conditions encountered and information reviewed at the date of preparation of the report. GHD has no responsibility or obligation to update this report to account for events or changes occurring subsequent to the date that the report was prepared.

The opinions, conclusions and any recommendations in this report are based on assumptions made by GHD described in this report (refer section 1.5 of this report). GHD disclaims liability arising from any of the assumptions being incorrect.

The opinions, conclusions and any recommendations in this report are based on information obtained from, and testing undertaken at or in connection with, specific sample points. Site conditions at other parts of the site may be different from the site conditions found at the specific sample points.

Investigations undertaken in respect of this report are constrained by the particular site conditions, such as the location of site and lack of accessibility due to the extent of water present during the inspection. As a result, not all relevant site features and conditions may have been identified in this report.

Site conditions may change after the date of this Report. GHD does not accept responsibility arising from, or in connection with, any change to the site conditions. GHD is also not responsible for updating this report if the site conditions change.

## 1.5 Assumptions

GHD made the following assumptions when preparing the report:

- The timber components assumed as Jarrah.
- The condition of the internal timber columns assumed to be in similar condition as those inspected on the embankment.

## 2. Summary of Condition

This report section presents a summary of general defects and condition of structural components recorded during the site inspection.

### 2.1 Perimeter Supports

#### 2.1.1 Timber columns

The concrete footings supporting the three/four timber columns in the western channel entry were cracked (refer Photograph H) and the soil beneath was eroded (refer Photograph I). Significant deterioration to the lower portion of few timber columns was also noted, while the upper portion of column was damaged by termites (refer Photograph K).

### 2.2 Embankment Supports

#### 2.2.1 Timber columns

The majority of timber columns assessed were found to be significantly rotten in the lower 100 to 500mm of the column (refer Photograph L and M).

Both active and past termite damage were observed in the upper portion of about 10% of the inspected columns. In many instances the damage found was significant, causing section loss of up to 30% of timber thickness (refer Photograph N and O).

Wide (nominally 10 mm) splits and delamination of the lower part of columns were found in the majority of the columns inspected. In several instances, the splits had worsened significantly (refer Photograph P and Q). Several of the base timbers between the timber columns and the concrete footings appeared to have widespread and significant splits and rot (refer Photograph R). In several cases, total deterioration of base timbers was observed and the timber column above has negligible bearing (refer Photograph S and T).

In many cases, the timber bracing between the columns and roof trusses appeared to have fallen and are missing (refer Photograph V). Similarly, several lengths of purlins between beams were broken and missing (refer Photograph U).

The majority of connections were loose and were badly corroded, and have lost significant capacity (refer Photograph W and X). It is noted that the corrosion is likely to have exacerbated the deterioration to the adjacent timber.

#### 2.2.2 Concrete footing

Several concrete footings supporting the timber columns had cracks in various places and several appeared to be sliding down the embankment. In some cases the concrete footings were found to be completely undermined by water scour and washed down the embankment (refer Photograph 6).

### 2.3 Internal Supports

#### 2.3.1 Timber columns

The internal timber columns were partially submerged in water and only subject to a limited inspection from the embankment. The condition of the internal timber columns appeared to be in similar condition as those inspected on the embankment.

## 2.4 Miscellaneous

### 2.4.1 Perimeter steel support posts

The steel posts appeared to be in a fair condition with minor corrosion and also timber girts supporting the wall cladding were typically in good condition, although a few were displaced (refer Photograph E and F). In general, concrete footings supporting the steel posts were in sound condition, though a few were undermined due to erosion of the embankment at areas where the roof/wall cladding were missing (refer Photograph G).

### 2.4.2 Roof trusses and roof sheeting

The trusses supporting the roof sheeting appeared to be in sound condition with only minor corrosion. The straps and bolts connecting the roof trusses and timber columns typically had minor corrosion (refer Photograph Y).

Many roof sheets were found to be damaged and ripped from trusses. The gutters were heavily corroded and badly damaged/missing in various places (refer Photograph Z and 1).

### 2.4.3 Embankment

The embankment has typically suffered some erosion from the reservoir water, often exposing portions of the column's footing. The embankment was eroded by running water in various places where gutters, wall cladding and/or roof cladding is damaged and/or missing, creating rills and gullies (refer Photograph 4 and 5). In a few cases, significant erosion of the soil around and below the footings were found (refer Photograph 2 and 3).

### 2.4.4 Others

When viewed from the embankment, the components above the stored water level of partially submerged supports appeared in a similar condition to the corresponding components above the embankment where supports are not submerged.

## 3. Proposed Remediation Works

Based on the findings from the site inspection, GHD provides the following remediation options for the Shire of Perenjori's consideration.

### 3.1 Timber columns

The timber columns with rotten and termite damaged portions require remedial action.

The lower split and rotten portions can be replaced with similar timber if there is a great requirement to maintain the heritage values of the structure's timber components. It is likely that a strong, durable joint between the original timber and the new timber would be difficult to achieve cost-effectively. Alternatively, the damaged lower portion can be replaced with coated steel UC sections to suit the original timber dimensions. It is however, considered a better structural, more durable and more cost-effective solution to replace the partially defective column with a full length of timber (if similar sizes of adequate quality timber can be sourced) or with steel. Sizing of replacement sections should match the existing, if found structurally adequate during the repair design process.

The above optional repairs similarly apply to the upper portions of the timber columns with significant termite damage

In cases where timber columns have widespread and significant deterioration, the replacement of the entire column with a full length of timber or steel is recommended.

Typically, new connections cast into a footing will be required to replace the badly corroded existing connections.

### 3.2 Base timbers

The majority of base timbers inspected were rotten and/or split and require replacement. Similarly, to above, the base timber could be replaced with:

- A similar timber component to match the original detail
- Coated steel section with steel baseplate and grout.

Typically, new connections cast into a footing will be required to replace the badly corroded existing connections.

### 3.3 Concrete footings

The several footing with major cracks should be replaced with new concrete footings, incorporating fixings for other components as required.

Concrete footings with significant erosion alongside them, and/or scour beneath, should be addressed. Soil eroded from alongside (but not beneath) footings should be reinstated and compacted. Concrete footings that have had soil beneath them eroded, and footings that have been displaced, should be re-cast into reinstated and compacted soil.

The majority of connections between the concrete footings and timber columns/base timbers were badly corroded and need to be replaced. It is considered likely that most of the footings are un-reinforced and too brittle to re-use for this purpose (e.g. for the drilled installation of chemical anchors), so new footings will need to be constructed. While calculations have not been performed, experience suggests that the footings will need to be larger than the originals to meet current design standards.

### 3.4 Steel posts, trusses and connections

Corroded areas of steel posts and trusses require abrasive grit blasting and application of a protective coating. Similarly, the corroded straps and bolts connecting timber columns and trusses require abrasive grit blasting and recoating.

### 3.5 Embankment

The erosion of embankment was noted in various places. The rills and gullies formed due to running water will need to be filled with suitable soil and compacted. Repairs to wall sheeting, roof sheeting and roof drainage should be undertaken to minimise future erosion of the embankment.

At locations where future erosion is likely to scour beneath footings, stabilisation of the embankment will be required.

## 4. Conclusion and Recommendations

### 4.1 Conclusion

Based on the findings from the site assessment conducted and noting that only the embankment supports were inspected, the majority of timber columns, timber baseplates and connections supporting the roof structure were in poor condition. Several of the concrete footings supporting the timber columns had significant cracks, several appeared to be sliding down the embankment and a few were undermined.

The current condition of the Caron Dam's timber columns, timber bases and footings appear inadequate to support a roof replacement. Hence, remediation and repair works of these structural components would be required prior to installation of a new roof.

Due to the inter-connectivity between a particular timber column, the timber base and the footing at a support location, it is likely that replacement of all these components at that location will be cost-effective, even if only one of the components actually needs replacement. This will apply to most of the support locations e.g. approximately 100 of the 144 total number.

Because of the wide extent of repairs, it is considered likely that all remediation and repair works would need to be comply with current standards.

### 4.2 Recommendations

If new roof sheeting is to be installed, GHD recommends the following prior remediation works for the Shire of Perenjori's consideration:

- Verify existing roof trusses can support the new roof sheeting; design and documentation of replacement components and replacement works.
- Reinstate compacted soil to eroded portions of the embankments.
- Prop roof members as required.
- At a support that contains a deteriorated/displaced component, demolish timber columns, timber bases, concrete footings and connections and replace them with a new, protectively coated steel column fixed to the roof trusses and a reinforced concrete footing.
- Abrasive grit blast and protectively coat the corroded steel edge posts, trusses and fixings.
- Reinstate broken/missing timber girts, timber joists and column bracing.

Table 1: Summary of recommended remediation works

Work Description	Approx. Qty	Location/Comments
Replacement of roof supports	120 no.	Deteriorated timber column/timber base/reinforced concrete footing/connections)
Abrasive blast and protective coating	50 no.	Corroded portions of steel edge posts, trusses and fixings.
Soil reinstatement and compaction	10 no.	300 mm deep x 10 m long (nominal) eroded and scoured portions of the embankment.
Reinstate broken/missing timbers	20 no.	Re-fix/replace broken or missing wall girts, timber joists and column bracing.

# Appendices

# Appendix A - Site Inspection Photographs



Appendix A  
Site Inspection Photography



**Photograph A:** Internal layout of Caron Dam



**Photograph B:** Typical column support and bracings on embankment



**Photograph C:** Internal support columns submerged in water.



**Photograph D:** Accessible columns along the embankment.

Appendix A  
Site Inspection Photography



**Photograph E:** Perimeter support and truss



**Photograph F:** Steel post and concrete footing



**Photograph G:** Eroded embankment, undermined steel post and concrete footing



**Photograph H:** Wide crack to concrete footing



Appendix A  
Site Inspection Photography



**Photograph I:** Eroded base soil of concrete footing.



**Photograph J:** Western channel entry and timber columns



**Photograph K:** Corrosion of truss and sheeting, termite damage on timber packer



**Photograph L:** Rotten timber column, termite damage and corroded connection bolt.



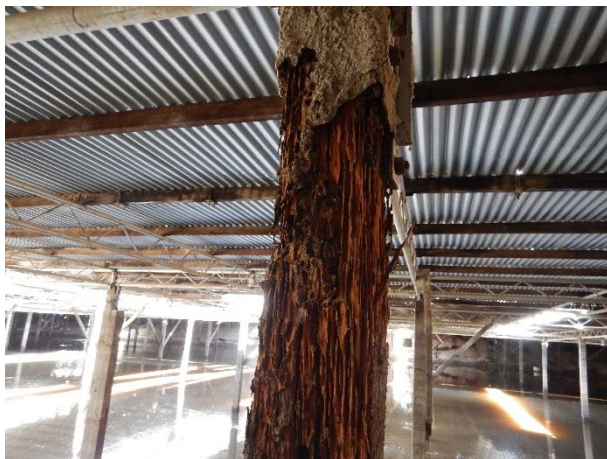
Appendix A  
Site Inspection Photography



**Photograph M:** Rotten timber column and corroded connection bolt.



**Photograph N:** Termite damage on upper portion of timber column. Significant loss of 20% section thickness.



**Photograph O:** Termite damage on upper portion of timber column. Significant loss of 30% section thickness.



**Photograph P:** Typical wide splits and delamination of lower part of column. Rotating base timber



Appendix A  
Site Inspection Photography



**Photograph Q:** Typical wide splits and delamination of lower part of column.  
Moved base timber



**Photograph R:** Fully rotten and split base timber, badly corroded anchor and connection bolt



**Photograph S:** Total deterioration of base timber and corroded bolts and anchors.



**Photograph T:** Total deterioration of base timber and corroded bolts and anchors.

Appendix A  
Site Inspection Photography



**Photograph U:** Fallen timber purlins.



**Photograph V:** Timber bracing appeared to be missing from the column.



**Photograph W:** Badly corroded anchors and connection bolts



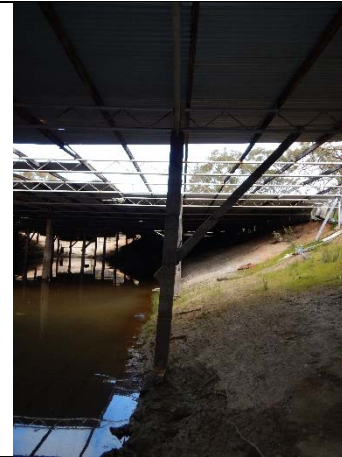
**Photograph X:** Badly corroded anchors and connection bolts, hole in timber column



Appendix A  
Site Inspection Photography



**Photograph Y:** Light corrosion on strap and bolts connecting the roof truss and timber column



**Photograph Z:** Ripped off roof sheets.



**Photograph AA:** Corroded gutters.



**Photograph BB:** Erosion of soil below footing

Appendix A  
Site Inspection Photography



**Photograph CC:** Eroded soil around footings



**Photograph DD:** Formation of rills and gullies in embankment



**Photograph EE:** Formation of rills and gullies in embankment. Broken purlins and missing sheeting.



**Photograph FF:** Completely washed out concrete footing.



GHD


Level 1, 209 Foreshore Drive WA 6530  
PO BOX 164 Geraldton WA 6531  
T: (08) 9920 9400 F: (08) 9920 9499 E: getmail@ghd.com.au

© GHD 2018

This document is and shall remain the property of GHD. The document may only be used for the purpose for which it was commissioned and in accordance with the Terms of Engagement for the commission. Unauthorised use of this document in any form whatsoever is prohibited.

\\ghdnet\ghd\AU\Geraldton\Projects\61\37443\WP\17513.docx

Document Status

Revision	Author	Reviewer		Approved for Issue		
		Name	Signature	Name	Signature	Date
0	A Subba	T Harris		J Foley		31/10/2018

[www.ghd.com](http://www.ghd.com)





# **Shire of Perenjori**

## **Caron Dam Repair**

### **Order of Magnitude Cost Estimate**

January 2019

This document is in draft form. The contents, including any opinions, conclusions or recommendations contained in, or which may be implied from, this draft document must not be relied upon. GHD reserves the right, at any time, without notice, to modify or retract any part or all of the draft document. To the maximum extent permitted by law, GHD disclaims any responsibility or liability arising from or in connection with this draft document.

WATER | ENERGY & RESOURCES | ENVIRONMENT | PROPERTY & BUILDINGS | TRANSPORTATION

# Table of contents

1.	Introduction.....	1
1.1	Background.....	1
1.2	Purpose of this report.....	1
1.3	Limitations of this report.....	1
2.	Order of Magnitude Cost Estimate.....	2

## Appendices

Appendix A - CARON DAM ROOF STRUCTURE – ORDER OF MAGNITUDE COST ESTIMATE

DRAFT

# 1. Introduction

## 1.1 Background

In August 2018, GHD undertook the condition assessment of the roof structure of Carom Dam and submitted a condition report to the Shire of Perenjori.

This assessment included:

- Visual inspection of the roof support components were undertaken to record visible defects including splits, crushing and rot / softness in timber elements. Where possible, some simple non-destructive testing of accessible columns was undertaken to better assess timber condition.
- On site assessment and measurements were recorded to assist in the determination of remedial recommendations and to approximate the quantity of repairs.

The majority of internal timber columns were partially submerged in water. Hence, assessment was limited to accessible components.

The condition assessment report provided a summary of the findings from the site assessment as well as recommended repairs.

Shire of Perenjori engaged GHD to obtain an order of magnitude cost estimates to carry out the recommended repairs. It should be noted that the cost estimate is based on the repair recommendations from the condition assessment report and not from any design drawings or technical specifications.

## 1.2 Purpose of this report

The purpose of this report is to present an order of magnitude cost estimate for the recommended repair works of the existing roof structure of Caron Dam.

## 1.3 Limitations of this report

This report: has been prepared by GHD for Shire of Perenjori and may only be used and relied on by Shire of Perenjori for the purpose agreed between GHD and the Shire of Perenjori as set out in Section 1.2 of this report. GHD otherwise disclaims responsibility to any person other than Shire of Perenjori arising in connection with this report. GHD also excludes implied warranties and conditions, to the extent legally permissible.

The opinions, conclusions and any recommendations in this report are based on conditions encountered and information reviewed at the date of preparation of the report. GHD has no responsibility or obligation to update this report to account for events or changes occurring subsequent to the date that the report was prepared.

GHD has prepared this report on the basis of information provided by RBB Pty Ltd, which GHD has not independently verified or checked beyond the agreed scope of work. GHD does not accept liability in connection with such unverified information, including errors and omissions in the report which were caused by errors or omissions in that information.

The Cost Estimate has been prepared for the purpose of providing an order of magnitude construction cost and must not be used for any other purpose.

The Cost Estimate is a preliminary estimate only. Actual prices, costs and other variables may be different to those used to prepare the Cost Estimate and may change. Unless as otherwise specified in this report, no detailed quotation has been obtained for actions identified in this

This document is in draft form. The contents, including any opinions, conclusions or recommendations contained in, or which may be implied from, this draft document must not be relied upon. GHD reserves the right, at any time, without notice, to modify or retract any part or all of the draft document. To the maximum extent permitted by law, GHD disclaims any responsibility or liability arising from or in connection with this draft document.

report. GHD does not represent, warrant or guarantee that the works can or will be undertaken at a cost which is the same or less than the Cost Estimate.

Where estimates of potential costs are provided with an indicated level of confidence, notwithstanding the conservatism of the level of confidence selected as the planning level, there remains a chance that the cost will be greater than the planning estimate, and any funding would not be adequate. The confidence level considered to be most appropriate for planning purposes will vary depending on the conservatism of the user and the nature of the project. The user should therefore select appropriate confidence levels to suit their particular risk profile.

## **2. Order of Magnitude Cost Estimate**

The cost estimate is attached in Appendix A.

DRAFT

DRAFT

## **Appendices**

# **Order of Magnitude Cost Estimate**

---

# CARON DAM ROOF STRUCTURE

## ORDER OF MAGNITUDE



23 January 2019

Job No. 19747



**COST SUMMARY****OPTION 1**

Remediation Works	\$ 1,780,000
Locality Index (Perenjori) at 20%	355,000
Net Construction Cost	<u>\$ 2,135,000</u>
Design and Construction Contingency (10%)	213,500
Consultants Fees (6%)	141,500
Cost Escalation	Excluded
<b>ESTIMATED PROJECT COST (excl. GST)</b>	<b><u><u>\$ 2,490,000</u></u></b>

**OPTION 2**

Constructing New Roof And Structure	\$ 2,525,000
Locality Index (Perenjori) at 20%	504,000
Net Construction Cost	<u>\$ 3,029,000</u>
Design and Construction Contingency (10%)	302,900
Consultants Fees (6%)	198,100
Cost Escalation	Excluded
<b>ESTIMATED PROJECT COST (excl. GST)</b>	<b><u><u>\$ 3,530,000</u></u></b>

**EXCLUSIONS & NOTES:**

- This estimate is based on Caron Dam Roof Structure Condition Assessment conducted by GHD and google earth image is used to verify quantities
- Timber components assume to be Jarrah as per GHD Report
- Assumptions are made based on the report and photots provided
- Authority costs, DA fees, contributions
- Adverse ground conditions (rock, contamination, active soil conditions, etc.)
- Escalation
- GST

**REMEDIATION WORKS**Dewatering

Dewatering (max. 10,800L); allowance	Item	1	50,000	\$	50,000
<i>Sub-Total</i>				\$	<u>50,000</u>

Embankment

Assume all maximum embankment area requiring reinstatement based on GHD report and photos	Note				
Fill rills and gullies formed due to running water with suitable soil and compact afterward	m <sup>2</sup>	1,935	45		87,095
Termite treatment	m <sup>2</sup>	1,935	5		9,677
Stabilise embankment to mitigate risk of future erosion	m <sup>2</sup>	1,935	10		19,355
Rock pitching, assume 35% of embankment area	m <sup>2</sup>	677	180		121,933
<i>Sub-Total</i>				\$	<u>238,060</u>

Concrete Footings

Assume using ground injecting or similar method to strengthening/reinstating footings with roof on	Note				
Rates for new footings below include removal of existing ones	Note				
New concrete footings to columns submerged in water	No.	98	580		56,840
New concrete footings to columns on embankment	No.	46	580		26,680
Reinstate concrete footings including holding down assemblies to perimeter posts	No.	54	290		15,660
<i>Sub-Total</i>				\$	<u>99,180</u>

Timber Columns and Steel Posts

Assume all timber columns are severely damaged and requiring replacement base on GHD report and photos	Note				
Assume similar appearance and quality timber can be sourced to match original	Note				
Rates for new timber columns below include removal of existing ones and providing temporary support	Note				
New timber columns submerged in water, assume length 5000 long	No.	98	1,000		98,000
New timber columns on embankment, assume average length 3500 long	No.	46	730		33,580
Waterproofing to all timber columns	No.	144	150		21,600
Reinstate timber columns on perimeter	No.	4	250		1,000
New base timbers and holding down assemblies	No.	144	150		21,600
Abrasive blasting and recoating to connection between roof trusses and timber columns	No.	144	40		5,760
Abrasive blasting and protective coating to steel posts	No.	50	40		2,000
<i>Sub-Total</i>				\$	<u>183,540</u>

Timber Bracing and Purlins, Trusses and Connections

Abrasive blasting and protective coating repairs to corroded roof framing	m <sup>2</sup>	5,400	40	216,000
Rates below include removal of existing ones and providing temporary support	Note			
Replace missing or damaged timber purlins and girts, assume 50% requiring replacement	m <sup>2</sup>	2,700	30	81,000
Replace damaged timber bracing with steel bracing, assume 50% requiring replacement	m <sup>2</sup>	2,700	30	81,000
<i>Sub-Total</i>				<u>\$ 378,000</u>

Roof Sheeting and Wall Claddings

Rates below include removal of existing ones	Note			
Replace roof sheeting to match original, assume 75% requiring replacement	m <sup>2</sup>	4,050	70	283,500
Replace all gutters	m	300	120	36,000
Replace wall cladding including subframe to match original, assume 75% requiring replacement	m <sup>2</sup>	450	105	47,250
<i>Sub-Total</i>				<u>\$ 366,750</u>

Preliminaries and Margins	%	35	13,155	464,470
---------------------------	---	----	--------	---------

<b>Total to Summary</b>				<u><u>\$ 1,780,000</u></u>
-------------------------	--	--	--	----------------------------

**CONSTRUCTING NEW ROOF AND STRUCTURE**Dewatering

Dewatering (max. 10,800L); allowance	Item	1	50,000	\$	50,000
<i>Sub-Total</i>				\$	<u>50,000</u>

Demolition

Demolish roof sheeting, gutter and all roof structure	m <sup>2</sup>	5,400	75		405,000
Remove all timber columns and steel posts	No.	198	25		4,950
Remove all concrete footings	No.	198	150		29,700
Site prep and clearance	m <sup>2</sup>	5,400	10		54,000
<i>Sub-Total</i>				\$	<u>493,650</u>

Embankment

Termite treatment	m <sup>2</sup>	1,935	5		9,677
Compact and stabilise embankment to mitigate risk of future erosion	m <sup>2</sup>	1,935	10		19,355
Rock pitching, assume 35% of embankment area	m <sup>2</sup>	677	180		121,933
<i>Sub-Total</i>				\$	<u>150,965</u>

Concrete Footings

New concrete footings to columns submerged in water	No.	98	330		32,340
New concrete footings to columns on embankment	No.	46	330		15,180
New concrete footings to perimeter posts	No.	54	330		17,820
<i>Sub-Total</i>				\$	<u>65,340</u>

Timber Columns and Steel Posts

Assume similar appearance and quality timber can be sourced to match original	Note				
New timber columns submerged in water, assume length 5000 long	No.	98	900		88,200
New timber columns on embankment, assume average length 3500 long	No.	46	630		28,980
New timber columns on perimeter, assume average length 2500 long	No.	4	360		1,440
Waterproofing to all timber columns	No.	148	150		22,200
New steel posts on perimeter, assume average length 2000 long	No.	50	150		7,500
New base timbers and holding down assemblies	No.	346	125		43,250
New connection between roof trusses and timber columns	No.	346	35		12,110
<i>Sub-Total</i>				\$	<u>203,680</u>

Timber Bracing and Purlins, Trusses and Connections

New steel roof framing, assume 16kg/m <sup>2</sup>	m <sup>2</sup>	5,400	120	648,000
New purlin and girts	m <sup>2</sup>	5,400	10	54,000
New steel bracing	m <sup>2</sup>	5,400	10	54,000
<i>Sub-Total</i>				<u>\$ 756,000</u>

Roof Sheeting, Wall Claddings and Misc.

New roof sheeting to match original	m <sup>2</sup>	5,400	55	297,000
New gutters	m	300	120	36,000
New wall cladding including subframe to match original	m <sup>2</sup>	600	80	48,000
New channel entry gate	No.	1	2,500	2,500
<i>Sub-Total</i>				<u>\$ 383,500</u>

Preliminaries and Margins	%	20	21,031	421,865
---------------------------	---	----	--------	---------

**Total to Summary**

\$ 2,525,000

DRAFT

GHD

Level 1

209 Foreshore Drive

T: 61 8 9920 9400 F: 61 8 9920 9499 E: getmail@ghd.com

© GHD 2019

This document is and shall remain the property of GHD. The document may only be used for the purpose for which it was commissioned and in accordance with the Terms of Engagement for the commission. Unauthorised use of this document in any form whatsoever is prohibited.

6137913-

36209/[https://projects.ghd.com/oc/WesternAustralia2/carondamrepaircostes/Delivery/Documents/S](https://projects.ghd.com/oc/WesternAustralia2/carondamrepaircostes/Delivery/Documents/S%20hire%20of%20Perenjori%20-%20Order%20of%20magnitude%20(Cost%20Estimates).docx) hire of Perenjori - Order of magnitude (Cost Estimates).docx

Document Status

Revision	Author	Reviewer		Approved for Issue		
		Name	Signature	Name	Signature	Date
DRAFT	A Subba	A Krause		A Krause		29/01/19

[www.ghd.com](http://www.ghd.com)



This document is in draft form. The contents, including any opinions, conclusions or recommendations contained in, or which may be implied from, this draft document must not be relied upon. GHD reserves the right, at any time, without notice, to modify or retract any part or all of the draft document. To the maximum extent permitted by law, GHD disclaims any responsibility or liability arising from or in connection with this draft document.

# BHA-CABLENET EVAPORATION REDUCTION SYSTEM

Doubling the amount of water in dams  
throughout Australia

- Farm dams
- Community dams
- Government water supply dams





This presentation outlines the advantages of utilising BHA-Cablenet evaporation covers to capture and retain evaporating water from off the surface of open dams –“Flexanet”™ .

Saving of 70% of evaporation can more than double the volume of water retained in the dam.

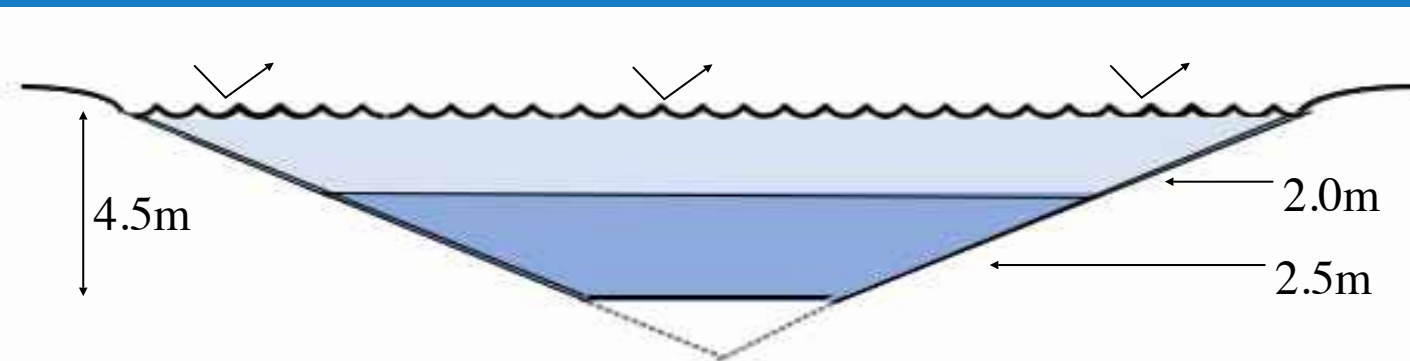
# This is the Problem



Typical of 1000's of empty dams Australia wide and it's only the start of summer.

# WHAT IS THE EVAPORATION PROBLEM

- ± On a typical open dam, the top two metres of evaporation will mean that approximately 64 % of most open dams will simply blow away (50%-75%).
- ± On a typical farm dam less than 36% is left for livestock.
- ± Volume of water lost due to top 2m of evaporation on a typical rectangular open farm dam, approximately 64% (similar for round or free form dams).



Top 2.0m evaporates away over summer (Ref Bom)	<b>64%</b>
Bottom 2.5m remains for livestock	<b><u>36%</u></b>
	<b>100%</b>

**TYPICAL FARMERS DAM 60 x 40 x 4.5 deep – 1:3 slopes**



# REAL PROBLEMS

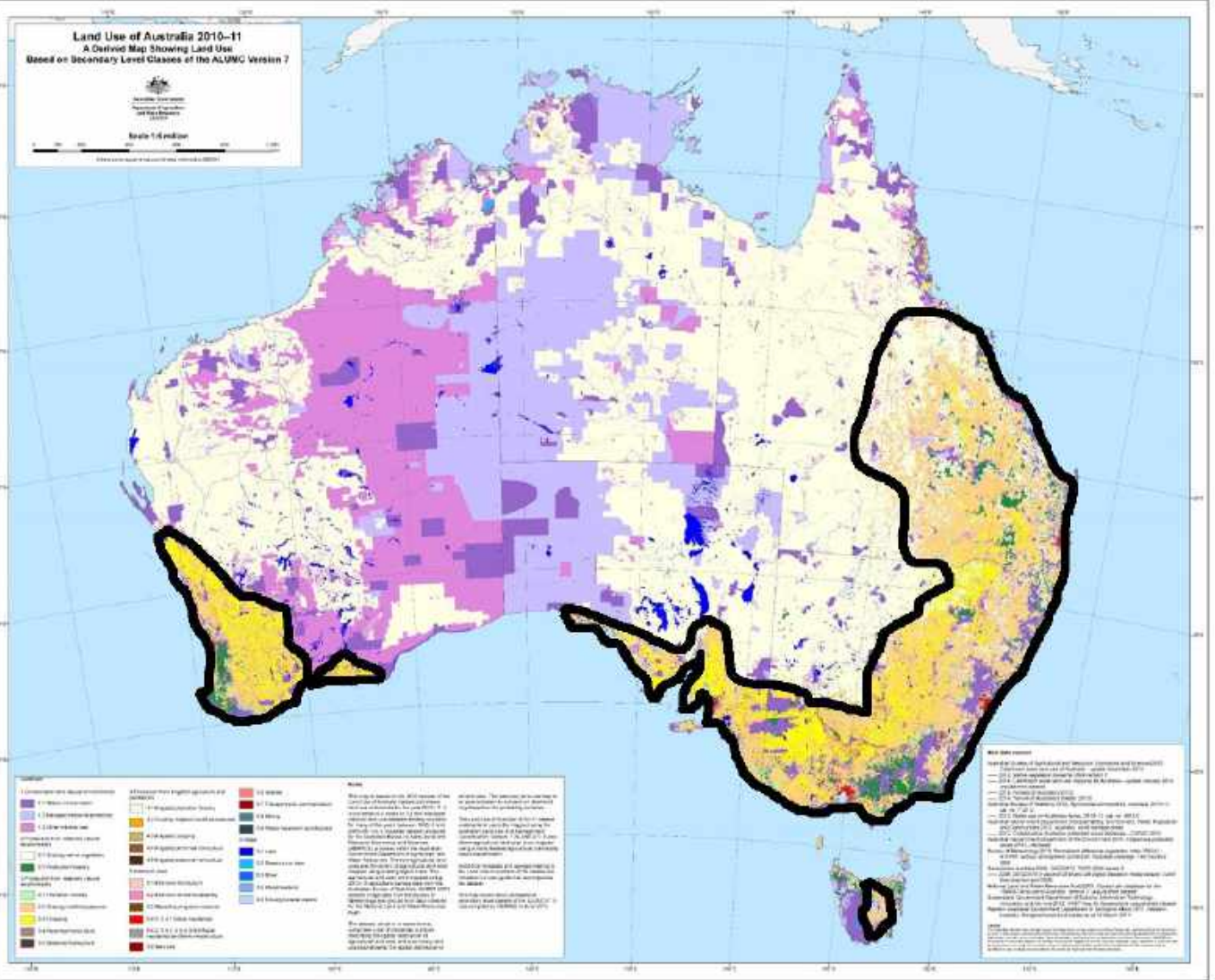
Community and farm dams are drying up.



No water in the dam means no water in the sheep troughs

## A Better Use of Resources

It's certainly no secret that it takes many resources to raise animals. According to the Australian Bureau of Statistics, animal agriculture accounts for about a third of Australia's freshwater use and takes up 58 per cent of the country's land mass. It's also the nation's



## WA's water torture

### The West Australian

22 Feb 2020

Nine Wheatbelt areas have now been declared water deficient by the State Government after two years of below-average rainfall, and Water Minister Dave Kelly has indicated more are possible.

The State Government yesterday declared Kukerin in Dumbleyung Shire and Hamilton in the Kent Shire to be water deficient, meaning it would cart in emergency water from other areas for livestock needs. They are the eighth and ninth water deficiencies to be declared in WA since May last year as parched conditions continue in the south-west of the State.

Water deficiencies have also been declared in the shires of Ravensthorpe, Lake Grace (in the Mallee Hill and Ardler Road areas), Kent, Jerramungup North and Esperance (Grass Patch) and Jerramungup and Ravensthorpe (Jacup to West River area). Dams across the regions have run dry.

Same story throughout many drought areas of Australia

**THE HIGHLIGHTED AREAS IN YELLOW ARE THE DRY-LAND FARM AREAS OF AUSTRALIA ALL THESE AREAS ARE LIKELY TO BE SUBJECT TO DROUGHT – 58% LIVESTOCK FARMING**



# MAKE THE CHANGE AND BE PROFITABLE

## CHANGING OPEN DAMS CAN ALSO BE PROFITABLE



Until 1985 Australians swam in boring lane pools

Thoughtful change can lead to improved outcomes and profitability



Today's pools full of exciting features  
Revised thinking has improved profitability



**EARLIER BHA-CABLENET STRUCTURE  
AT HIGH LEVEL**

**HIGH LEVEL BHA STRUCTURES HAVE  
LASTED 25 YEARS IN  
WA, NT, QL, NSW, & TAS**

**SOLVE THE PROBLEM WITH  
FLEXANET EVAPORATION COVERS**



**BHA-CABLENET SYSTEM INSTALLED  
20 YEARS AGO ALONG THE EXPOSED  
SOUTH COAST OF WA, AND IT'S STILL IN  
GREAT CONDITION**

**PROPOSED COVERS WILL BE QUICK  
AND EASY TO INSTALL**



# **FLEXANET EVAPORATION COVERS WILL SAVE APPROXIMATELY 70% OF THE TOP 2 METRES OF LOST EVAPORATION DOUBLING THE EFFECTIVE VOLUME OF WATER STAYING IN DAMS**

- ± The Flexanet system consists of a suspended cables spanning across the dam to support the unique stitched fabric which minimises evaporation of the water and reduces sunlight for improved water quality.
- ± Farm dams – water security, increased water for livestock, spray water and fire fighting.
- ± Community dam- emergency water, Shire roadworks, sporting facilities, streetscapes, sale yards.
- ± Water Authority dams – emergency water, increased availability- increased sales.



# FLEXANET UNIQUE KNITTING METHOD

Developed by BHA-Cablenet



Only one type of machine in the world can produce this Flexanet product.

Our Flexanet covers are of a unique dense 2-way stretch fabric unlike other typical shade cloth materials – nothing like it on the market.

Manufactured to our specific requirements, improves wind shear, and extra strong.

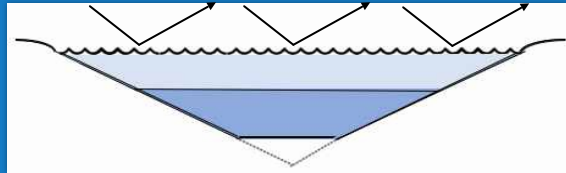
**FLEXANET IS HIGHLY EXPOSED IN  
BREMER BAY INSTALLED YEAR 2000**



**Highly exposed, extra strong, stretchable and  
economical to install**

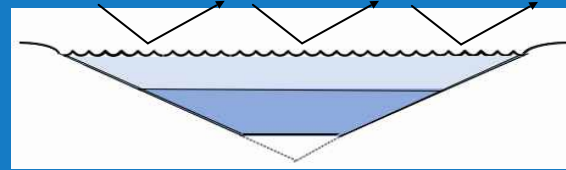
# BHA-CABLENET INFORMATION SHEET (VARIES)

As calculated by University formula



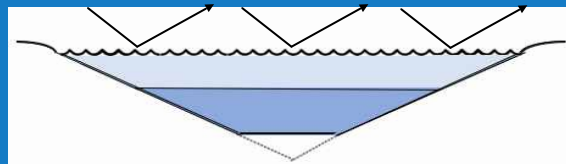
TYPICAL DAM 35x35x4.5 deep  
– 1:3 slopes

Depth	m3	%
2.0m	1,706	73% lost to evaporation 1,706,000 litres
2.5m	647	27% remains for live stock 512,000 litres
BHA-CABLENET SAVES 70% = 1,194 m3 (1,194,000 litres)		
That is 1326 extra sheep.		



TYPICAL DAM 50x50x4.5 deep  
– 1:3 slopes

Depth	m3	%
2.0m	3,896	62% lost to evaporation
2.5m	2,372	38% remains for live stock
BHA-CABLENET SAVES 70% = 2,727 m3 (2,727,000 litres)		
That is 3030 extra sheep.		



TYPICAL DAM 60x40x4.5 deep  
– 1:3 slopes

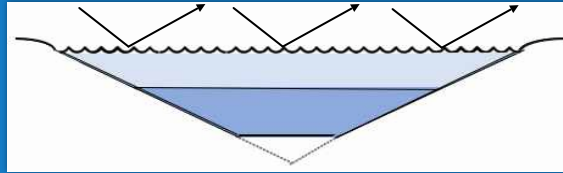
Depth	m3	%
2.0m	3,696	64% lost to evaporation
2.5m	2,122	36% remains for live stock
BHA-CABLENET SAVES 70% = 2,587 m3 (2,587,000 litres)		
That is 3874 extra sheep.		

Lost evaporation varies by size of dam – typical average 64% (50% -75%)



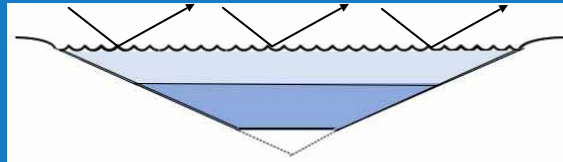
# BHA-CABLENET INFORMATION SHEET (VARIES)

As calculated by University formula



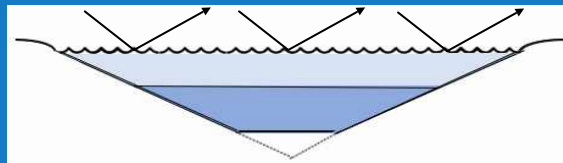
TYPICAL DAM 70x60x4.5 deep  
– 1:3 slopes

Depth	m <sup>3</sup>	%
2.0m	6,936	57% lost to evaporation 6,936,000 litres
2.5m	5,160	43% remains for live stock 516,000 litres
BHA-CABLENET SAVES 70% = 4,855 m <sup>3</sup> (4,855,000 litres)		
That is 5394 extra sheep.		



TYPICAL DAM 80x80x4.5 deep  
– 1:3 slopes

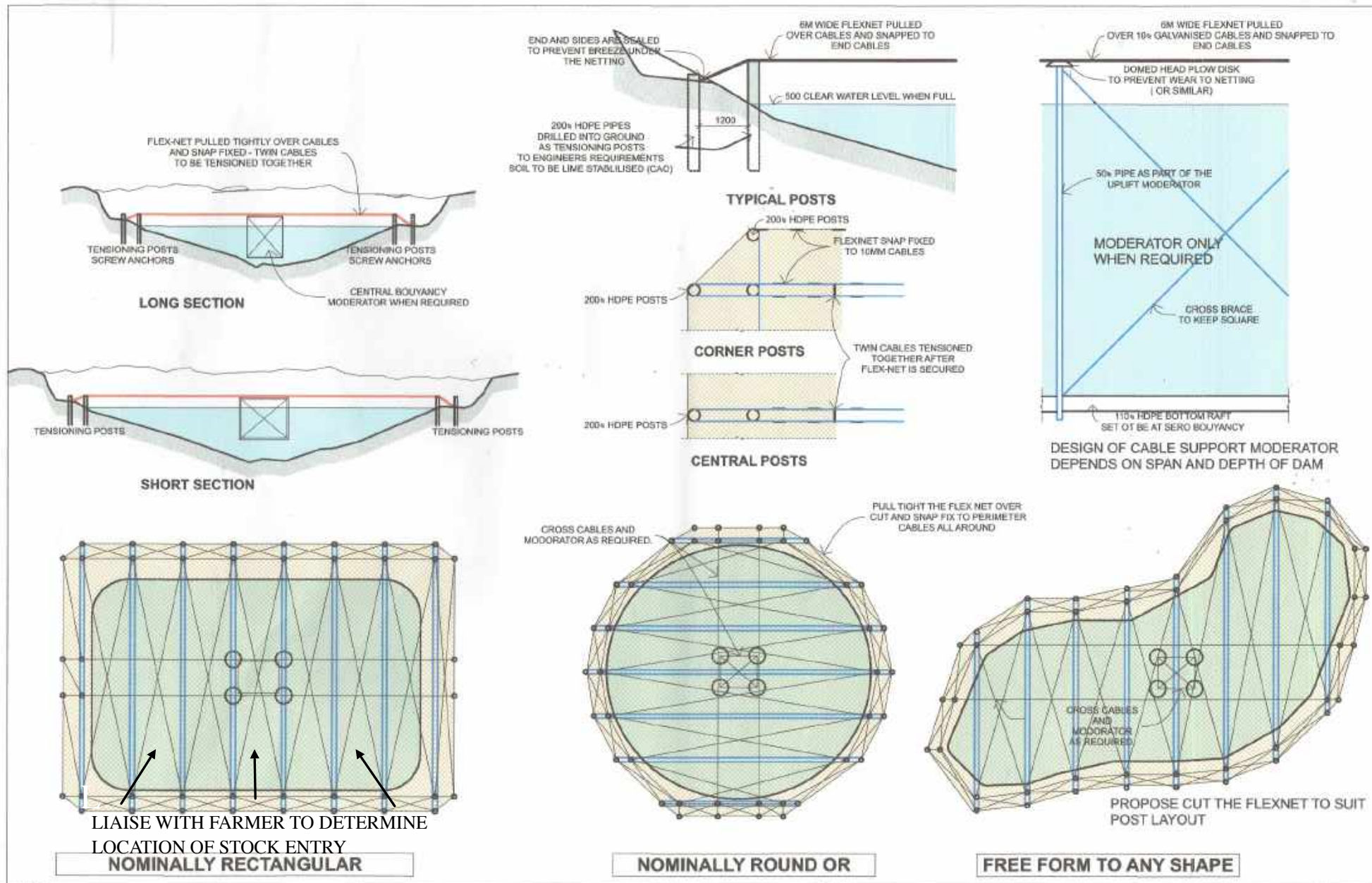
Depth	m <sup>3</sup>	%
2.0m	10,976	54% lost to evaporation
2.5m	9,197	46% remains for live stock
BHA-CABLENET SAVES 70% = 7,683 m <sup>3</sup> (7,683,000 litres)		
That is 8536 extra sheep.		



TYPICAL DAM 100x75x4.5 deep  
– 1:3 slopes

Depth	m <sup>3</sup>	%
2.0m	12,996	54% lost to evaporation
2.5m	11,216	46% remains for live stock
BHA-CABLENET SAVES 70% = 9,097 m <sup>3</sup> (9,097,000 litres)		
That is 10107 extra sheep.		

Lost evaporation varies by size of dam – typical average 64% (50-75%)



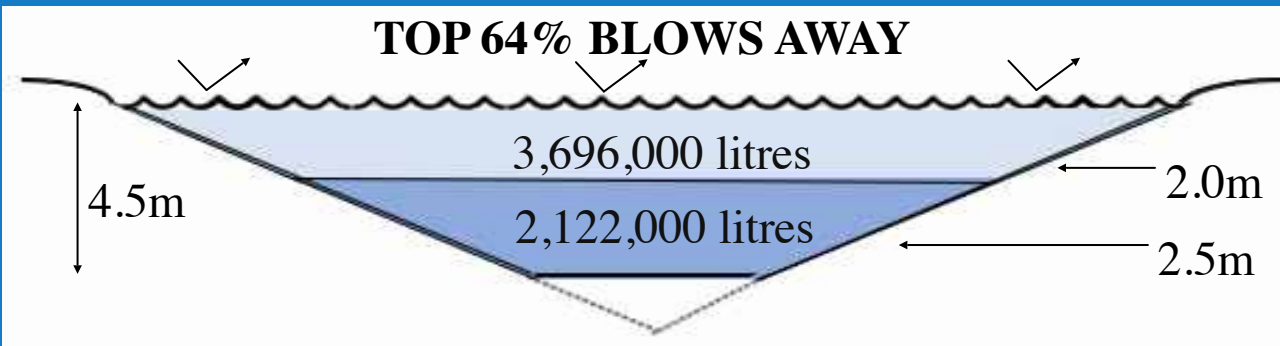
**CONTACT**  
**The BHA Cablenet Evaporation Covers**  
 Barry Hall 042 777 6568  
 Barry Hall 042 777 6568  
 Phil Morrow 043 096 6397

Anywhere, any size, any shape

**PROJECT**  
**THE BHA-CABLENET-EVAPORATION COVERS**  
**CABLENET LAYOUTS**

**DRAWING NO.**  
**05**

**SCALE**  
 1:500 @ A3



A typical 60 x 40 x 4.5 dam – 2,400m<sup>2</sup>

Top 2m evaporates away over summer Ref BOM published data	64%	Flexanet saves 70% =	45%
Bottom 2.5m remains for the livestock	36%	bottom is retained =	36%
Volume calculations Ref Alberta state university formula	<b>100% TOTAL RETAINED</b>		<b>81%</b>

Note – without evaporation covers only 36% remains for livestock

## EXTRACTION

DAM AREA 2,400m<sup>2</sup>

EVAPORATION SAVED 70% 2,587m<sup>3</sup> = 2,587,000 litres

SHEEP DRINK 900 LITRES 0.9m<sup>3</sup> / SUMMER = OR 1,800 LITRES OVER A FULL YEAR 1.8m<sup>3</sup>

HENCE WITH COVERS THIS TYPICAL DAM CAN SERVE 3174 SHEEP OVER SUMMER

AND STILL BE HALF FULL AT START OF WINTER RAINS OR EXTENDED DROUGHT

# EXAMPLE OF SAVINGS BY BHA-CABLENET

## SAVING YOUR SHEEP

- Even the smallest of example dams – Say 35x35x2.5 deep will save 1,194,400 litres enough water for 1,200 sheep for 180 days over summer and still leave same volume as was available in previous years

## SAVING YOUR CATTLE

- Even the smallest of example dams – Say 35x35x2.5 deep will save 1,194,400 litres enough water for 120 cattle for 180 days over summer and still leave same volume as was available in previous years

**EVAPORATION SAVED IS 1,194,200 LITRES**



# FUTURE PROSPECTS FOR BHA-CABLENET

## Geomembrane to catchment areas

- We are also working on installing LLDPE black membrane covers installed on existing dam catchments, these are glued and graded as necessary to slope towards the open dams. The membrane is dug in at the edges and held down by a combination of bag weights and cables. The LLDPE is 0.5mm thick similar to dam liners and has a long life expectancy in excess of 10 years. This membrane increases the amount of water that runs off into open dry-land dams. When installed with BHA-Cablenet Flexanet covers 100% of the dam evaporation can now be replaced by the end of winter. (even with below average rainfalls)  
Further details to follow. Reference “A Sound Profitable Investment”

## Island Float

- We are also working on an Island Float system, that is installed with our Flexanet covers above the top of the dams water. It will rise and fall as the water level of the dam changes. It can be easily removed from the dam so access to base of the dam can be reached for draining and cleaning purposes as required.  
Further details to follow.



## **BHA-Cablet Flexanet Evaporation Covers are profitable & socially responsible.**

### **Evaporation is greatly reduced**

- # Dry-land farms evaporate by over 2m (BoM publications)
- # This equates to over 60 % of the water in most farm dams (University calculation)
- # Flexanet covers save 70% of that evaporation (moderated USQ report)
- # Without covers means that less than half the open dam water actually remains to supply livestock

### **Increased water ensures greater supply for livestock**

- # Doubling the volume of water suggests an increase of stock
- # Saving stock in in a drought year
- # Doubling of Stock equates to increased income & GNP

### **The covering of the water improves the quality of the water**

- # Decreases vermin entering the dams
- # Algae & Bacteria are reduced
- # Controlled stock entry & reduced dam pollution

### **Makes farmers confident of their future existence**

- # Livestock holdings can increase
- # Confidence to borrow for expansion
- # Families stay on the land
- # Helps to reverse trend to quit livestock farming

### **Regional communities reap the benefits**

- # Flexanet covers on dams will be a new business enterprise Australia wide
- # Town business & Shires upsize
- # School numbers increase

### Outsmarts the negatives of Climate change

- # Less rainfall is offset
- # Hotter days & sunshine offset
- # Less need for water cartage, diesel etc

### Farmers Direct benefit

- # No need to dig any more expensive dams as double the capacity solves rainfall shortages

### Reduced Government grants & subsidies ref: [www.agriculture.gov.au/ag-farm-food/drought](http://www.agriculture.gov.au/ag-farm-food/drought)

- # Currently there are at least 20 eligible government grants to assist drought affected farmers & rural communities ranging from :-  
Cartage of Emergency Water, Employment of Financial Advisors, Building Better Regions Funds, Farm Hub & \$1m Future Drought Fund

These are reactionary grants & subsidies after the problems have manifested

Better to alleviate the problems beforehand

Government support for evaporation covers are more than repaid by ATO taxes, GST, GNP & reduced necessity for grants & subsidies

No more need to dig more dams to carry livestock through future droughts or downsize.

Just maximise what you already have by either: -

- Comfortably carry existing numbers
- Opportunity to increase numbers



BHA-Cablenet Pty Ltd  
3 Yaringa Way  
City Beach 6015  
Western Australia

Contact: Barry Hall  
Mobile: 0427 776 668  
Email: [barry@bhacablenet.net.au](mailto:barry@bhacablenet.net.au)  
Web: [www.bhacablenet.net.au](http://www.bhacablenet.net.au)



# Community Water Supply Program

## Application form

The Department of Water and Environmental Regulation (the department) will use the information provided in this form to assess whether a project is eligible for funding. It is mandatory to complete all sections in the form in sufficient detail. All supporting documentation referred to in your application must be submitted with the form.

Completed forms should be sent by email to [ruralwater@dwer.wa.gov.au](mailto:ruralwater@dwer.wa.gov.au). For further information, please contact the Rural Water Planning team on 1800 780 300, or Tracy Calvert on 08 9841 0122 or 0428 180 240 or [ruralwater@dwer.wa.gov.au](mailto:ruralwater@dwer.wa.gov.au).

Note: Please identify all volumes in kilolitres (kL).

### Project title (brief is best):

Caron Dam Evaporation Cover

### Project summary:

Provide a brief summary of the project and the purpose. The summary should be between 150 to 300 words.

The existing roof structure over Caron Dam has deteriorated to a point that it is no longer fit for purpose. The aging structure is collapsing with the majority of the timber columns rotten and portions of the roof have collapsed.

This project proposes to use a more innovative and cost efficient method of limiting water loss through evaporation by removing the failed structure and replacing it with a stretched net, similar to the solution used at other locations in the region.

### Applicant details:

<b>Name of local government authority or group making this application</b>	Shire of Perenjori
<b>Contact (Project Manager)</b>	Ken Markham
<b>Address</b>	56 Fowler Street, Perenjori WA 6620
<b>Phone</b>	08 9973 0100

<b>Fax</b>	9973 1029
<b>Email</b>	Ken.markham@perenjori.wa.gov.au

### Section 1. Is the shire\* within the dryland agricultural area receiving less than 600 mm average rainfall?

\* Please refer to the Information for applicants document for a list of eligible shires

Yes       No (please contact the department to discuss your eligibility)

Click here to enter text.

### Section 2. Does this proposal have the support of the shire?

Yes       No

Click here to enter text.

### Section 3. Declining rainfall and water deficiency declarations

Has rainfall been declining in the shire over the past 30 years? Please provide reference data as an attachment and refer to the attachment in the comments box below.

Yes       No

Is there a history of [water deficiency declarations](#) and if so how many in the past 10 years?

Yes       No

Click here to enter text.

### Section 4. Contribution to water security

What are the current issues with water availability?

Caron Dam relies on winter rainfall. Without adequate evaporation mitigation this limited water supply is lost in the warmer months. This water is a critical input in road construction and maintenance in the area as well as a bush fire fighting source.

How will this project contribute to water security?

A new cover will reduce the volume of water lost to evaporation.

What volume of water will be made available annually by the proposed project?

- According to published Agriculture Department data Technical Report No 65 the nearest recording townships are Three Springs & Morawa presenting an average annual evaporation loss of ~2900mm/year which is applicable for Perenjori in this dry-land farming district of WA.
- Based on a dam profile of 60m x 90m to a depth of 6.5m with side slopes of 2.5:1 and applying the above evaporation loss of ~2900 mm/year. University formula calculations:
  - I. Water lost if the dam is left without any cover is calculated to be 12,700 m<sup>3</sup> in an average year.
  - II. Water lost in a further year of extended season of drought would be in the order of 22,700m<sup>3</sup> with less than 1m of sludge left for usage.
- Water saved if covered with 70% effective Flexanet evaporation covers would be 70% of 12,700 = 8890m<sup>3</sup>. This equates to approximately 900 x 10,000 litre water trucks.

What is the current and projected demand for water in the shire?

This project only relates to the Caron Dam from which demand has at times completely drained the dam to empty.

## **Section 5. Availability and reliability of scheme water for current and intended purposes**

Detail the reliability of scheme water. This includes any issues with pressure or availability.

If Caron Dam has insufficient water, then scheme water has been used in the past. Scheme water is expensive and permission is required from Water Corp to use it as it impacts water pressure in the area.

## **Section 6. Reduction in reliance on scheme water**

Will the project reduce reliance on scheme water?

Yes       No – please proceed to next section

What volume of scheme water is currently utilised for the intended purpose (e.g., if the project will provide water to irrigate the football oval, how much scheme water is currently used to irrigate the oval)?

Currently use of scheme water is avoided if possible, although it has been used in the past.

What is the expected scheme water saving (volume and cost) from implementing this project?

Difficult to estimate but it could be tens of thousands of litres.

## Section 7. Availability of alternative non-potable sources

Provide details of existing non-potable water sources that are utilised in the community (i.e. strategic community water supplies).

There are no other alternatives of non-potable water at present. If Caron dam is insufficient then scheme water is used.

Provide details of all existing non-potable water sources that are not utilised by the community.

Nil

Provide an explanation as to why the new source is required and why it is the best option.

Not a new source – protecting and enhancing an existing source.

## Section 8. Improvement in water for emergency farmland water supplies

Will the project make water available for emergency farm use?

Yes       No – please proceed to next section

Farmers may be able to access the water in emergency situations and for fire fighting.

How many [strategic community water supplies](#) are available within 40 km of this new supply? (See your shire's website for a map of strategic community water supplies.) Provide details of the volume of water available when full.

Nil

What volume will be made available for strategic emergency farmland water supplies? How will this water be accessed and what infrastructure will be installed to support emergency farm use? How many farmers will benefit from this supply?

No additional infrastructure would be installed. Existing pump out methods would be used to access water in emergency situations.

## Section 9. Provision of water for public amenities

Will the project provide water for public amenities such as open spaces, ovals, street gardens and sporting facilities?



Yes       No – please proceed to next section

What is the expected benefit from this water (e.g. will it be used for facilities that are currently under watered, or where water is not available)?

In extreme situations water could be carted from the dam for use on ovals etc but this would not be common.

What volume of water will be available for improving public amenities?

Not its main purpose.

## Section 10. Environmental benefits

Does the proposed project provide any environmental benefits? If so provide details.

Reduction of reliance on scheme water as a backup.

## Section 11. Other uses for the water

Are there any other uses for this water not detailed in previous sections?

Yes       No – please proceed to next section

Describe these other uses and how much water they utilise.

Click here to enter text.

## Section 12. Community engagement and support

How has the community been engaged in this project?

No

What is the level of support from the community for this project, and how is this support measured? Provide written supporting documentation as an attachment to your *Project plan*.

Click here to enter text.

Detail the number of people who will benefit from the project and describe how they will benefit.

Everyone who uses roads in the district obtains an indirect benefit through roads maintenance.

### **Section 13. Shire water management strategy**

Does the shire have a water management strategy (or similar) and if so how does this proposal fit into the strategy?

The Shire of Perenjori does not have a water management strategy, but preservation of Caron Dam is listed in the Shire's Strategic Community Plan (page 19).

### **Section 14. Percentage co-contribution of the applicant to this project**

Please describe what percentage of the total project costs the applicant will be contributing (including in-kind contributions). Please also provide details of all other parties contributing.

The Shire of Perenjori will contribute over two thirds of the cost, assuming \$100k grant fund is approved. An indicative cost estimate of the project is \$324K.

### **Section 15. Project timeline**

Provide summary details of the project's estimated commencement and completion dates.

The project should be able to be completed within six months of the awarding of a contract but is also highly dependant of supply chains which may be impacted by Covid related issues.

Are there any factors that influence the timing of this project (e.g. seasonality, availability of workforce)?

Materials through supply chain disruptions.

## Section 16. Application endorsement

<b>Local government name</b>	Shire of Perenjori
<b>Name of CEO</b>	Mario Romeo
<b>Signature of CEO</b>	
<b>Date</b>	Click here to enter text.
<b>Name of shire president</b>	Chris King
<b>Signature of shire president</b>	
<b>Date</b>	Click here to enter text.

**Applicant sign-off for the project (do not complete if applicant is local government)**

<b>Organisation</b>	Click here to enter text.
<b>ABN (if applicable)</b>	Click here to enter text.
<b>Name (must be authorised to sign off on behalf of the organisation)</b>	Click here to enter text.
<b>Position</b>	Click here to enter text.
<b>Signature</b>	
<b>Date</b>	Click here to enter text.



# Community Water Supply Program

## Project plan

### 1. Scope

#### 1.1 Project description

Remove the failing timber and steel existing dam roof structure and dispose of materials. Supply and install a flexible evaporation control system.

#### 1.2 Purpose

The existing dam cover has deteriorated to a point where it is collapsing. It needs to be replaced to mitigate the loss of water due to evaporation.

#### 1.3 Benefits

Caron Dam is used for road construction and maintenance and a reserve for bush fire protection. Minimising the loss due to evaporation will allow essential road works to be carried out.

#### 1.4 Design

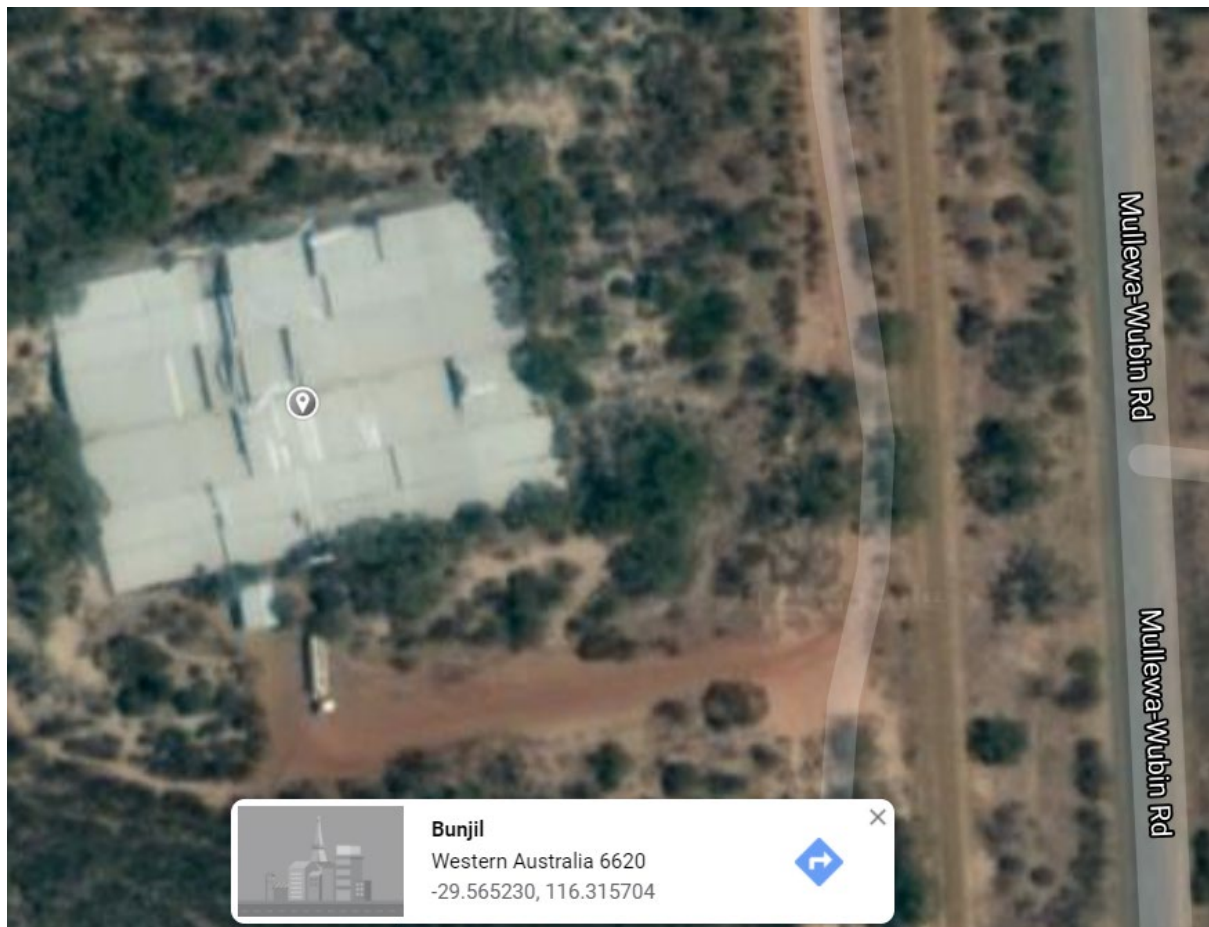
The solution generally involves a tensioned netting suspended above the HWL. The precise method of anchoring is dependent on a number of factors which would only be determined once approval for the project is obtained. For example options could be post and bed-logs, twin screw anchors or driven soldier piles. See Attachment 1 "BHA-CABLENET EVAPORATION REDUCTION SYSTEM" which explains the properties of the "Flexanet" and the unique knitting method. Note the saving projections in Attachment 1 are based on 2m evaporation whereas the Perenjori area is 3m, which further emphasises the importance of evaporation savings.

The sketch below illustrates the design at concept stage. Detailed construction drawings would only be generated at the time of tender.



## 1.5 Project location

Caron Dam is approximately 25km south of Perenjori, which is approximately 320km north of Perth.



Location	Shire of Perenjori
Address	Mullewa-Wubin Road, Bunjil WA
Cross roads	N/A
Coordinates	-29.56, 116.32

## 1.6 Out of scope

Fencing around the outside of the dam.

## 2. Feasibility

In October 2018 GHD inspected the site and provided a condition report on the existing structure. No work or maintenance has been carried out since then and the structure has deteriorated further since that time.



On 22 November 2021 BHA Cablenet inspected the site and propose the following approach:

- Removal of all existing structure right down to the HWL so that a new “Flexanet” full span tension cable structure can independently span clear above the water.
- Nominally 1m above the maximum water height. Approximately as now.
- Removal of the CGI
- Removal of the timber purlins
- Removal of the perimeter steel posts and cross steel trusses.
- Cutting off the timber in-water posts & strutting timbers just clear of HWL. Any attempt to pull out or remove these timbers may open up the clay soil leading to leakage
- These removed items are to be safely stacked & tied in the carpark area ready for removal from the site by Council vehicles truck/ loader etc.

According to published Agriculture Department data Technical Report No 65 the nearest recording townsites are Three Springs & Morawa averaging an average annual evaporation loss of ~2900mm/year and is most applicable for Perenjori with more evaporation in years of drought.

Based on a dam profile of 60m x 90m to a depth of 6.5m with side slopes of 2.5:1 and applying the evaporation loss ~2900 mm/year:

- Water lost if the dam is left without any cover is calculated to be 12,700 m<sup>3</sup> in an average year.
- Water lost in years of extended drought would be in the order of 22,700m<sup>3</sup> with less than 1m left for usage.
- water saved if covered with 70% effective Flexanet evaporation covers would be 70% of 12,700 = 8890m<sup>3</sup> equating to approximately 900 x 10,000 litre water trucks.

### 3. Project timeline and works breakdown

If grant funding is approved, the Shire of Perenjori would need to run a tender and Council would need to approve a supplier. One potential supplier has indicated that the project could take up to six months from the date of being awarded a contract.

Commencement deposit and progress payments would be detailed as part of the tender for works.

### 4. Budgets

The budget has been prepared based on an indicative quote received from BHA Cablenet. This is just one supplier and if the grant funding is successful, The Shire of Perenjori will call for tenders, in accordance with the legislated procurement process.

The total estimated costs based on the indicative quote is \$324,000. The proposed funding mechanism is detailed below.

Funding source	Amount
Grant	\$100,000
Shire of Perenjori	\$224,000
<b>Total</b>	<b>\$324,000</b>

## Budget – project cost breakdown (exclusive of GST)

Work item number	Work description <i>(including costs per hour or unit)</i>	Applicant cash contribution	Applicant in-kind contribution	CWSP grant	Total
1	Removal of all existing roof structure	\$100,000		\$50,000	\$150,000
2	Supply and install Flexanet or similar evaporation replacement roofing structure	\$124,000		\$50,000	\$174,000
<b>Total</b>		\$224,000		\$100,000	\$324,000

### 5. Maintenance and ongoing operational costs

Should there be a major tear, such as uprooted trees (never previously occurred, according to supplier) it would be easy to replace the netting panel quickly and at very fair cost. The potential supplier says they have projects that are over 20 years since completion, with no maintenance issues.

Minor souveniring of clipping has occurred but with easy local replacement.

The supplier suggests that maintenance is negligible

Flexanet has a 10 year minimum life guarantee.

### 6. Procurement plan

Once grant funding has been approved, the Shire of Perenjori will call for public tenders to provide the proposed solution as per the usual Local Government procurement process as required under the Local government act and associated regulations.

### 7. Roles and responsibilities

The Shire of Perenjori will be the Principal. A Contractor will be appointed after a request for tender process, as required under the Local Government Act and associated regulations. The Principal will appoint a Superintendent to represent the Principal's interest in the project.

### 8. Environmental considerations

The existing structure is deteriorating and collapsing. Material and debris is likely to become mobile and litter the area either through fragmentation or vandalism.

The proposed solution will avoid the need to source precious water resources from other locations.

## 9. Clearances, approvals and agreements

A demolition licence may be required for the removal of the aging structure. No other approvals are required.

## 10. Community support

The Shire of Perenjori elected members have considered the project and are supportive of it. Councillors have consulted members of the community through their regular interactions and believe there is widespread community support for the project.

## 11. Risks

Risk	Mitigation
Vandalism	Security fencing will be installed and the site is frequently inspected.
Financial impact – cost of using scheme water	Minimise loss of water due to evaporation.
Injury	Removal of existing structure

## 12. Application endorsement

**Local government support for the project. By signing this form you are confirming that your local government is supportive of this application.**

Local government name	Shire of Perenjori
Name of CEO	Mario Romeo
Signature of CEO	
Date	
Name of shire president	Chris King
Signature of shire president	
Date	



**Applicant sign-off for the project (do not complete if applicant is local government)**

Name of organisation	
ABN (if applicable)	
Name (must be authorised to sign on behalf of the organisation)	
Position	
Signature	
Date	

Completed forms should be sent by email to [ruralwater@dwer.wa.gov.au](mailto:ruralwater@dwer.wa.gov.au)

For further information, please contact the Rural Water Planning team on 1800 780 300, or Project Officer Tracy Calvert on 9841 0122 or 0428 180 240.

## 15. Governance:

### 15.1 PURCHASING POLICY REVIEW

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM0311
<b>Date:</b>	6 <sup>th</sup> May 2022
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Author:</b>	Paul Anderson – Chief Executive Officer
<b>Responsible Officer:</b>	Paul Anderson – Chief Executive Officer
<b>Attachments:</b>	15.1 (a) – Current Purchasing Policy 15.1 (b) – Proposed Draft Purchasing Policy

#### **Summary**

That Council considers and endorse revised Purchasing Policy 4007.

#### **Background**

The Local Government (Functions and General) Regulations 1996 (Regulations) sections 11A and 24AC were amended in April 2020. The purpose of these amendments was to increase the the consideration that the council is required to call public tenders from \$150,000 to \$250,000 for the supply of goods and services.

In accordance with section 11A of the regulations a Local government is required to have a purchasing policy where the consideration for goods and services is below the tender threshold (\$250,000).

The Shire reviewed the policy in December 2020 and maintained the tender threshold at \$150,000 and the purchasing thresholds.

#### **Statutory Environment**

Local Government Act 1995 s2.7(2)(b) – Determine the Local Government’s policies

Local Government (Function and General) Regulations 1996 s11A - Purchasing policies for local governments

Local Government (Function and General) Regulations 24AC – Requirements before establishing panel of pre-qualified suppliers

#### **Policy Implications**

Revised Purchase Policy 4007.

#### **Risk Management**

The revised policy maintains the parameters that the administration is authorised to spend Councils funds and the guidelines that must be adhered to. The adherence to policy by the administration and the review by the auditors reduces the risk of fraudulent or impropriety.

#### **Consultation**

Nil

#### **Financial Implications**

The proposed revision to the policy will reduce the administrations time seeking additional quotations and provide an increased opportunity benefit.

#### **Strategic Community Plan**

Area 5: Investing in Councils Capacity – Our Leadership

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



### **Officer Comment**

The shires Audit management letter in the 2018, 2019, 2020 and 2021 noted that the Councils purchasing policy has not been adhered to on numerous occasions.

This non-compliance included the administration not obtaining the required number of quotations prior to the approval to purchase in accordance with the policy.

The current council policy has the following purchase value thresholds:

- Up to \$5,000 1 (one) oral or written quotation
- Over \$5,000 and up to \$10,000 1 (one) written quotation
- Over \$10,000 and up to \$50,000 2 (two) written quotations
- Over \$50,000 and up to \$150,000 3 (three) written quotations required
- Over \$150,000 tenders required

The council in December 2020 did not increase the tender requirement to the \$250,000 threshold that was enabled by the change to the regulations.

The current economic climate is making it difficult to obtain written quotations from suppliers and impedes the undertaking of works in accordance with the councils' budgets.

The significant increase and ongoing fluctuations in product supply are also an impediment to obtain firm commitments from suppliers.

The increasing of the purchase thresholds would reduce administration time following up on quotations from suppliers and should facilitate a streamlined purchasing process.

All other components of the regulations and policy would still have to be complied with to ensure the council was receiving value for money and there is no known incidence of fraudulent practises.

The proposed changes are as follows:

- Up to \$10,000 no quotations required
- Over \$10,000 and up to \$50,000 1 (one) written quotation
- Over \$50,000 and up to \$100,000 seek at least 2 (two) written quotations and obtain 1(one) written quotation
- Over \$100,000 and up to \$150,000 seek at least 3 (three) written quotations and obtain 2(Two) written quotation
- Over \$150,000 and up to \$250,000 3 (three) written quotations with scope of works
- Over \$250,000 tenders required

All other policy and regulatory requirements when making purchasing decisions will remain the same and purchasing delegations issued by the Chief Executive Officer for amounts over \$10,000 will be restricted to the Manager Corporate and community Services and the Manager Infrastructure Services.

### **COUNCIL DECISION**

**Council Resolution Number: 190522.13**

**Moved: Cr D Sparkman**

**Seconded: Cr C Bryant**

**That Council adopt the revised Purchasing Policy 4007 as provided in attachment 15.1(b) to be reviewed in 12 months.**

**Motion put and carried 6/0 by absolute majority**

# 1. Purchasing

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

## 1.1 OBJECTIVES

The Shire’s purchasing activities will:

- (a) Achieve best value for money that considers sustainable benefits, such as; environmental, social and local economic factors;
- (b) Foster economic development by maximising participation of local businesses in the delivery of goods and services;
- (c) Use consistent, efficient and accountable purchasing processes and decision-making, including; competitive quotation processes, assessment of best value for money and sustainable procurement outcomes for all purchasing activity, including tender exempt arrangements;
- (d) Apply fair and equitable competitive purchasing processes that engage potential suppliers impartially, honestly and consistently;
- (e) Commit to probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- (f) Comply with the *Local Government Act 1995*, *Local Government (Functions and General) Regulations 1996*, other relevant legislation, Codes of Practice, Standards and the Shire’s Policies and procedures;
- (g) Ensure purchasing outcomes contribute to efficiencies (time and resources) for the Shire of Perenjori.
- (h) Identify and manage risks arising from purchasing processes and purchasing outcomes in accordance with the Shire’s Risk Management framework;
- (i) Ensure records evidence purchasing activities in accordance with the *State Records Act 2000* and the Shire’s Record Keeping Plan;
- (j) Ensure confidentiality that protects commercial-in-confidence information and only releases information where appropriately approved.

## 1.2 ETHICS & INTEGRITY

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

## **1.3 VALUE FOR MONEY**

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

### **1.3.1 Assessing Value for Money**

Value for money assessment will consider:

- (a) All relevant Total Costs of Ownership (TCO) and benefits including; transaction costs associated with acquisition, delivery, distribution, and other costs such as, but not limited to; holding costs, consumables, deployment, training, maintenance and disposal;
- (b) The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes but is not limited to an assessment of compliances, the supplier's resource availability, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies and response times, ease of inspection and maintenance, ease of after sales service, ease of communications, etc.
- (c) The supplier's financial viability and capacity to supply without the risk of default, including the competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history;
- (d) A strong element of competition by obtaining a sufficient number of competitive quotations consistent with this Policy, where practicable;
- (e) The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance;
- (f) The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire Policy including Local Economic Benefit; and
- (g) Analysis and management of risks and opportunities that may be associated with the purchasing activity, potential supplier/s and the goods or services required.

## **1.4 PURCHASING THRESHOLDS AND PRACTICES**

### **1.4.1. Defining the Purchasing Value**

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

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

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

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

## 1. Strategic Purchasing Value Assessments

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

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

## 2. Individual Purchasing Value Assessments

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

- (a) Exclusive of Goods and Services Tax (GST); and
- (b) The estimated total expenditure for the proposed supply including the value of all contract extension options and where applicable, the total cost of ownership considerations.
- (c) The appropriate length of a contract is to be determined based on market volatility, ongoing nature of supply, historical purchasing evidence and estimated future purchasing requirements.
- (d) Requirements must not be split to avoid purchasing or tendering thresholds [F&G Reg. 12].

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

### 1.4.2. Table of Purchasing Thresholds and Practices

#### (1) Supplier Order of Priority

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

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

	<p>If the Shire does not have a current contract relevant to the required supply, then a relevant WALGA PSA is to be used.</p>
<p><b>Priority 2:</b></p>	<p><b>Local Suppliers</b></p> <p>Where the Purchasing Value does not exceed the tender threshold and a relevant local supplier is capable of providing the required supply, the Shire will ensure that wherever possible quotations are obtained from local suppliers permanently located within the District as a first priority, and those permanently located within surrounding Districts as the second priority.</p> <p>If no relevant local supplier is available, then a relevant WALGA PSA may be used.</p>
<p><b>Priority 3:</b></p>	<p><b>Tender Exempt - WALGA Preferred Supplier Arrangement (PSA)</b></p> <p>Use a relevant WALGA PSA regardless of whether or not the Purchasing Value will exceed the tender threshold.</p> <p>However, if a relevant PSA exists but an alternative supplier is considered to provide best value, then the CEO, or an officer authorised by the CEO, must approve the alternative supplier. Reasons for not using a PSA may include:</p> <ul style="list-style-type: none"> <li>i. Local supplier availability (that are not within the PSA); or</li> <li>ii. Social procurement – preference to use Aboriginal business or Disability Enterprise.</li> </ul> <p>If no relevant WALGA PSA is available, then a relevant State Government CUA may be used.</p>
<p><b>Priority 4:</b></p>	<p><b>Tender Exempt - WA State Government Common Use Arrangement (CUA)</b></p> <p>Use a relevant CUA regardless of whether or not the Purchasing Value will exceed the tender threshold.</p>

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

## (2) Purchasing Practice Purchasing Value Thresholds

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

Purchase Value Threshold <i>(ex GST)</i>	Purchasing Practice
Less than \$3,000 <i>(ex GST)</i>	No quotations required. Officers are to use professional judgment and discretion to determine if prices or rates are value for money.
\$3,001 to \$5,000 <i>(ex GST)</i>	Obtain at least one (1) verbal or written quotation from a suitable supplier in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).  The purchasing decision is to be evidenced in accordance with the Shire's Record Keeping Plan.
From \$5,001 and up to \$20,000 <i>(ex GST)</i>	Seek at least three (3) verbal or written quotations from suitable suppliers in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).  If purchasing from a WALGA PSA, CUA or other tender exempt arrangement, a minimum of one (1) written quotation is to be obtained.  The purchasing decision is to be based upon assessment of the suppliers response to: <ul style="list-style-type: none"> <li>• a brief outline of the specified requirement for the goods; services or works required; and</li> <li>• Value for Money criteria, not necessarily the lowest price.</li> </ul> The purchasing decision is to be evidenced using the Brief Evaluation Report Template retained in accordance with the Shire's Record Keeping Plan.
From \$20,001 and up to \$50,000 <i>(ex GST)</i>	Seek at least three (3) written quotations from suitable suppliers in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1) except if purchasing from a WALGA PSA, CUA or other tender exempt arrangement, where a minimum of one (1) written quotation is to be obtained.  The purchasing decision is to be based upon assessment of the suppliers' responses to: <ul style="list-style-type: none"> <li>• a brief outline of the specified requirement for the goods; services or works required; and</li> <li>• Value for Money criteria, not necessarily the lowest quote.</li> </ul>



Purchase Value Threshold (ex GST)	Purchasing Practice
	The purchasing decision is to be evidenced using the Brief Evaluation Report Template retained in accordance with the Shire's Record Keeping Plan.
From \$50,001 and up to \$250,000 (ex GST)	<p>Seek at least three (3) written responses from suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).</p> <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> <li>• a detailed written specification for the goods, services or works required; and</li> <li>• pre-determined selection criteria that assesses all best and sustainable value considerations.</li> </ul> <p>The procurement decision is to be evidenced using the Evaluation Report template retained in accordance with the Shire's Record Keeping Plan.</p>
Over \$250,000 (ex GST)	<p><b>Tender Exempt</b> arrangements (i.e. WALGA PSA, CUA or other tender exemption under <i>F&amp;G Reg.11(2)</i>) require at least three (3) written responses from suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).</p> <p><u>OR</u></p> <p><b>Public Tender</b> undertaken in accordance with the <i>Local Government Act 1995</i> and relevant Shire Policy and procedures.</p> <p>The Tender Exempt or Public Tender purchasing decision is to be based on the suppliers response to:</p> <ul style="list-style-type: none"> <li>• A detailed specification; and</li> <li>• Pre-determined selection criteria that assesses all best and sustainable value considerations.</li> </ul> <p>The purchasing decision is to be evidenced using the Evaluation Report template retained in accordance with the Shire's Record Keeping Plan.</p>
Emergency Purchases (Within Budget) Refer to Clause 1.4.3	<p>Where goods or services are required for an emergency response and are within scope of an established Panel of Pre-qualified Supplier or existing contract, the emergency supply must be obtained from the Panel or existing contract using relevant unallocated budgeted funds.</p> <p>If there is no existing Panel or contract, then clause 1.4.2(1) Supplier Order of Priority will apply wherever practicable.</p>

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

### 1.4.3. Emergency Purchases

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

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

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

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

#### **1.4.4. Inviting Tenders Though not Required to do so**

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

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

#### **1.4.5. Expressions of Interest**

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

- (a) Unable to sufficiently scope or specify the requirement;
- (b) There is significant variability for how the requirement may be met;
- (c) There is potential for suppliers to offer unique solutions and / or multiple options for how the purchasing requirement may be obtained, specified, created or delivered;
- (d) Subject to a creative element; or
- (e) Provides a procurement methodology that allows for the assessment of a significant number of potential tenderers leading to a shortlisting process based on non-price assessment.

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

#### **1.4.6. Unique Nature of Supply (Sole Supplier)**

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

- (a) purchasing value is estimated to be over \$5,000; and
- (b) purchasing requirement has been documented in a detailed specification; and

- (c) specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
- (d) market testing process and outcomes of supplier assessments have been evidenced in records, inclusive of a rationale for why the supply is determined as unique and why quotations / tenders cannot be sourced through more than one potential supplier.

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

#### **1.4.7. Anti-Avoidance**

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

#### **1.4.8. Contract Renewals, Extensions and Variations**

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

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

- (a) The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or
- (b) The variation is a renewal or extension of the term of the contract where the extension or renewal options were included in the original contract.

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

## **2. Sustainable Procurement**

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

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

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

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

## **2.1. LOCAL ECONOMIC BENEFIT**

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

- (a) consider buying practices, procedures and specifications that encourage the inclusion of local businesses and the employment of local residents;
- (b) consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- (c) ensure that procurement plans, and analysis is undertaken prior to develop Requests to understand local business capability and local content availability where components of goods or services may be sourced from within the District for inclusion in selection criteria;
- (d) explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- (e) avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid;
- (f) consider the adoption of Key Performance Indicators (KPIs) within contractual documentation that require successful Contractors to increase the number of employees from the District first; and
- (g) provide adequate and consistent information to local suppliers.

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

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

## 2.2. SOCIALLY SUSTAINABLE PROCUREMENT

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

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

### (1) Aboriginal Businesses

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

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

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

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

### (2) Australian Disability Enterprises

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

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

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

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

## **2.3. ENVIRONMENTALLY SUSTAINABLE PROCUREMENT**

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

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

- (a) demonstrate policies and practices that have been implemented by the business as part of its operations;
- (b) generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed; and
- (c) encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

## **3. Panels of Pre-qualified Suppliers**

### **3.1. OBJECTIVES**

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

Part of the consideration of establishing a panel includes:

- (a) there are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of 'value for money';
- (b) the Panel will streamline and will improve procurement processes; and
- (c) the Shire has the capability to establish a Panel, and manage the risks and achieve the benefits expected of the proposed Panel through a Contract Management Plan.

### **3.2. ESTABLISHING AND MANAGING A PANEL**

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

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

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

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



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

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

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

### **3.3. DISTRIBUTING WORK AMONGST PANEL MEMBERS**

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

- (a) obtain quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or
- (b) purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- (c) develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.

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

- (a) each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or
- (b) work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under *Functions and General Regulation 24AD(5)(f)* when establishing the Panel.
  - i. The Shire will invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken.
  - ii. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract.
  - iii. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the

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

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

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

### **3.4. PURCHASING FROM THE PANEL**

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

### **3.5. COMMUNICATIONS WITH PANEL MEMBERS**

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

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

## **4. Record Keeping**

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

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

## **5. Purchasing Policy Non-Compliance**

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

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

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

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

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

Where a breach is substantiated it may be treated as:

- (a) an opportunity for additional training to be provided;
- (b) a disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*; or
- (c) where the beach is also identified as potentially serious misconduct, the matter will be reported in accordance with the *Corruption, Crime and Misconduct Act 2003*.

**Policy Links:**

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

## 4007 – PURCHASING POLICY

### 1. Purchasing

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

#### 1.1 OBJECTIVES

The Shire’s purchasing activities will:

- (a) Achieve best value for money that considers sustainable benefits, such as; environmental, social and local economic factors;
- (b) Foster economic development by maximising participation of local businesses in the delivery of goods and services;
- (c) Use consistent, efficient, and accountable purchasing processes and decision-making, including; competitive quotation processes, assessment of best value for money and sustainable procurement outcomes for all purchasing activity, including tender exempt arrangements;
- (d) Apply fair and equitable competitive purchasing processes that engage potential suppliers impartially, honestly, and consistently;
- (e) Commit to probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- (f) Comply with the *Local Government Act 1995*, *Local Government (Functions and General) Regulations 1996*, other relevant legislation, Codes of Practice, Standards and the Shire’s Policies and procedures;
- (g) Ensure purchasing outcomes contribute to efficiencies (time and resources) for the Shire of Perenjori.
- (h) Identify and manage risks arising from purchasing processes and purchasing outcomes in accordance with the Shire’s Risk Management framework;
- (i) Ensure records evidence purchasing activities in accordance with the *State Records Act 2000* and the Shire’s Record Keeping Plan;
- (j) Ensure confidentiality that protects commercial-in-confidence information and only releases information where appropriately approved.

#### 1.2 ETHICS & INTEGRITY

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

#### 1.3 VALUE FOR MONEY

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

### 1.3.1 Assessing Value for Money

Value for money assessment will consider:

- (a) All relevant Total Costs of Ownership (TCO) and benefits including; transaction costs associated with acquisition, delivery, distribution, and other costs such as, but not limited to; holding costs, consumables, deployment, training, maintenance, and disposal;
- (b) The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes but is not limited to an assessment of compliances, the supplier's resource availability, capacity, and capability, value-adds offered, warranties, guarantees, repair and replacement policies and response times, ease of inspection and maintenance, ease of after sales service, ease of communications, etc.
- (c) The supplier's financial viability and capacity to supply without the risk of default, including the competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history;
- (d) A strong element of competition by obtaining a sufficient number of competitive quotations consistent with this Policy, where practicable;
- (e) The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance;
- (f) The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire Policy including Local Economic Benefit; and
- (g) Analysis and management of risks and opportunities that may be associated with the purchasing activity, potential supplier/s and the goods or services required.

## 1.4 PURCHASING THRESHOLDS AND PRACTICES

### 1.4.1. Defining the Purchasing Value

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

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

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

### 1. Strategic Purchasing Value Assessments

The Shire will periodically review recent past purchasing activity across its operations to identify categories of supply for which the Shire will have continuing need and which can be

aggregated into single contract arrangements in order to achieve best value for money and efficiency in future purchasing activity.

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

## 2. Individual Purchasing Value Assessments

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

- (a) Exclusive of Goods and Services Tax (GST); and
- (b) The estimated total expenditure for the proposed supply including the value of all contract extension options and where applicable, the total cost of ownership considerations.
- (c) The appropriate length of a contract is to be determined based on market volatility, ongoing nature of supply, historical purchasing evidence and estimated future purchasing requirements.
- (d) Requirements must not be split to avoid purchasing or tendering thresholds [F&G Reg. 12].

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

### 1.4.2. Table of Purchasing Thresholds and Practices

#### (1) Supplier Order of Priority

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

<b>Priority 1:</b>	<p><b>Existing Prequalified Supplier Panel or other Contract</b></p> <p>Current contracts, including a Panel of Prequalified Suppliers or contracted supplier, must be used where the Shire’s supply requirements can be met through the existing contract.</p> <p>If the Shire does not have a current contract relevant to the required supply, then a relevant WALGA PSA is to be used.</p>
<b>Priority 2:</b>	<p><b>Local Suppliers</b></p> <p>Where the Purchasing Value does not exceed the tender threshold and a relevant local supplier is capable of providing the required supply, the Shire will ensure that wherever possible quotations are obtained from local suppliers permanently located within the District as a priority, and those permanently located within surrounding Districts as the second priority.</p> <p>If no relevant local supplier is available, then a relevant WALGA PSA may be used.</p>
<b>Priority 3:</b>	<p><b>Tender Exempt - WALGA Preferred Supplier Arrangement (PSA)</b></p>

	<p>Use a relevant WALGA PSA regardless of whether or not the Purchasing Value will exceed the tender threshold.</p> <p>However, if a relevant PSA exists but an alternative supplier is considered to provide best value, then the CEO, or an officer authorised by the CEO, must approve the alternative supplier. Reasons for not using a PSA may include:</p> <ul style="list-style-type: none"> <li>i. Local supplier availability (that are not within the PSA); or,</li> <li>ii. Social procurement – preference to use Aboriginal business or Disability Enterprise.</li> </ul> <p>If no relevant WALGA PSA is available, then a relevant State Government CUA may be used.</p>
<b>Priority 4:</b>	<p><b>Tender Exempt - WA State Government Common Use Arrangement (CUA)</b></p> <p>Use a relevant CUA regardless of whether or not the Purchasing Value will exceed the tender threshold.</p> <p>However, if a relevant CUA exists, but an alternative supplier is considered to provide best value for money, then the proposed alternative supplier must be approved by the CEO, or an officer authorised by the CEO.</p> <p>If no relevant CUA is available, then a Tender Exempt <i>[F&amp;G Reg.11(2)]</i> arrangement may be used.</p>
<b>Priority 5:</b>	<p><b>Other Tender Exempt arrangement <i>[F&amp;G Reg. 11(2)]</i></b></p> <p>Regardless of whether or not the Purchasing Value will exceed the tender threshold, the Shire will investigate and seek quotations from tender exempt suppliers, and will specifically ensure that wherever possible quotations are obtained from a WA Disability Enterprise and / or an Aboriginal Owned Business that is capable of providing the required supply.</p>
<b>Priority 6:</b>	<p><b><u>Other Suppliers</u></b></p> <p>Where there is no relevant existing contract or tender exempt arrangement available, purchasing activity from any other supplier is to be in accordance with relevant Purchasing Value Threshold and Purchasing Practice specified in the table below.</p>



## (2) Purchasing Practice Purchasing Value Thresholds

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

Purchase Value Threshold (ex GST)	Purchasing Practice
Less than \$10,000 (Ex GST)	No quotations required. Officers are to use professional judgment and discretion to determine if prices or rates are value for money.
\$10,001 to \$50,000 (Ex GST)	one (1) written quotation to be sought from a suitable supplier in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1). The purchasing decision is to be evidenced in accordance with the Shire's Record Keeping Plan.
From \$50,001 and up to \$100,000 (ex GST)	Seek at least Two written quotations and obtain 1 (one) written quotation with copies of emails or file notes to be attached to the requisition or reference made to the relevant record number. OR Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the responsible officer source multiple competitive quotations (at least two Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.
From \$100,001 and up to \$150,000 (ex GST)	Seek at least 3 (Three) written quotations and obtain 2 (two) written quotations with copies of emails or file notes to be attached to the requisition or reference made to the relevant record number. Or Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the responsible officer source multiple competitive quotations (at least two Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.
From \$150,001 and up to \$250,000 (ex GST)	Three (3) written responses from suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1). The purchasing decision is to be based upon assessment of the supplier's response to: <ul style="list-style-type: none"> <li>• a detailed written specification for the goods, services or works required; and</li> <li>• pre-determined selection criteria that assesses all best and sustainable value considerations.</li> </ul> The procurement decision is to be evidenced using the Evaluation Report template retained in accordance with the Shire of Perenjori's Record Keeping Plan.

Purchase Value Threshold (ex GST)	Purchasing Practice
Over \$250,000 (ex GST)	<p><b>Tender Exempt</b> arrangements (i.e., WALGA PSA, CUA or other tender exemption under <i>F&amp;G Reg.11(2)</i>) require at least three (3) written responses from suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).</p> <p><u>OR</u></p> <p><b>Public Tender</b> undertaken in accordance with the <i>Local Government Act 1995</i> and relevant Shire Policy and procedures.</p> <p>The Tender Exempt or Public Tender purchasing decision is to be based on the supplier's response to:</p> <ul style="list-style-type: none"> <li>• A detailed specification; and</li> <li>• Pre-determined selection criteria that assess all best and sustainable value considerations.</li> </ul> <p>The purchasing decision is to be evidenced using the Evaluation Report template retained in accordance with the Shire's Record Keeping Plan.</p>
Emergency Purchases (Within Budget)  Refer to Clause 1.4.3	<p>Where goods or services are required for an emergency response and are within scope of an established Panel of Pre-qualified Supplier or existing contract, the emergency supply must be obtained from the Panel or existing contract using relevant unallocated budgeted funds.</p> <p>If there is no existing Panel or contract, then clause 1.4.2(1) Supplier Order of Priority will apply wherever practicable.</p> <p>However, where due to the urgency of the situation; a contracted or tender exempt supplier is unable to provide the emergency supply <u>OR</u> compliance with this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply. However, an emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value and sustainable practice.</p> <p>The rationale for policy non-compliance and the purchasing decision must be evidenced in accordance with the Shire's Record Keeping Plan.</p>
Emergency Purchases (No budget allocation available)  Refer for Clause 1.4.3	<p>Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with s.6.8 of the <i>Local Government Act 1995</i>, the President must authorise, in writing, the necessary budget adjustment prior to the expense being incurred.</p> <p>The CEO is responsible for ensuring that an authorised emergency expenditure under s.6.8 is reported to the next ordinary Council Meeting.</p> <p>The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply.</p>
LGIS Services	<p>The suite of LGIS insurances is established in accordance with s.9.58(6)(b) of the <i>Local Government Act 1995</i> and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-</p>

Purchase Value Threshold (ex GST)	Purchasing Practice
Section 9.58(6)(b)	base service and is not defined as a purchasing activity subject to this Policy.
Local Government Act	Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.

### 1.4.3. Emergency Purchases

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

- (a) A local emergency and the expenditure is required (within existing budget allocations) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets, OR
- (b) A local emergency and the expenditure is required (with no relevant available budget allocation) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets in accordance with s.6.8 of the Local Government Act 1995 and Functions and General Regulation 11(2)(a); OR
- (c) A State of Emergency declared under the Emergency Management Act 2005 and therefore, Functions and General Regulations 11(2) (aa), (ja) and (3) apply to vary the application of this policy.

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

### 1.4.4. Inviting Tenders Though Not Required to do so

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

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

### 1.4.5. Expressions of Interest

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

- (a) Unable to sufficiently scope or specify the requirement;
- (b) There is significant variability for how the requirement may be met;

- (c) There is potential for suppliers to offer unique solutions and / or multiple options for how the purchasing requirement may be obtained, specified, created, or delivered;
- (d) Subject to a creative element; or
- (e) Provides a procurement methodology that allows for the assessment of a significant number of potential tenderers leading to a shortlisting process based on non-price assessment.

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

#### **1.4.6. Unique Nature of Supply (Sole Supplier)**

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

- (a) purchasing value is estimated to be over \$5,000; and
- (b) purchasing requirement has been documented in a detailed specification; and
- (c) specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
- (d) market testing process and outcomes of supplier assessments have been evidenced in records, inclusive of a rationale for why the supply is determined as unique and why quotations / tenders cannot be sourced through more than one potential supplier.

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

#### **1.4.7. Anti-Avoidance**

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

#### **1.4.8. Contract Renewals, Extensions and Variations**

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

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

- (a) The variation is necessary for the goods or services to be supplied and does not change the scope of the contract; or
- (b) The variation is a renewal or extension of the term of the contract where the extension or renewal options were included in the original contract.

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

## **2. Sustainable Procurement**

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

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

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

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

## **2.1. LOCAL ECONOMIC BENEFIT**

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

- (a) consider buying practices, procedures and specifications that encourage the inclusion of local businesses and the employment of residents;
- (b) consider indirect benefits that have flow on benefits for local suppliers (i.e., servicing and support);
- (c) ensure that procurement plans, and analysis is undertaken prior to develop Requests to understand local business capability and local content availability where components of goods or services may be sourced from within the District for inclusion in selection criteria;
- (d) explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- (e) avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid;
- (f) consider the adoption of Key Performance Indicators (KPIs) within contractual documentation that require successful Contractors to increase the number of employees from the District first; and
- (g) provide adequate and consistent information to local suppliers.

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

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

## **2.2. SOCIALLY SUSTAINABLE PROCUREMENT**

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

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

### **(1) Aboriginal Businesses**

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

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

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

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

### **(2) Australian Disability Enterprises**

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

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

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

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

### **2.3. ENVIRONMENTALLY SUSTAINABLE PROCUREMENT**

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

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

- (a) demonstrate policies and practices that have been implemented by the business as part of its operations;
- (b) generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed; and
- (c) encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

## **3. Panels of Pre-qualified Suppliers**

### **3.1. OBJECTIVES**

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

Part of the consideration of establishing a panel includes:

- (a) there are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of 'value for money';
- (b) the Panel will streamline and will improve procurement processes; and
- (c) the Shire has the capability to establish a Panel and manage the risks and achieve the benefits expected of the proposed Panel through a Contract Management Plan.

### **3.2. ESTABLISHING AND MANAGING A PANEL**

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

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

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

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

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

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



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

### **3.3. DISTRIBUTING WORK AMONGST PANEL MEMBERS**

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

- (a) obtain quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or
- (b) purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- (c) develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.

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

- (a) each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or
- (b) work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under *Functions and General Regulation 24AD(5)(f)* when establishing the Panel.
  - i. The Shire will invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken.
  - ii. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract.
  - iii. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in clause 1.4.2(2) of this Policy.
  - iv. When a ranking system is established, the Panel will not operate for a period exceeding 12 months.

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

### **3.4. PURCHASING FROM THE PANEL**

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

### 3.5. COMMUNICATIONS WITH PANEL MEMBERS

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

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

### 4. Record Keeping

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

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

### 5. Purchasing Policy Non-Compliance

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

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

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

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

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

Where a breach is substantiated, it may be treated as:

- (a) an opportunity for additional training to be provided;
- (b) a disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*; or
- (c) where the breach is also identified as potentially serious misconduct, the matter will be reported in accordance with the *Corruption, Crime and Misconduct Act 2003*.

#### Policy Links:

	Policy Number

Regional Price Preference Policy	4006
Corporate Credit Card Policy	4008

## 15.2 OSH POLICY

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM 0067
<b>Date:</b>	10 <sup>th</sup> May 2022
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Author:</b>	Richard Hawkins – Risk & Safety Officer
<b>Responsible Officer:</b>	Paul Anderson - Chief Executive Officer
<b>Attachments:</b>	15.2 - Occupational Safety & Health Policy

### Summary

For Council to endorse the Shire of Perenjori's Occupational Safety & Health Policy.

### Background

The policy is a requirement to achieve Tier 2 of LGIS's 3 Steps to Safety Program. The 3 Steps to Safety program was established to recognise and meet the needs of Local Government with the aim of driving safety performance and minimising claim costs.

As part of this program, a 3-tiered approach has been taken to recognise the size and diversity of local government.

Our goal, as a collective, is to achieve full compliance of the Tier 2 level, giving us the tick of approval, from LGIS, which complies with or exceeds legislative requirements, for our commitment to a Safe and Healthy workplace for our employees.

### Statutory Environment

Local Government Act 1995 section 2.7

### Policy Implications

Endorse existing OSH Policy and revoke all other OSH policies.

### Consultation

CEO – Paul Anderson

### Financial Implications

Council have allocated funds for the purpose of OSH in the 2021-2022 annual budget.

### Strategic Community Plan

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

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

### Officer Comment

As stated in the Background summary, this Occupational Safety and Health Policy is the basis of the Shire of Perenjori's Safety Program to keep all staff safe, healthy, and fit for work. This, in turn, reduces the cost of compensation pay outs and lost work time, due to less accidents to personnel, and less damage to the Shire's equipment.

The new Work Health and Safety legislation, that was brought into force in March, states that every Organisation must maintain a safe place to work for all its employees. This policy is the basis for a solid, professional Plan or Program to manage and enforce safe work practices and to keep a healthy workforce at work and help keep equipment from unnecessary damage.

**COUNCIL DECISION**

**Council Resolution Number: 190522.14**

**Moved: Cr D Bradford**

**Seconded: Cr L Hepworth**

**That Council endorse the Occupational Safety and Health Policy and request that it be included in the Standard Operations for Perenjori Policy Manual and uploaded to the Shire's Webpage.**

**Motion put and carried 6/0**

# Occupational Safety and Health Policy



This policy outlines the Shire of Perenjori's commitment to establish and continuously improve, through the establishment of measurable objectives and targets, an occupational safety and health management system intended to identify and control hazards with the goal of reducing illness and injury within our workplace. The shire is committed to managing occupational safety and health, including the development and implementation of an Occupational Safety and Health Management system that complies with or exceeds legislative requirements.

***The Policy of the Shire of Perenjori is to ensure that every employee works in an environment where every effort is made to prevent accidents, injury and disruption to employees' health from foreseeable work hazards.***

## The employer acknowledges a duty of care to:

- Provide and maintaining a safe working environment.
- Providing adequate training, instruction and supervision to enable employees to perform their work safely and effectively.
- Investigating all actual and potentially injurious occurrences in order to identify and control the cause to reduce the level of risk in the workplace
- Comply with AS/NZS 4801-2001 Occupational Health and Safety Management Systems audit requirements.
- Compliance with current Occupational Safety and Health Act 1984, and the Occupational Safety and Health Regulations 1996, relevant Australian Standards including AS/NZS ISO 31000, 2009 and relevant Approved Codes of Practice
- Engage and consult stakeholders and representatives (including Volunteers and contracted Service Providers) in matters regarding occupational safety and health in the workplace.

## Employees have a duty of care to:

- Working with care for their own safety and that of other employees, contractors, volunteers and public who may be affected by their acts or omissions.
- Reporting hazards, accidents, incidents and near misses to their Line Manager
- Co-operating positively in the fulfillment of the obligations placed on their employer.
- Assisting in the reporting and investigation of any accidents with the objective of introducing and reviewing controls to prevent re-occurrence.

**A safe and efficient place of work is our goal, and we must all be committed by working together to reach this outcome.**

**Chief Executive Officer**

## 16. Confidential Reports:

### 16.1 COUNCIL DECISION TO GO BEHIND CLOSED DOORS

#### PROCEDURAL MOTION

**Council Resolution: 190522.15**

**Moved: Cr L Hepworth**

**Seconded: Cr D Sparkman**

**That, in accordance with section 5.23 of the Local Government Act 1995, Council accept that the meeting is to be closed to all members of the Public.**

**Motion put and carried 6/0**

### 16.2 **CONFIDENTIAL ITEM** – WRITE-OFF OF OUTSTANDING DEBT

Applicant:	Shire of Perenjori
File:	ADM0182
Date:	4 <sup>th</sup> May 2022
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Domenica Curtin – Accounts Receivable Officer
Responsible Officer:	Nola Comerford-Smith - Manager Corporate Community Services
Attachments:	Nil

#### Statutory Environment

##### 5.23. Meetings generally open to public

- (1) Subject to subsection (2), the following are to be open to members of the public —
  - (a) all council meetings; and
  - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
  - (a) a matter affecting an employee or employees; and
  - (b) the personal affairs of any person; and
  - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
  - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
  - (e) a matter that if disclosed, would reveal —
    - (i) a trade secret; or
    - (ii) information that has a commercial value to a person; or
    - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and



- (f) a matter that if disclosed, could be reasonably expected to —
    - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or 203
    - (ii) endanger the security of the local government's property; or
    - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;
  - and
  - (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*; and
  - (h) such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

#### **COUNCIL DECISION**

**Council Resolution Number: 190522.16**

**Moved: Cr L Hepworth**

**Seconded: Cr C Bryant**

**That Council authorises the write off of sundry debtor 80760, totaling \$397.50.**

**Motion put and carried 6/0**

#### **16.2 COUNCIL DECISION TO RETURN FROM BEHIND CLOSED DOORS**

#### **PROCEDURAL MOTION**

**Council Resolution: 190522.17**

**Moved: Cr L Hepworth**

**Seconded: Cr D Bradford**

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

**Motion put and carried 6/0**

17. Ordering the Common Seal:

Document	Organisation	Purpose	Date

18. Reports of Committees and Members:

Nil

19. Motions of Which Previous Notice Has Been Given:

Nil

20. Notice of Motions:

Nil

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

Nil

22. Closure of Meeting:

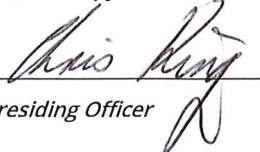
The Deputy Shire President declared the meeting closed at 3.50pm and thanked those in attendance.

23. Next Meeting:

The Deputy Shire President advised that the date of the next Ordinary Meeting of Council will be held on Thursday 16<sup>th</sup> June 2022 commencing at 3:00pm at the Shire of Perenjori Council Chambers, 56 Fowler Street, Perenjori WA 6620.

The Shire CEO advised that the Annual Electors Meeting is to be held on Tuesday 31<sup>st</sup> May 2022, commencing at 4.00pm at Latham Community Centre, Britt Street, Latham WA 6623.

*I certify that this copy of the Minutes is a true and correct record of the meeting held on 19<sup>th</sup> May 2022.*

Signed:   
Presiding Officer

Date: 16/06/2022