



Shire of
Perenjori
Embrace Opportunity

Shire of Perenjori – Ordinary Council Meeting

MINUTES

Thursday 28 September 2023



NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member,

The next Ordinary Meeting of the Shire of Perenjori will be held on Thursday 28 September 2023 in the Shire of Perenjori Council Chamber, Perenjori WA 6620, commencing at 3:00 pm.

A handwritten signature in black ink, appearing to read 'Paul Anderson', is positioned above the typed name.

Paul Anderson

CHIEF EXECUTIVE OFFICER

Date: 22 September 2023

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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 held on Thursday 28 September 2023, at the Shire of Perenjori Council Chambers, Perenjori WA 6620, which commenced at 3:00 pm.

1. Declaration of Opening/Announcement of Visitors:

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

Acknowledgement of Traditional Custodians: -

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

I respectfully acknowledge the past and present traditional owners of the land on which we are meeting, the Badimaya people. It is a privilege to be standing on Badimaya country.

2. Opening Prayer:

The Shire President read the opening prayer.

Acknowledgment of Pioneers;

I acknowledge the pioneers who settled this country, developed the land and turned it into the productive country we know today.

3. Disclaimer Reading:

As printed.

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

4.1 Attendance:

Members:

Cr Christopher King (President)
Cr Jude Sutherland (Vice President)
Cr Andrew Fraser
Cr Les Hepworth
Cr Colin Bryant
Cr Dael Sparkman
Cr Daniel Bradford

Staff:

Nola Comerford (Acting CEO)
Marty Noordhof (Manager of Infrastructure Services)
Ally Bryant (Finance Manager)
Elinor Pitts (Executive Assistant)

Distinguished Visitors:

Nil

Members of The Public:

Nil

Leave of Absence:

Nil

Apologies:

Nil

5. Public Question Time:

5.1 Response to Questions Taken on Notice:

Nil

5.2 Questions Without Notice:

Nil

7. Confirmation of Minutes of Previous Meetings:

7.1 ORDINARY COUNCIL MEETING HELD ON 24 AUGUST 2023

COUNCIL DECISION

Council Resolution Number: 280923.1

Moved: Cr Sparkman

Seconded: Cr Bradford

That the Minutes of the Ordinary Meeting of Council held on 24 August 2023, be confirmed as true and correct subject to no corrections.

Motion put and carried 7/0

For: Cr King, Cr Hepworth, Cr Fraser, Cr Bryant, Cr Sparkman, Cr Sutherland, Cr Bradford

8. Announcements by Presiding Member Without Discussion:

The Shire President advised that the meeting was being recorded.

As my term as President of this Council comes to an end, I wanted to take a moment to express my deepest gratitude and appreciation to each and every one of you. It has been an incredible journey working alongside such passionate and dedicated individuals who have tirelessly served our community.

Throughout my time in office, I have witnessed the unwavering commitment and passion that each of you brings to the table. Your knowledge, diverse perspectives, and collective efforts have been instrumental in driving positive change and improving the lives of our residents.

Together, we have tackled significant challenges, made tough decisions, and worked tirelessly to address the needs of our community.

I would also like to express my heartfelt appreciation for the support and collaboration I received from each council member. Your willingness to learn, discuss, and find common ground has been instrumental in the progress we have made over the years. Despite our varying viewpoints, we have always maintained a shared goal of creating a vibrant, prosperous, and harmonious community.

Lastly, I want to acknowledge the staff members of our council who work tirelessly behind the scenes to ensure the smooth functioning of our operations. Their hard work, expertise, and dedication often go unnoticed, but I truly value their contributions which have facilitated our accomplishments.

In conclusion, I want to extend my sincere gratitude to all Shire Council members. It has been a privilege and an honour to serve alongside you all. I am proud of what we have accomplished together and look forward to witnessing the continued progress under the leadership of the incoming President.

Thank you once again for your tireless service to our Community.

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 – JULY 2023

Applicant:	Shire of Perenjori
File:	ADM 0082
Date:	28 September 2023
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Ally Bryant – Finance Manager
Responsible Officer:	Paul Anderson - Chief Executive Officer
Attachments:	12.1 (a) - Monthly Statement of Financial Activity for July 2023

Summary

This item recommends that Council receives the Financial Activity Statements for the periods ending 31 July 2023.

Background

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

Recent changes to the Regulations require a focus on reporting and variance analysis by nature and type rather than by program. The Shire's reports have historically been prepared by both nature and type and program with the variance analysis done by program. All reports for 2023-24 to date have been prepared by both nature and type and program, but with the variance analysis being done by nature and type in compliance with the revised Regulations.

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 Council's 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 opening surplus for the year prior to the finalisation of the 2022-23 financial statements is \$3,635,326. This surplus is notionally deceiving as the State Government transferred 100% of its 2023-24 financial assistance grants (totalling \$2.810m) to the Shire in June 2023.

The 2023-24 general rates will be raised in September 2023 and the income recognised in September.

Operating revenue YTD is \$113,627, over budget by \$30,485. Key variances between the YTD budget and actuals are:

- Fees and Charges are up by \$11,444 mainly due to timing in budget estimates for the Caravan Park.
- Interest Revenue over YTD budget by \$9,896 due to Term Investment maturing.

Expenditure is \$602,888, better than budget by \$477,382. Variances are due to timing, and include:

- Depreciation being under budget by \$290,166 due to not being able to run depreciation until the Auditors have completed the audit on Asset Register and we are able to roll the Asset Register into the 23/24 year.
- Utilities under budget due to timing of accounts.

COUNCIL DECISION

Council Resolution Number: 280923.2

Moved: Cr Hepworth

Seconded: Cr Bryant

That the Monthly Financial Report to 31 July 2023 as attached be received.

Motion put and carried 7/0

For: Cr King, Cr Hepworth, Cr Fraser, Cr Bryant, Cr Sparkman, Cr Sutherland, Cr Bradford

12.2 MONTHLY FINANCIAL REPORT – AUGUST 2023

Applicant:	Shire of Perenjori
File:	ADM 0082
Date:	28 September 2023
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Ally Bryant – Finance Manager
Responsible Officer:	Paul Anderson - Chief Executive Officer
Attachments:	12.2 (a) - Monthly Statement of Financial Activity for August 2023

Summary

This item recommends that Council receives the Financial Activity Statements for the periods ending 31 August 2023.

Background

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

Recent changes to the Regulations require a focus on reporting and variance analysis by nature and type rather than by program. The Shire's reports have historically been prepared by both nature and type and program with the variance analysis done by program. All reports for 2023-24 to date have been prepared by both nature and type and program, but with the variance analysis being done by nature and type in compliance with the revised Regulations.

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 Council's 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 opening surplus for the year prior to the finalisation of the 2022-23 financial statements is \$3,635,326. As previously advised, this surplus is notionally deceiving as the State Government transferred 100% of its 2023-24 financial assistance grants (totalling \$2.810m) to the Shire in June 2023.

The 2023-24 general rates will be raised in September 2023 and the income recognised in September.

Operating revenue YTD is \$566,047, under budget by \$3,121,197. Key variances between the YTD budget and actuals are:

- Rates not being actually raised until September system budgeted for August.
 - Fees and Charges are up by \$66,711 mainly due to it timing in budget estimates for the Caravan Park.
- Expenditure is \$1,167,961, better than budget by \$809,391. Variances are both permanent and timing, and include:
- Depreciation being under budget by \$580,332 due to not being able to run depreciation until the Auditors have completed the audit on Asset Register and we are able to roll the Asset Register into the 23/24 year.

- Other accounts are under YTD budget due to the late adoption of the Annual Budget.

PROCEDURAL MOTION

Council Resolution Number: 280923.3

Moved: Cr Bradford

Seconded: Cr Bryant

That Council suspend Standing Orders, Clause 9.5 Limitation on number of speeches to be suspended at 3.09 pm for open discussion on item 12.2 of these minutes.

Motion put and carried 7/0

For: Cr King, Cr Hepworth, Cr Fraser, Cr Bryant, Cr Sparkman, Cr Sutherland, Cr Bradford

PROCEDURAL MOTION

Council Resolution Number: 280923.4

Moved: Cr Bryant

Seconded: Cr Sutherland

That Council reinstates Standing Orders at 3.32 pm.

Motion put and carried 7/0

For: Cr King, Cr Hepworth, Cr Fraser, Cr Bryant, Cr Sparkman, Cr Sutherland, Cr Bradford

COUNCIL DECISION

Council Resolution Number: 280923.5

Moved: Cr Bradford

Seconded: Cr Fraser

That the Monthly Financial Report to 31 August 2023 as attached be received.

Motion put and carried 7/0

For: Cr King, Cr Hepworth, Cr Fraser, Cr Bryant, Cr Sparkman, Cr Sutherland, Cr Bradford

12.3 SCHEDULE OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 AUGUST 2023

Applicant:	Shire of Perenjori
File:	ADM 0082
Report Date:	28 September 2023
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Gypsie Douglas – Finance Officer
Responsible Officer:	Nola Comerford – Manager Corporate Community Services
Attachments:	12.3 (a) - Accounts for Payment August 2023 12.3 (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 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

Goal 4: A strong and diverse Council working closely with the proactive and involved community.
4.6. The organisation, assets and finances of the Shire are managed responsibly.

Consultation

Paul Anderson – Chief Executive Officer

Gypsie Douglas – Finance Officer

Officer Comment

Accounts paid for the month ending 31 August 2023

Municipal Account	
EFT	\$891,135.13
Direct Debits	\$101,577.38
Cheques	\$0.00
Corporate MasterCard	\$6,470.97
Bank Fees	\$319.70
Total	\$999,503.18

Trust Account – Mt Gibson Public Benefit Funds	
EFT – Transfer to another account (Close Term Deposit)	\$0.00
Cheques	\$0.00
Bank Fees	\$0.00
Total	\$0.00

Totalling **\$999,503.18** from *Municipal* and *Trust Accounts* for the month ending **31 August 2023**.

COUNCIL DECISION

Council Resolution Number: 280923.6

Moved: Cr Bryant

Seconded: Cr Hepworth

That the cheques and electronic payments as per the attached schedules of accounts for payment totaling \$999,503.18 (nine hundred and ninety nine thousand, five hundred and three dollars and eighteen cents) be accepted.

Motion put and carried 7/0

For: Cr King, Cr Hepworth, Cr Fraser, Cr Bryant, Cr Sparkman, Cr Sutherland, Cr Bradford

13. Community Development and Services:

13.1 SHIRE OF PERENJORI / VISIT PERENJORI WEBSITE USAGE OVERVIEW

Applicant:	Shire of Perenjori
File:	ADM 0605
Date:	19 September 2023
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Nola Comerford – Manager Corporate and Community Services
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	13.1 (a) – Shire of Perenjori Monthly Overview 13.1 (b) – Visit Perenjori Monthly Overview

Summary

For Council to receive a summary of usage of the Shire of Perenjori and Visit Perenjori websites.

Background

At the November 2021 Ordinary Council Meeting, Council approved budget expenditure for the development of Shire of Perenjori and Visit Perenjori websites which went live in May 2022. Management of the new websites has proven to be considerably more user-friendly for administration staff and site visitors.

Statutory Environment

Nil

Policy Implications

Nil

Consultation

Paul Anderson – Chief Executive Officer

Administration Staff

Financial Implications

Budget allocation of \$1,600 is made annually for upkeep and support.

Strategic Community Plan

Goal 4: A strong and diverse Council working closely with the proactive and involved community.

4.1. The community is well-informed and engaged.

Officer Comment

The benefits of the Market Creations website, which has been designed to suit local government purposes, provide:

1. Accessibility and inclusivity: the websites are designed to be accessible to all users, including those with disabilities, which is crucial for local governments to ensure that information and services are available to all residents.
2. Ease of navigation: the well-structured websites with intuitive navigation menus and clear labels makes it easy for visitors to find the information they need quickly. This improves user satisfaction and reduces the burden on staff who might otherwise field enquiries.
3. Mobile responsiveness: the user-friendly websites are responsive and adaptable to different screen sizes, ensuring a consistent experience for all users.

As per the attached reports, usage and access have been steady over the past month – increasing in volume leading up to the Perenjori Agricultural Show and tourist season.

COUNCIL DECISION

Council Resolution Number: 280923.7

Moved: Cr Sutherland

Seconded: Cr Bradford

That Council note and accept the Shire of Perenjori and Visit Perenjori website report.

Motion put and carried 7/0

For: Cr King, Cr Hepworth, Cr Fraser, Cr Bryant, Cr Sparkman, Cr Sutherland, Cr Bradford

13.2 DONATION FROM THE BUSH TELEGRAPH COMMITTEE

Applicant:	Shire of Perenjori
File:	ADM0679
Date:	15 September 2023
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Rachel Thompson – Community Development Officer
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	13.2 (a) - Letter received from Perenjori & District Bush Telegraph

Summary

For Council to consider options for allocation of unbudgeted funds received from the discontinued Perenjori & Districts Bush Telegraph committee.

Background

The Perenjori & Districts Bush Telegraph Committee previously managed Perenjori's Bush Telegraph publication until the Community Resource Centre assumed responsibility for content and printing. Funds were raised by the volunteer committee through sales of the then-fortnightly newspaper which were used to purchase items for the benefit of the community including tables at the cemetery and bench seats which were situated at business shop fronts on the main street.

A decision was made by the disbanding committee to transfer the remaining group funds of \$13,510.87 (thirteen thousand, five hundred and ten dollars and 87 cents) to the Shire of Perenjori for the purposes of community benefit.

The following correspondence was received from Paddy King on behalf of the Perenjori & Districts Bush Telegraph Committee:

*Perenjori & Districts Bush Telegraph Committee
Perenjori WA 6620*

22nd August 2023

*CEO Paul Anderson
Shire of Perenjori
Perenjori WA 6620*

Dear Paul,

Further to our conversation re money left in the account of the Perenjori & Districts Bush Telegraph Committee, we would like the Shire of Perenjori to make use of these funds to enhance the community of Perenjori.

As discussed, the committee donated various items to the community over the many years that we managed the Bush Telegraph.

Please find enclosed a cheque for \$13,510.87.

Kind regards

Perenjori & Districts Bush Telegraph Committee

Statutory Environment

Nil

Policy Implications

Nil

Consultation

Paddy King – Perenjori & Districts Bush Telegraph Committee

Paul Anderson – Chief Executive Officer

Nola Comerford – Manager Corporate and Community Services

Financial Implications

Unbudgeted income of \$13,510.87.

Strategic Community Plan

Goal 4: A strong and diverse Council working closely with the proactive and involved community.

4.2. The Shire listens to and works closely with the community and its decision-making is transparent and accountable.

4.6. The organisation, assets and finances of the Shire are managed responsibly.

Officer Comment

The disbanded committee have not requested that the donated amount be utilised on any specific community improvements or assets. A recommendation is suggested for Council consideration for the upgrade of seating and barbecue area at Trott's Park which is a frequently visited location within the Perenjori townsite by many members of the community and visitors that utilise the area for social activities, birthday parties, and sporting events.

PROCEDURAL MOTION

Council Resolution Number: 280923.8

Moved: Cr Sparkman

Seconded: Cr Bryant

That Council suspend Standing Orders, Clause 9.5 Limitation on number of speeches to be suspended at 3.39 pm for open discussion on item 13.2 of these minutes.

Motion put and carried 7/0

For: Cr King, Cr Hepworth, Cr Fraser, Cr Bryant, Cr Sparkman, Cr Sutherland, Cr Bradford

PROCEDURAL MOTION

Council Resolution Number: 280923.9

Moved: Cr Sparkman

Seconded: Cr Bradford

That Council reinstates Standing Orders at 3.42 pm.

Motion put and carried 7/0

For: Cr King, Cr Hepworth, Cr Fraser, Cr Bryant, Cr Sparkman, Cr Sutherland, Cr Bradford

OFFICER RECOMMENDATION

Council Resolution Number:

Moved:

Seconded:

That Council allocate a donation of \$13,510.87 (thirteen thousand, five hundred and ten dollars and 87 cents) from the Perenjori & Districts Bush Telegraph Committee for the purposes of upgrading Trott Park seating and barbecue area.

Motion put and carried / lost

Amendment:

The reason that Council resolved to lay item 13.2 on the table was to enable further discussion at the October Council Forum, prior to being presented to Council at the Ordinary Meeting in October.

COUNCIL DECISION

Council Resolution Number: 280923.10

Moved: Cr Sparkman

Seconded: Cr Fraser

That Council resolved to lay item 13.2 on the table until the Ordinary Meeting of Council to be held on the 26 October 2023.

Motion put and carried 7/0

For: Cr King, Cr Hepworth, Cr Fraser, Cr Bryant, Cr Sparkman, Cr Sutherland, Cr Bradford

13.3 MEMBER OF THE ORDER OF AUSTRALIA AWARD – KAREN CHAPPEL

Applicant:	Shire of Perenjori
File:	ADM
Date:	22 August 2023
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Rachel Thompson – Community Development Officer
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	Nil

Summary

For Council to consider endorsement of recognition of Shire of Morawa’s President, Karen Chappel, recipient of the Member of the Order in the 2023 King’s Birthday Honours.

Background

WALGA President Cr Karen Chappel has been appointed a Member of the Order of Australia (AM) in the 2023 King’s Birthday Honours list for her significant service to Local Government and to the community of Morawa.

Biography:

- Shire President – Shire of Morawa since 2009.
- Shire of Morawa Councillor, since 2005.
- **Australian Local Government Association**
- Vice President, since 2022.
- Board Member, since 2020.
- **Western Australian Local Government Association**
- President, since 2022.
- Deputy President, 2020-2022.
- State Councillor, since 2012.
- Deputy State Councillor, 2010-2012.
- Member, Finance Committee, 2014-2016.
- Member, Executive Committee, since 2016.
- State Road Funds to Local Government Advisory Committee, since 2012.
- Chair, Governance and Policy Committee, since 2016.
- Member, Local Government House Trust, since 2014.
- Member, Honours Panel, since 2016.
- Member, Australian Black Spot Consultative Panel, since 2012.
- Member Advisor, 2018-2019.
- Life Member, 2018.
- **Northern Country Zone, Western Australian Local Government Association**
- Chairperson, since 2011.
- Deputy Chairperson, 2009-2011.
- **Local Government Advisory Board**
- Member, 2015-2021.
- Deputy Member, 2011-2015.
- **Local Government and Regional Development**
- Board Member, Mid West Development Commission, 2018-2021.
- Councillor, Mid West Regional Council, 2007-2014.
- Minister’s Appointee, Acting President, Shire of York, 2015.
- Minister’s Appointee, Acting President, Shire of Ashburton, 2013.
- **Rural Financial Counselling Service Western Australia**
- Deputy Chairperson, since 2013.

- Board Member, since 2008.
Northern Districts Community Support Group
- Chairperson/Executive Officer, 2006-2019.
- Committee Member, 2003-2006.
Community and Other
- Board Member, Desert Blue Connect, 2018-2022.
- Board Chairperson, Morawa District High School, 2013-2018.
- Treasurer, Morawa Golf and Bowling Club, 2009-2021.
- Board Member, North East Farming Futures, 2007-2017.
- Justice of the Peace, since 2008.
Awards and Recognition include:
- WALGA Life Membership, 2018
- Woman of Distinction Award, Old Girls' Association, St Mary's Anglican Girls' School, 2015
- Citizen of the Year, Shire of Perenjori, 2007

Information Source: <https://walga.asn.au/>

Statutory Environment

Nil

Policy Implications

Nil

Consultation

Paul Anderson – Chief Executive Officer

WALGA

Financial Implications

Nil

Strategic Community Plan

Goal 4: A strong and diverse Council working closely with the proactive and involved community.
4.6. The organisation, assets and finances of the Shire are managed responsibly.

Officer Comment

Karen Chappel AM is a member of various boards and committees including the Local Government Advisory Board, Rural Financial Counselling Services WA, Primary Production Services, Desert Blue Connect, and chair of the Morawa District High School board. She has a diploma in Local Government and is a Graduate of the Australian Institute of Company Directors.

Karen Chappel has links to Perenjori, having been raised on a farm in the area prior to relocating to neighbouring Morawa where she has taken on a vast array of community roles in Morawa and further afield. It is recommended that Cr Chappel is formally recognised by Council for her outstanding contribution to the Midwest and Western Australian organisations.

COUNCIL DECISION

Council Resolution Number: 230923.11

Moved: Cr Sutherland

Seconded: Cr Hepworth

That Council request the Shire President to formally acknowledge the achievements of Karen Chappel, on behalf of the Shire of Perenjori, for being appointed a Member of the Order of Australia in the 2023 King's Birthday Honours list.

Motion put and carried 7/0

For: Cr King, Cr Hepworth, Cr Fraser, Cr Bryant, Cr Sparkman, Cr Sutherland, Cr Bradford

14. Governance:

14.1 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM – PHASE 2 ADJUSTMENT

Applicant:	Shire of Perenjori
File:	ADM 0832
Date:	28 September 2023
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Ally Bryant – Finance Manager
Responsible Officer:	Paul Anderson - Chief Executive Officer
Attachments:	14.1 (a) - Phase 2 LRCIP Adjusted Budget

Summary

For Council to consider adjustments to Phase 2 Projects of Local Roads and Community Infrastructure (LRCI) funding.

Background

Council was awarded \$396,417 for the completion of approved projects in Phase 2 of the Local Roads and Community Infrastructure Program.

The initial project list and budget that was submitted for approval consisted of the below items.

PHASE 2	
Camel Soak tourist site shelters	\$20,000
Maya tourist site shelters	\$12,000
Latham Community Centre shelter, BBQ and seating	\$18,000
Refurbishment of oval public toilets	\$20,000
Refurbishment of main street toilets	\$70,000
Replacement of Caravan Park fencing	\$65,000
Refurbishment of Perenjori Sports Club male toilet	\$26,252
Upgrade/refurbishment of camp kitchen at Caravan Park	\$25,000
Shelters and seating Perenjori Main street	\$20,000
Refurbishment of toilet ablutions at Caravan Park	\$40,000
Improvement to Latham Hall	\$80,165
TOTAL	\$396,417

Variations were submitted to LRCI during 22/23 year which resulted in some withdrawals of projects and budget adjustments. The following projects then formed Councils Phase 2 program.

PHASE 2	
Camel Soak tourist site shelters	\$20,000
Maya tourist site shelters	\$12,000
Latham Community Centre shelter, BBQ and seating	\$25,000
Refurbishment of oval public toilets	\$70,000
Refurbishment of main street toilets	\$56,800
Replacement of Caravan Park fencing	\$47,000
Refurbishment of Perenjori Sports Club male toilet	\$40,000
Upgrade/refurbishment of camp kitchen at Caravan Park	\$100,000
Shelters and seating Perenjori Main street	\$20,000
Refurbishment of toilet ablutions at Caravan Park	Withdrawn
Improvement to Latham Hall	Withdrawn
TOTAL	\$390,800

Statutory Environment

Local Government Act 1995

Part 6 – Financial management

Division 4 – General financial provisions

Section 6.8 – Expenditure from municipal fund not included in annual budget

Policy Implications

Nil

Consultation

Elected Members – Shire of Perenjori

Paul Anderson – Chief Executive Officer

Financial Implications

Council decision on allocation of funds shall be reflected in Budget amendments.

The actual spend to date is \$405,987, this is in excess of the \$396,417 funds granted.

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.

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

Given the increased expenditure to budgeted items and the need for completion of Phase 2 to receive our last 10% of funding it is recommended that the Council withdraw the Refurbishment of the Sports Club male toilets and increase the requested funds for the Oval toilets. This will enable management to provide the photographic evidence of the completion of all projects and finalise Phase 2.

Council can reevaluate the Sports Club male toilet project and consider make adjustments to Phase 4 budgeted projects or add to Council Budget from our own expenditure in the Budget Review process.

COUNCIL DECISION

Council Resolution Number: 280923.12

Moved: Cr Fraser

Seconded: Cr Bradford

That Council endorse the changes to phase 2 and submit the final claim for funding under the Local Roads and Community Infrastructure Program – Phase 2.

Motion put and carried 7/0

For: Cr King, Cr Hepworth, Cr Fraser, Cr Bryant, Cr Sparkman, Cr Sutherland, Cr Bradford

14.2 MASTER KEY SYSTEM

Applicant:	Shire of Perenjori
File:	ADM
Date:	20 September 2023
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Nola Comerford – Manager Corporate and Community Services
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	Nil

Summary

For Council to endorse establishment of a master key system as budgeted in the 2023/24 Annual Budget.

Background

Shire Staff have researched installation of a Master Key System throughout the Shire of Perenjori to provide streamlined access to Council buildings while enhancing security and efficiency. Operational functionality benefits include:

- Multiple areas can be accessed with a single key. For example, the Depot would have a master key which would open all doors/locks at the Depot. Each room/shed/office could also be opened by a key which would only open that one door.
- Reduces the number of keys that are required to be cut, tracked and replaced.
- An ability to facilitate access to public buildings during emergencies. This system would allow designated staff members to quickly access critical areas, ensuring a prompt response without the usual process of accessing firstly the Administration Office, and then the internal Safe.
- Customised access levels allow for unique access levels to different staff members based on their roles and responsibilities. This ensures that employees can only access areas relevant to their job functions.

An additional updated key system installation is recommended for the Perenjori Caravan Park Accommodation Village to replace the inefficiency of the current system. Visitors are regularly being locked out of rooms due to the substandard locking mechanism on each door which requires involvement from the Caravan Park Manager, most often out of office hours.

Statutory Environment

Nil

Policy Implications

Nil

Consultation

Paul Anderson - Chief Executive Officer
Ally Bryant – Finance Manager
John Moody – Geraldton Lock & Key

Financial Implications

Budget allocation has been made in the 2023-24 Annual Budget of \$25,000 for a Master Key System for Council buildings, along with \$6,500 for installation of a Master Key System at the Perenjori Caravan Park Accommodation Village.

Strategic Community Plan

Goal 4: A strong and diverse Council working closely with the proactive and involved community.
4.6. The organisation, assets and finances of the Shire are managed responsibly.

Officer Comment

Executive management within the Shire have previously worked within organisations with a master key system and advocate for the efficiency and time-saving properties of this structure.

A hierarchy of access within the Shire of Perenjori would include:

1. **Grand Master Key:** The highest level of access, typically held by management.
2. **Master Key:** These keys can access multiple locks within a specific section or department.
3. **Sub-Master Key:** These keys have access to a subset of locks within a specific area.
4. **Individual Key:** Provide access to a single lock, such as an office or room.

The Shire Administration Office already has secure protocols for key distribution and established auditing to maintain the integrity of the system.

PROCEDURAL MOTION

Council Resolution Number: 280923.13

Moved: Cr Bryant

Seconded: Cr Fraser

That Council suspend Standing Orders, Clause 9.5 Limitation on number of speeches to be suspended at 3.46 pm for open discussion on item 14.2 of these minutes.

Motion put and carried 7/0

For: Cr King, Cr Hepworth, Cr Fraser, Cr Bryant, Cr Sparkman, Cr Sutherland, Cr Bradford

PROCEDURAL MOTION

Council Resolution Number: 280923.14

Moved: Cr Sparkman

Seconded: Cr Fraser

That Council reinstates Standing Orders at 3.50 pm.

Motion put and carried 7/0

For: Cr King, Cr Hepworth, Cr Fraser, Cr Bryant, Cr Sparkman, Cr Sutherland, Cr Bradford

COUNCIL DECISION

Council Resolution Number: 280923.15

Moved: Cr Bradford

Seconded: Cr Sutherland

That Council endorse budget expenditure of \$25,000 for the supply and implementation of a master key system for Shire of Perenjori public buildings and \$6,500 for the Perenjori Caravan Park Accommodation Village.

Motion put and carried 6/1

For: Cr King, Cr Fraser, Cr Bryant, Cr Sparkman, Cr Sutherland, Cr Bradford

Against: Cr Hepworth

14.3 OUTCOME OF DISPOSAL OF ASSET – 2016 JCB 3CX BACKHOE

Applicant:	The Shire of Perenjori
File:	ADM 0359
Date:	3 August 2023
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Bianca Plug – Executive Assistant to MIS
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	Nil

Summary

This report provides detail of the recent disposal of one 2016 JCB 3CX Backhoe via public auction for acknowledgment by Council.

Background

In May 2023 the Shire became aware of safety concerns regarding bent loader arms on the 2016 JCB Backhoe. The Shire opted to dispose of the asset due to the high replacement part costs associated with the bent loader frame. The Shire's plant replacement program had an estimated replacement value of \$40,000. After consultation with Smith Broughton and Shire employees, the CEO determined that the reserve amount of \$50,000 represented a reasonable return for the Shire.

The 2016 JCB 3CX Backhoe was listed for public action by Smith Broughton on the 1 August 2023. The auction opened on Monday 21 August and closed on Monday 28 August 2023 where the reserve amount of \$50,000 was met.

Statutory Environment

Disposing of property is detailed in section 3.58 of the Local Government Act 1995.

Policy Implications

Nil

Consultation

Paul Anderson – Chief Executive Officer
Maarten Noordhof – Manager Infrastructure Services
Ashely Stephens – Mechanic
Paul Owen – GFG Consulting
Smith Broughton

Financial Implications

The JCB had an estimated replacement amount of \$40,000 in the Shires plant replacement program. The disposal reserve of \$50,000 was met.

Strategic Community Plan

Goal 4: A strong and diverse Council working closely with the proactive and involved community.

4.6. The organisation, assets and finances of the Shire are managed responsibly.

Officer Comment

The disposal of plant and equipment via auction has proven to be an efficient and effective way to manage the Shire assets.

COUNCIL DECISION

Council Resolution Number: 280923.16

Moved: Cr Bryant

Seconded: Cr Fraser

That Council note and endorse the disposal of one 2016 JCB 3CX Backhoe via public auction by Smith Broughton for the reserve amount of \$50,000.

Motion put and carried 7/0

For: Cr King, Cr Hepworth, Cr Fraser, Cr Bryant, Cr Sparkman, Cr Sutherland, Cr Bradford

15. Confidential Reports:

Nil

16. Ordering the Common Seal:

Document	Organisation	Purpose	Date

17. Reports of Committees and Members:

Nil

18. Motions of Which Previous Notice Has Been Given:

Nil

19. Notice of Motions:

Nil

20. New Business of an Urgent Nature Admitted by Council:

Nil

21. Closure of Meeting:

The Shire President declared the meeting closed at 3.51 pm.

22. Next Meeting:

The Shire President advised that the date of the next Ordinary Meeting of Council will be held on Thursday 26 October 2023 commencing at 3:00 pm in the Shire of Perenjori Council Chambers, 56 Fowler Street, Perenjori WA 6620.

I certify that this copy of the Minutes is a true and correct record of the meeting held on 28 September 2023.

Signed: 
Shire President

Date: 26/10/23

