



Shire of
Perenjori
Embrace Opportunity

AGENDA
for the
SPECIAL MEETING
OF COUNCIL

30 JULY 2020



NOTICE OF A SPECIAL MEETING OF COUNCIL

Dear Council Member

Pursuant to Section 5.25(1)(g) of the Local Government Act 1995 and Regulation 12(3) of the Local Government (Administration) Regulations 1996, Public Notice is hereby given that:

A Special Meeting of Council will be held on Thursday 30 July 2020 at 4:00 PM in the Shire of Perenjori Council Chambers, 56 Fowler Street Perenjori.

The purpose of the meeting is to consider:

1. Adoption of the Draft 2020/21 Budget
2. Rates & Differential Rates for 2020/21
3. Adoption of Proposed Fees and Charges 2020/21
4. Bushfire Risk Management Plan – Grant Agreement

Mario Romeo
CHIEF EXECUTIVE OFFICER

Date: 27 July 2020

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COUNCIL ROLE

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

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

DISCLAIMER

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

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

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

SHIRE OF PERENJORI

Agenda for the Shire of Perenjori Special Meeting of Council to be held on Thursday 30 July 2020, at the Shire of Perenjori Council Chambers, 56 Fowler Street, Perenjori WA 6620.

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS:

The Presiding Member to declare the meeting open and welcome those in attendance.

Welcome to Country: -

As per the Shire of Perenjori Policy (Nº 1021) we wish to acknowledge the traditional owners of the land upon which the Shire of Perenjori is situated and to demonstrate respect for the original custodians.

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

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

2. OPENING PRAYER:

The Commissioner Paul Omodei to read.

3. DISCLAIMER READING:

As printed.

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

4.1 ATTENDANCE:

MEMBERS:

STAFF:

DISTINGUISHED VISITORS:

MEMBERS OF THE PUBLIC:

LEAVE OF ABSENCE:

APOLOGIES:

5. PUBLIC QUESTION TIME:

5.1 RESPONSE TO QUESTIONS TAKEN ON NOTICE:

5.2 QUESTIONS WITHOUT NOTICE:

6. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION:

7. PETITIONS/DEPUTATIONS/PRESENTATIONS:

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

Matters Behind Closed Doors

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

A matter affecting an employee or employees

The personal affairs of any person;

A matter that if disclosed, would reveal –

A trade secret; or

Information that has a commercial value to a person; or

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

9. 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."

10. FINANCE REPORTS

10.1 DRAFT BUDGET 2020/21 FOR ADOPTION

Applicant:	Shire of Perenjori
File:	ADM 0339
Disclosure of Interest:	Nil
Author:	Mario Romeo - Chief Executive Officer
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	Draft Budget 2020/21

Executive Summary:

Council is asked to consider the draft budget for the 2020/21 financial year.

Background:

Annual budgets are historically prepared by to reflect decisions taken by Council, in fulfilling strategic priorities, administering the Shires responsibilities and ensuring the efficient and effective management of Shire assets. On the 16th April 2020 WA Parliament passed the Local Government Amendment (COVID-19 RESPONSE) Act 2020 (LGAC-19RA2020) that came into effect on the 21 April 2020. This Act provided the power to enable the Minister to modify or suspend provisions of the Local Government Act 1995 and Regulations whilst a State of Emergency declaration is in force within WA in response to the COVID-19 pandemic. Specific to the adoption of Annual budget's the (LGAC-19RA2020) provides for modifications in the preparation of the Annual Budget including:

- Clause7: Section 6.2 modified to take into account the consequences of the COVID-19 Pandemic in budget preparation.
- Clause12: Section 6.36 Waiving the requirement to advertise differential rates when maintaining the rate in the dollar at the same level as 2019/20.

This budget has been prepared in accordance with LGAC-19RA2020.

Expected Budget Surplus:

The 2020/21 budgeted surplus is estimated to be \$68,995 calculated as follows

Current Assets	
Unrestricted cash	\$375,736
Restricted Cash	\$2,999,720
Receivables	\$87,382
Inventory	\$8,562
Total	\$3,471,400
Current Liabilities	
Payables + Provisions	\$976,119
Net Current Assets	\$2,495,281
Less total adjustment to net current assets	
Less total adjustments to net current assets	(\$2,426,286)
Estimated Surplus/(Deficiency C/Fwd	\$68,995

The budget has been developed by the administration to reflect decisions taken by Council in response to the LGA (COVID-19 Response) Act 2020, the Shires strategic priorities and ensuring the efficient and effective management of the Shires Assets.

The Shire has not changed its Differential Rates for 2020/21 from 2019/20.

Differential General Rates	Rate in \$	Minimum Rates	Levy
UV General (Rural)	1.9000	UV General (Rural)	349.00
UV Mining	34.2550	UV Mining	349.00
GRV General (Townsites)	8.2712	GRV General (Townsites)	349.00
GRV Mining	8.2712	GRV Mining	349.00
UV Exploration Mining	25.5000	UV Exploration Mining	349.00

Projected Rate Income:

Category	2019/20 - Actual income	2020/21 - Projected Income
UV Rural General Rates	\$1,871,531	\$1,950,003
GRV General Rates	\$107,625	\$95,777
UV Rural Minimum Rates	\$3,490	\$3,490
GRV Minimum Rates	\$12,564	\$12,564
GRV Mining Rates	\$239,807	\$260,047
GRV Mining Minimum Rates	\$1,745	\$1,745
UV Mining Rates	\$665,010	\$708,667
UV Mining Minimum Rates	\$349	\$349
Exploration	\$30,444	\$16,847
Exploration Minimum	\$5,933	\$5,235
Total (Before Discount)	\$2,938,498	\$3,054,722
Expected Rates Revenue After Projected Discount	\$2,705,435	\$2,817,722

A minor shift in Rate Income has resulted from changes in valuations across the shire as determined by the Valuer General.

Rates Discounts

A 10% discount is offered to all rate payers who pay their rates in a lump sum by the first instalment date.

Financial Assistance Grants (FAGS) – General Purpose

FAGS grants are Federal Grants to Local Government delivered via a State based Local Government Grants Commission. Funding is distributed in two components, the first of which is General Purpose funding. General Purpose funding which is delivered by a complex series of calculations based around "horizontal equalisation" to ensure that small local governments retain the capacity to deliver services.

	2017-18	2018-19	2019-20	2020-21
FAGS Grant	\$104,987	\$1,058,885	\$1,844,468	\$644,468*
Total	\$104,987	\$1,058,885	\$1,844,468	\$644,468

***Advance payment received \$644,468. Remainder of 2020/21 expected Financial Assistance Grant pending (no official notification to date).**

Financial Assistance Grants (FAGS) – Untied Road Grant

Untied Road Grants are provided based on the asset preservation model. The information provided by Local Governments to Main Roads through the Roman's Road Database is collated by the Grants Commission. The funding is required to maintain that asset base is calculated to ensure Local Governments receive a share based on their proportion of the asset base.

	2017-18	2018-19	2019-20	2020-21
Untied Road Grant	\$797,582	\$871,517	\$1,472,374	\$557,374*
Total	\$797,582	\$871,517	\$1,472,374	\$557,374

*** Advance payment received \$557,374. Remainder of 2020/21 expected Untied Road Grant pending (no official notification to date).**

Significant Projects in 2020-21 Include:

Funding Proposals for Projects

Account	Reserve	Council	Other funds income	Total Expend
Admin Building	\$0.00	\$35,000	\$0.00	\$35,000
Housing Project	\$0.00	\$14,000	\$0.00	\$14,000
Housing Expenditure	\$0.00	\$43,500	\$0.00	\$43,500
Underground Power – Fowler St	\$0.00	\$150,000	\$0.00	\$150,000
Perenjori Pavilion	\$0.00	\$302,860	\$0.00	\$302,860
PJ Sports Facility	\$0.00	\$72,521	\$0.00	\$72,521
Caravan Park	\$0.00	\$50,000	\$0.00	\$50,000
Business Incubator	\$0.00	\$20,000	\$0.00	\$20,000
Caron Dam Roof	\$0.00	\$0.00	\$500,000	\$500,000

Roads Program

The roads program for 20/21 has been developed at \$3,686,255 and includes:

- Direct Grant of \$203,574
- Regional Road Group funding of \$725,717
- Roads to Recovery funding of \$534,940
- LR & CIP Funding of \$511,756
- Council funds of \$795,268
- Untied Roads Fund \$915,00

Plant Replacement Program

Plant replacement is in accordance with the 10-year plan and includes:

PLANT	ASSET NAME	YEAR	COST	EXPECTED TRADE
PE6	Volvo Grader	20/21	\$350,000	\$70,000
PE184	Cleaners Vehicle	20/21	\$24,000	\$8,000
PE159	Volvo Vibe Roller	20/21	\$156,000	\$60,000
PE216	Skid Steer Loader	20/21	\$72,000	\$17,000
PE215	HINO – Mech Truck	20/21	\$48,000	\$18,000
PE07	Mitsubishi Triton	20/21	\$29,000	\$0.00
PE103	Kabota Ride-On Mower	20/21	\$19000	\$2,000

Debentures

The budget is proposing one new loan to support the re-roofing of the Caron Dam, for \$500,000. Prior to this a business case evaluating all potential scenarios for the supply of water for road works will be conducted.

Operational Expenses

Overall operational costs have been maintained at a similar level to 2019/20 as there is no significant change in the operating parameters of the shire, with improvements in cost management practices and purchasing efficiencies being undertaken..

Staffing

There is no increase to permanent staffing levels with an estimated increase of 1.8% in Salaries across staffing positions to cover for agreed increases annually in the Enterprise Agreement conditional to satisfactory performance.

Elected Members Fees and Allowances

The Salary and Allowances Tribunal released the review on the 9th April 2019.

The following is an extract of the Salaries and Allowances Tribunal's determination <https://www.sat.wa.gov.au/LocalGovernmentCEOsandElectedMembers/Pages/Local-Govt-CEO-and-Elected-Members-Determination-with-effect-from-1-July-2019.aspx>

Schedule 1: LOCAL GOVERNMENT BAND ALLOCATIONS

The following table shows the band that the Shire of Perenjori sits under.

Perenjori Shire	Band 4
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6.2 COUNCIL MEETING ATTENDANCE FEES – PER MEETING

(1) The ranges of fees in Table 4 and Table 5 apply where a local government or regional local government decides by an absolute majority to pay a council member a fee referred to in section 5.98(1)(b) of the LG Act for attendance at a council meeting.

Table 4: Council meeting fees per meeting – local governments.

For a council member other than the mayor or president			For a council member who holds the office of mayor or president	
Band	Minimum	Maximum	Minimum	Maximum
4	\$91	\$238	\$91	\$490

Table 5: Council meeting fees per meeting – regional local governments.

For a council member other than the chair			For a council member who holds the office of chair	
All regional local governments	Minimum	Maximum	Minimum	Maximum
	\$91	\$238	\$91	\$490

6.3 COMMITTEE MEETING AND PRESCRIBED MEETING ATTENDANCE FEES – PER MEETING

- (1) The ranges of fees in Table 6 and Table 7 apply where a local government or regional local government decides to pay a council member a fee referred to in –
- (a) section 5.98(1)(b) of the LG Act for attendance at a committee meeting; or
- (b) section 5.98(2A)(b) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.

Table 6: Committee meeting and prescribed meeting fees per meeting – local governments.

For a council member (including the mayor or president)		
Band	Minimum	Maximum
4	\$46	\$119

Table 7: Committee meeting and prescribed meeting fees per meeting – regional local governments.

For a council member (including the chair)		
All regional local governments	Minimum	Maximum
	\$46	\$119

7.2 ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT OR CHAIR

- (1) The ranges of allowances in Table 10 apply where a local government sets the amount of the annual local government allowance to which a mayor or president is entitled under section 5.98(5) of the LG Act.
- (2) The range of allowances in Table 11 apply where a regional local Government sets the amount of the annual local government allowance to which a chair is entitled under section 5.98(5) of the LG Act.

Table 10: Annual allowance for a mayor or president of a local government.

For a mayor or president		
Band	Minimum	Maximum
4	\$513	\$20,063

Table 11: Annual allowance for a chair of a regional local government.

For a chair		
All regional local governments	Minimum	Maximum
	\$513	\$20,063

The adopted Meeting Fees and Allowances for 2019/20 and the proposed for 2020/21 are shown in the following tables:

1) Council Meeting Attendance Fees – Per Meeting:

RECIPIENT	2019/20	Proposed
President	\$410	\$420
Councillor (other than President)	\$210	\$220

2) Committee Meeting and Prescribed Meeting Attendance Fees – Per Meeting:

RECIPIENT	2019/20	Proposed
Council member including President	\$119	\$119

3) Annual Allowance for a President:

Note: Due to the appointment of the Commissioner by the Minister for Local Government, the Commissioner fees and allowances have been identified separately in the Budget. The total cost being \$48,500 The Commissioner's appointment is until October 2020 when a new Council will be elected.

RECIPIENT	2019/20	Proposed
President	\$20,063	\$20,063

4) Annual Allowance for a Deputy President.

RECIPIENT	Current
Deputy President	25 per cent of President Rate. Totalling: \$5,016

5) Expenses to be Reimbursed:

Travel costs to be calculated at the same rate applicable to the reimbursement of travel costs in the same or similar circumstances of *Schedule F* of the Public Service Award 1992 issued by the Western Australian Industrial Relations Commission as at the date of this determination.

Statutory Environment:

Local Government Act 1995 S6.2 sets out the requirement for an annual budget as follows:

6.2. Local government to prepare Annual Budget

- (1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.
* *Absolute majority required.*
- (2) In the preparation of the annual budget the local government is to have regard to the contents of the Community Strategic Plan made in accordance with section 5.56 and to prepare a detailed estimate for the current year of —
 - (a) the expenditure by the local government;
 - (b) the revenue and income, independent of general rates, of the local government; and
 - (c) the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.

- (3) For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.
- (4) The annual budget is to incorporate —
 - (a) particulars of the estimated expenditure proposed to be incurred by the local government;
 - (b) detailed information relating to the rates and service charges which will apply to land within the district including —
 - (i) the amount it is estimated will be yielded by the general rate; and
 - (ii) the rate of interest (if any) to be charged by the local government on unpaid rates and service charges;
 - (c) the fees and charges proposed to be imposed by the local government;
 - (d) the particulars of borrowings and other financial accommodation proposed to be entered into by the local government;
 - (e) details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used;
 - (f) particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and
 - (g) such other matters as are prescribed.
- (5) Regulations may provide for —
 - (a) the form of the annual budget;
 - (b) the contents of the annual budget; and
 - (c) the information to be contained in or to accompany the annual budget.

Policy Implications:

Nil.

Financial Implications:

Specific financial implications are as outlined in the detail section of this report and as itemised in the draft 2020/2021 budget attached for adoption for the future and strategic planning documents adopted by Council.

Strategic Implications:

The draft 2020/21 budget has been developed based on the Community Strategic Plan documents in conjunction with initiatives implemented by Council's response to the COVID-19 Pandemic.

Risk Management:

Risk Statement	Level of Risk	Risk Mitigation Strategy
By not adopting the 2020/21 Annual Financial Budget the Shire of Perenjori would be non-compliant with section S6.2 of the <i>Local Government Act 1995</i> .	High.	Adoption of the 2020/21 Draft Budget.
Not adopting the 2020/21 Rates renders the Shire of Perenjori non-compliant and without income for 2020/21.	High.	Adoption of 2020/21 Rates.

Consultation:

Consultation with Western Australian Local Government Association, the Department of Local Government and Local Governments in the Region have informed the formation of the budget.

Precedents:

Nil.

Strategic Community Plan:

Area 2: Industry and Business Development – Our Economy

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

Area 3: People and place – Our Community

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

Area 5: Investing in Councils Capacity – Our Leadership

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

CEO Comment:

Efforts from all staff have assisted with getting the budget to a balanced point which required a great deal of communication and consultation from all.

Voting Requirements: Absolute Majority

Change to Officer Recommendation

No Change. OR:

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

10.1.1 DRAFT BUDGET 2020/21 FOR ADOPTION

OFFICER RECOMMENDATION

THAT:

Part A – Municipal Fund Budget for 2020/2021

Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, the council adopt the municipal fund budget as contained in Attachment 10.1 of this agenda for the Shire of Perenjori for the 2020/21 financial year which includes the following:

- Statement of Comprehensive Income by Nature and Type
- Statement of Comprehensive Income by Program
- Statement of Cash Flows
- Rate Setting Statement
- Notes to and Forming Part of the Budget
- Budget Program Schedules
- Transfers to/from Reserve Accounts

Voting Requirements - Absolute Majority

Moved:

Motion put and carried / lost

Part B – General and Minimum Rates, Instalment Payment Arrangements

- 1) For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, council pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* impose the following differential general rates and minimum payments on Gross Rental and Unimproved Values.**

1.1 Differential General rates:

Differential General Rates	Cents in the \$
Rural (UV)	1.9000
Mining (UV)	34.2550
Mining (GRV)	8.2712
Townsite (GRV)	8.2712
Exploration	25.5000

1.2 Minimum Rates:

Minimum Rates	Per Assessment
Rural (UV)	349.00
Mining (UV)	349.00
Townsite (GRV)	349.00
Exploration	349.00

- 2) Pursuant to sections 6.45 and 6.50 of the *Local Government Act 1995* and regulation 64(2)(3) of the *Local Government (Financial Management) Regulations 1996*, Council nominates the following due dates for the payment in full by instalments:**

Full Payment and First Instalment Due Date	Wednesday	16 September 2020
Second Quarterly Instalment Due Date	Monday	16 November 2020
Third Quarterly Instalment Due Date	Monday	18 January 2021
Fourth Quarterly Instalment Due Date	Thursday	18 March 2021

- 3) Pursuant to Section 6.46 of the *Local Government Act 1995*, the Council offers a discount of 10% to ratepayers who have paid their rates in full, including, waste and service charges and any arrears, on or before 16th September 2020.**
- 4) Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) Regulations 1996*, council adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$10 for each instalment after the initial instalment is paid.**

- 5) Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, the Council adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option and the payments are overdue.
- 6) Pursuant to section 6.51(1) and subject to section 6.51(4) of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, the Council adopts an interest rate of 8% for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

Voting Requirements - Absolute Majority

Moved:

Motion put and carried / lost

Part C – Elected Members' Fees and Allowances for 2020/2021

- 1) Pursuant to section 5.99 of the *Local Government Act 1995* and regulation 34 of the *Local Government (Administrations) Regulations 1996*, council adopts the following schedule of payments to elected members:

2) Council Meeting Attendance Fees – Per Meeting

RECIPIENT	Minimum	Maximum	Proposed
President	\$91	\$490	\$420
Councillor (other than President)	\$91	\$238	\$220

3) Committee Meeting and Prescribed Meeting Attendance Fees – Per Meeting

RECIPIENT	Minimum	Maximum	Proposed
Council member including President	\$46	\$119	\$119

4) Annual Allowance for a President

RECIPIENT	Minimum	Maximum	Proposed
President	\$513	\$20,063	\$20,063

5) Annual Allowance for a Deputy President

RECIPIENT	Minimum	Maximum	Proposed
Deputy President	\$513	25% of President	\$5,015.75

6) Expenses to be Reimbursed

Travel costs to be calculated at the same rate applicable to the reimbursement of travel costs in the same or similar circumstances under *Schedule F* of the Public Service Award 1992 issued by the Western Australian Industrial Relations Commission as at the date of this determination.

Voting Requirements - Absolute Majority

Moved:

Motion put and carried / lost

Part D – Material Variance Reporting for 2018/2019

In accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, and *AASB 1031 Materiality*, the level to be used in statements of financial activity in 2020/2021 for reporting material variances shall be 10% or \$10,000 whichever is the greater.

Voting Requirements - Absolute Majority

Moved:

Motion put and carried / lost

10.2 DRAFT FEES AND CHARGES 2020/21 FOR ADOPTION

Applicant:	Shire of Perenjori
File:	ADM 0039
Disclosure of Interest:	Nil
Author:	Mario Romeo - Chief Executive Officer
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	Draft Fees & Charges 2020/21

Executive Summary:

Council is asked to consider the draft fees and charges for the 2020/21 financial year.

Background:

The fees and charges have been developed by the administration to reflect decisions taken by Council, our strategic priorities and ensuring the efficient and effective management of our assets. These also include those fees which are set by statutory and regulatory requirements.

During the review of Council's Fees and Charges only two areas were identified as needing adjustments.

Recreation & Culture:

The Perenjori Aquatic Centre has identified the need to implement an Aqua Aerobics discount card allowing patrons to attend 10 sessions for the price of 9. This addition is \$90.00 based on the \$10.00 individual session fee.

Building & Planning:

The Shire of Perenjori has raised several building fees to reflect the regulations imposed by the Department of Mines, Industry Regulation and Safety. Fees were previously \$97.70 and have now been raised to \$105.00 as per the *Building Regulations 2019-20*.

At the Ordinary Council Meeting on 21 May 2020 Council adopted the COVID 19 Financial Hardship Policy to assist and support the community to meet the financial challenges arising from the COVID 19 pandemic. As a reflection of this policy Council acknowledged that the community has faced unprecedented challenges arising from COVID 19 and recognises that these challenges may result in financial hardship for some community members.

As such, it is proposed that all other fees and charges remain the same as the 2019/20 financial year.

Statutory Environment:

Local Government Act 1995 S6.16 sets out the requirement for fees and charges as follows:

6.16. Imposition of fees and charges

- (1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

* Absolute majority required.

- (2) A fee or charge may be imposed for the following —

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
- (b) supplying a service or carrying out work at the request of a person;
- (c) subject to section 5.94, providing information from local government records;
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
- (e) supplying goods;
- (f) such other service as may be prescribed.

6.17. Setting level of fees and charges

- (1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —
 - (a) the cost to the local government of providing the service or goods; and
 - (b) the importance of the service or goods to the community; and
 - (c) the price at which the service or goods could be provided by an alternative provider.
- (2) A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.
- (3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —
 - (a) under section 5.96; or
 - (b) under section 6.16(2)(d); or
 - (c) prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.
- (4) Regulations may —
 - (a) prohibit the imposition of a fee or charge in prescribed circumstances; or
 - (b) limit the amount of a fee or charge in prescribed circumstances.

6.18. Effect of other written laws

- (1) If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not —
 - (a) determine an amount that is inconsistent with the amount determined under the other written law; or
 - (b) charge a fee or charge in addition to the amount determined by or under the other written law.
- (2) A local government is not to impose a fee or charge for a service or goods under this Act if the imposition of a fee or charge for the service or goods is prohibited under another written law.

Policy Implications:

Nil.

Budget Implications:

Nil.

Strategic Implications:

Nil.

Legal Compliance:

Nil.

Risk Management:

Risk Statement	Level of Risk	Risk Mitigation Strategy
Council not adopting the proposed fees and charges and being non-compliant.	High consequence and high risk.	Council adopt fees and charges.
Members of the public being adversely affected by the proposed fees and charges.	Low consequence and low risk.	Council to place the proposed fees and charges on display.

Consultation:

MIS

Aquatic Centre Manager

PECC Coordinator

Caravan Park Manager

Head Cleaner

Accounts officer

Financial Implications:

Nil.

Precedents:

Nil.

Strategic Community Plan:

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

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

Area 2: Industry and Business Development – Our economy

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

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 to achieve or exceed their potential.

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.

CEO Comment:

A review has been undertaken of the fees and charges with careful consideration to the current financial challenges faced by the community during the COVID 19 Pandemic. It is intended that by not increasing the fees and charges the Shire of Perenjori offers fair, consistent and dignified support to community members during these unprecedented times.

Voting Requirements: Absolute Majority

Change to Officer Recommendation

No Change. OR:

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

12.3.1 DRAFT FEES & CHARGES 2020/21 FOR ADOPTION

OFFICER RECOMMENDATION

THAT pursuant to section 6.16 of the Local Government Act 1995, Council adopts the Fees and Charges included as attachment 12.3 of this Agenda.

Moved:

Motion put and carried / lost

11. GOVERNANCE

11.1 BUSHFIRE RISK MANAGEMENT PLAN – GRANT AGREEMENT

Applicant:	Shire of Perenjori
File:	ADM 0819
Disclosure of Interest:	Nil
Author:	Mario Romeo - Chief Executive Officer
Responsible Officer:	Mario Romeo - Chief Executive Officer
Attachments:	Draft Bushfire Risk Management Planning Program Grant Agreement

Executive Summary:

This item seeks Council's endorsement to participate in the implementation of a Bushfire Risk Management Program in conjunction with the Department of Fire & Emergency Services (DFES and for the recruitment of a Bushfire Risk Planning Coordinator (BRPC) to support the Shires of Chapman Valley, Morawa and Perenjori with bushfire planning. For Councils information a copy of the Draft Bushfire Risk Management Planning Program Grant Agreement is provided at *Attachment (11.1)* As stated in Schedule 1 of the Draft Grant Agreement the purpose of the grants funds is as follows:

"The Approved Purpose of the Grant is to enable the Organisation to purchase and/or lease services and items and pay the salary of the Bushfire Risk Planning Coordinator (BRPC), as described in Annex A, to undertake and complete Bushfire Risk Management Planning (BRMP) activities."

Schedule 1 also specifies the responsibility of the local government authorities (the Organisation) i.e.

"Responsibilities of the Organisation

- a) The Organisation will deliver on the milestones contained in the BRM Plan Milestone Report (Annex B) and will submit an updated report by the last working day of each month.
- b) The Organisation agrees that the BRPC position will be employed under and administered by the Grantee, for the period covered by this Agreement.
- i) The Organisation must cooperate fully with Grantor in respect of the administration of this Agreement.
- i) The Organisation must properly provide for the care, safety, security and protection of all Records as defined herein, (whether created by Grantor, the Organisation or any other person) that are in their custody or control.
- e) Unless the Grantor agrees otherwise in writing, the Organisation must provide everything necessary to enable it to fully comply with all of its obligations under this Agreement.
- f) The Organisation must take out and maintain insurance in relation to all insurable liabilities of the Organisation under this Agreement, as specified in Schedule 1 of this Agreement.
- g) The Organisation agrees to use local or regional human resources, products and services for the BRM Program wherever possible.
- h) The Organisation must obtain oversight of the BRPC's daily activities to ensure they work within the terms of this Agreement.

- i) The Organisation must nominate a suitable employee to manage the BRPC's obligations, as identified in this Agreement, and must provide their contact details to the Grantor. "

The Program will run for two (2) years over which period the BRMPs will be completed for each participating LGA. Upon completion of the BRMP a local government authority will be eligible to seek State Government funding assistance to implement the Plan. Such funding is not available if the BRMP has not been completed and endorsed by Council.

Background:

The Bushfire Risk Management Planning Program has been in operation across the State for a few years with the higher priority bushfire prone local government areas being accommodated in the first instance. The Shire's of Chapman Valley, Morawa and Perenjori are now scheduled to receive funding under the Program to establish a Bushfire Risk Management Planning (BRMP) for each participating Shire.

Statutory Environment:

There is no legislation obligating for a local government authority to have a BRMP in place, yet it is considered "best practice" to have such a Plan.

Policy Implications:

Council has a number of Policies and Management Procedure relevant to the bushfire and emergency areas of the Shire. However; none of these are affected by, or will effect, the proposed establishment of a BRMP. The BRMP will be designed to assist the Shire in determining areas needing attention in the future and assist with seeking State Government funding to implement recommendation within the Plan.

Budget Implications:

Nil.

Legal Compliance:

Nil.

Risk Management:

There will be no cash contribution required of the LGAs so there is an insignificant risk associated with the project financially. However; not having an endorsed BRMP could place the Shire in a higher risk of not conforming to best practice for bushfire mitigation and prevention.

Consultation:

Mr. Craig Smith, Superintendent, Operations Command, Midwest and Gascoyne for DFES, Maurice Battilana, Chief Executive Officer Shire of Chapman Valley and Rob Paull, Chief Executive Officer Shire of Morawa.

Financial Implications:

The understanding is the proposed BRMP will not place a financial burden or obligation on the Shire, rather the Plan will give the Shire some direction regarding bushfire control and prevention. It is also important to understand Planning legislation deals separately with land developments, subdivision, etc. for bushfire control & mitigation.

The concern is with the BRMP being too onerous and recommendations unachievable from a resource perspective. Therefore, it is important the final BRMP endorsed by Council is not resource hungry. Conversely the BRMP should not be watered-down and ignore issues of significance simply due to resource concerns. The final BRMP needs to genuinely identify the issues and if necessary clearly state if the implementation of any specific recommendation is within, or outside, the Shire resource capability.

Precedents:

Nil.

Strategic Community Plan:

Area 1 Infrastructure and Natural Assets

Goal: A community that develops and lives sustainably in a thriving natural and quality built environment, which meets and maintains current and future community needs. strengthen the Shire's position as an innovative, independent local government providing excellence in all areas of governance, management and leadership.

Area 4 Investing in Community Capacity

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

Area 5: Investing in Councils Capacity – Our Leadership

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

CEO Comment:

Mr. Craig Smith, Superintendent, Operations Command, Midwest and Gascoyne for DFES has been in discussions with all three LGA CEO's to gauge interest in participating in the Program. All three LGAs (i.e. Morawa or Perenjori) having indicated their willingness to participate. The Shire of Chapman Valley have indicated to DFES if neither of the other two LGAs were prepared to auspice the grant funds the Shire of Chapman Valley would be happy to take on this role (subject to their Council endorsement).

Action:

That Council agrees to participate in the implementation of a Bushfire Risk Management Program in conjunction with the Department of Fire & Emergency Services (DFES) and for the recruitment of a Bushfire Risk Planning Coordinator (BRPC) to support the Shires of Chapman Valley, Morawa and Perenjori with bushfire planning.

Voting Requirements: Simple Majority

Change to Officer Recommendation

No Change. OR:

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

11.1.1 BUSHFIRE RISK MANAGEMENT PLAN – GRANT AGREEMENT 2020

OFFICER RECOMMENDATION

THAT the Commissioner endorse:

- 1. Participation of the Shire of Perenjori in the Department of Fire and Emergency Services (DFES) Bushfire Risk Management Plan Grant Program and authorise the Chief Executive Officer (CEO) to finalise the Grant Agreement with DFES for this project.**
- 2. The CEO advise the Shire of Chapman Valley CEO that we are happy for them to auspice the grant funding.**

Moved:

Motion put and carried / lost

12. CONFIDENTIAL REPORTS

13. REPORTS OF COMMITTEES AND MEMBERS

14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

15. NOTICE OF MOTIONS

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

16. NEW BUSINESS OF AN URGENT NATURE ADMITTED BY COUNCIL

17. CLOSURE OF MEETING

18. NEXT MEETING:

The Presiding Officer advises that the date of the next Ordinary Meeting of Council will be 20 August 2020, commencing at 5:30 pm at the Shire of Perenjori Council Chambers 56 Fowler Street, Perenjori WA 6620.



Shire of
Perenjori
Embrace Opportunity

ATTACHMENT Item 10.1

Adoption of Annual Budget

- *Draft Budget 2020/21*

SPECIAL COUNCIL MEETING 30 JULY 2020

SHIRE OF PERENJORI
BUDGET
FOR THE YEAR ENDED 30 JUNE 2021

LOCAL GOVERNMENT ACT 1995

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SHIRE'S VISION

The Shire of Perenjori will endeavour to provide community services and facilities to meet the needs of members of the community and enable them to enjoy a pleasant and healthy way of life.

	NOTE	2020/21 Budget	2019/20 Actual	2019/20 Budget
		\$	\$	\$
Revenue				
Rates	1(a)	2,817,722	2,705,435	2,772,324
Operating grants, subsidies and contributions	9(a)	2,017,461	2,799,405	1,726,688
Fees and charges	8	575,400	629,821	805,430
Interest earnings	11(a)	15,550	37,266	39,113
Other revenue	11(b)	174,912	333,651	313,050
		5,601,045	6,505,578	5,656,605
Expenses				
Employee costs		(2,907,448)	(2,391,453)	(3,854,210)
Materials and contracts		(940,613)	(907,481)	(317,866)
Utility charges		(291,501)	(277,568)	(55,600)
Depreciation on non-current assets	5	(2,491,169)	(2,307,474)	(2,609,882)
Interest expenses	11(c)	(33,703)	(40,394)	(37,277)
Insurance expenses		(132,878)	(128,179)	(60,586)
Other expenditure		(369,895)	(470,557)	(300,689)
		(7,167,207)	(6,523,106)	(7,236,110)
Subtotal		(1,566,162)	(17,528)	(1,579,505)
Non-operating grants, subsidies and contributions	9(b)	1,261,657	1,052,215	1,046,009
Profit on asset disposals	4(b)	20,000		26,671
Loss on asset disposals	4(b)	(39,540)	(21,240)	0
		1,242,117	1,030,975	1,072,680
Net result		(324,045)	1,013,447	(506,825)
Other comprehensive income				
Changes on revaluation of non-current assets		0	0	0
Total other comprehensive income		0	0	0
Total comprehensive income		(324,045)	1,013,448	(506,825)

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

BASIS OF PREPARATION

The budget has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations. The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this budget. This is not in accordance with the requirements of *AASB 1051 Land Under Roads* paragraph 15 and *AASB 116 Property, Plant and Equipment* paragraph 7.

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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 the budget.

2019/20 ACTUAL BALANCES

Balances shown in this budget as 2019/20 Actual are estimates as forecast at the time of budget preparation and are subject to final adjustments.

CHANGE IN ACCOUNTING POLICIES

On the 1 July 2020 the following new accounting policies are to be adopted and may impact the preparation of the budget:

- AASB 1059 Service Concession Arrangements: Grantors
- AASB 2018-7 Amendments to Australian Accounting Standards - Materiality

AASB 1059 is not expected to impact the annual budget. Specific impacts of AASB 2018-7 have not been identified.

KEY TERMS AND DEFINITIONS - NATURE OR TYPE

REVENUES
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.

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.

Excludes 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.

PROFIT ON ASSET DISPOSAL

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

REVENUES (CONTINUED)

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refer 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 non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

FEES AND CHARGES

Revenue (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.

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, and rebates. Reimbursements and recoveries should be separated by note to ensure the correct calculation of ratios.

EXPENSES

EMPLOYEE COSTS

All costs associated 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

Loss on the disposal of fixed assets includes loss on disposal of long term investments.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation and amortisation 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, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

	NOTE	2020/21 Budget	2019/20 Actual	2019/20 Budget
Revenue	1,8,9(a),11(a),11(b)	\$	\$	\$
Governance		27,000	90,083	41,013
General purpose funding		4,597,170	4,992,877	3,844,418
Law, order, public safety		139,951	200,531	200,620
Health		2,500	2,623	2,700
Education and welfare		61,500	162,774	223,500
Housing		124,800	138,444	155,000
Community amenities		34,500	41,505	60,280
Recreation and culture		11,550	306,386	218,900
Transport		221,924	165,152	399,174
Economic services		295,000	313,384	388,000
Other property and services		85,150	91,819	123,000
		5,601,045	6,505,578	5,656,605
Expenses excluding finance costs	4(a),5,11,(d)			
Governance		(323,860)	(256,845)	(328,160)
General purpose funding		(155,811)	(145,265)	(135,159)
Law, order, public safety		(329,310)	(316,320)	(312,121)
Health		(147,680)	(106,022)	(105,322)
Education and welfare		(525,016)	(436,474)	(592,820)
Housing		(101,597)	(214,749)	(223,228)
Community amenities		(592,951)	(456,651)	(514,046)
Recreation and culture		(1,196,438)	(1,185,675)	(1,144,590)
Transport		(2,778,272)	(2,494,385)	(2,792,051)
Economic services		(906,066)	(801,871)	(945,459)
Other property and services		(76,503)	(68,455)	(105,877)
		(7,133,504)	(6,482,712)	(7,198,833)
Finance costs	,6(a),11(c)			
Housing		(8,488)	(14,042)	(11,836)
Community amenities		(15,153)	(17,660)	(16,638)
Recreation and culture		(3,549)	(6,281)	(6,696)
Transport		(581)	(2,411)	(2,107)
Economic services		(5,932)	0	0
		(33,703)	(40,394)	(37,277)
Subtotal		(1,566,162)	(17,527)	(1,579,505)
Non-operating grants, subsidies and contributions	9(b)	1,261,657	1,052,215	1,046,009
Profit on disposal of assets	4(b)	20,000	0	26,671
(Loss) on disposal of assets	4(b)	(39,540)	(21,240)	0
		1,242,117	1,030,975	1,072,680
Net result		(324,045)	1,013,448	(506,825)
Other comprehensive income				
Changes on revaluation of non-current assets		0	0	0
Total other comprehensive income		0	0	0
Total comprehensive income		(324,045)	1,013,448	(506,825)

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

SHIRE OF PERENJORI

FOR THE YEAR ENDED 30 JUNE 2021

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."

OBJECTIVE

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.

SHIRE OF PERENJORI

FOR THE YEAR ENDED 30 JUNE 2021

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.

	NOTE	2020/21 Budget	2019/20 Actual	2019/20 Budget
		\$	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates		2,817,722	2,697,722	2,772,324
Operating grants, subsidies and contributions		2,017,461	2,971,594	1,726,688
Fees and charges		575,400	629,821	805,430
Interest earnings		15,550	37,266	39,113
Other revenue		174,912	333,651	313,050
		5,601,045	6,670,054	5,656,605
Payments				
Employee costs		(2,841,865)	(2,347,632)	(3,814,925)
Materials and contracts		(940,613)	(1,082,642)	(471,866)
Utility charges		(291,501)	(277,568)	(55,600)
Interest expenses		(33,703)	(43,231)	(37,277)
Insurance expenses		(132,878)	(128,179)	(60,586)
Other expenditure		(369,895)	(371,377)	(300,689)
		(4,610,455)	(4,250,629)	(4,740,943)
Net cash provided by (used in)				
operating activities	3	990,590	2,419,425	915,662
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment	4(a)	(996,360)	(585,149)	(765,000)
Payments for construction of infrastructure	4(a)	(3,822,624)	(1,557,638)	(1,929,102)
Non-operating grants, subsidies and contributions		1,261,657	1,052,215	1,046,009
Proceeds from sale of plant and equipment	4(b)	247,628	228,398	187,500
Net cash provided by (used in)				
investing activities		(3,309,699)	(862,174)	(1,460,593)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of borrowings	6(a)	(222,562)	(222,816)	(222,673)
Proceeds from new borrowings	6(b)	500,000	0	0
Net cash provided by (used in)				
financing activities		277,438	(222,816)	(222,673)
Net increase (decrease) in cash held		(2,041,671)	1,334,435	(767,604)
Cash at beginning of year		5,417,127	4,082,691	4,098,240
Cash and cash equivalents				
at the end of the year	3	3,375,456	5,417,127	3,330,636

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

	NOTE	2020/21 Budget	2019/20 Actual	2019/20 Budget
		\$	\$	\$
OPERATING ACTIVITIES				
Net current assets at start of financial year - surplus/(deficit)		2,256,095	1,715,284	1,584,084
		2,256,095	1,715,284	1,584,084
Revenue from operating activities (excluding rates)				
Governance		27,000	90,083	41,013
General purpose funding		1,779,448	2,287,442	1,072,094
Law, order, public safety		139,951	200,531	200,620
Health		2,500	2,623	2,700
Education and welfare		61,500	162,774	223,500
Housing		124,800	138,444	155,000
Community amenities		34,500	41,505	60,280
Recreation and culture		13,550	306,386	218,900
Transport		231,924	165,152	425,845
Economic services		303,000	313,384	388,000
Other property and services		85,150	91,819	123,000
		2,803,323	3,800,143	2,910,952
Expenditure from operating activities				
Governance		(323,860)	(256,845)	(328,160)
General purpose funding		(155,811)	(145,265)	(135,159)
Law, order, public safety		(329,310)	(316,320)	(312,121)
Health		(147,680)	(106,022)	(105,322)
Education and welfare		(525,016)	(436,474)	(592,820)
Housing		(110,085)	(228,791)	(235,064)
Community amenities		(608,104)	(474,311)	(530,684)
Recreation and culture		(1,199,987)	(1,191,956)	(1,151,286)
Transport		(2,818,393)	(2,518,036)	(2,794,158)
Economic services		(911,998)	(801,871)	(945,459)
Other property and services		(76,503)	(68,455)	(105,877)
		(7,206,747)	(6,544,346)	(7,236,110)
Non-cash amounts excluded from operating activities	2 (a)(i)	2,439,228	2,309,228	2,575,085
Amount attributable to operating activities		291,899	1,280,309	(165,989)
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions	9(b)	1,261,657	1,052,215	1,046,009
Purchase property, plant and equipment	4(a)	(996,360)	(585,149)	(765,000)
Purchase and construction of infrastructure	4(a)	(3,822,624)	(1,557,638)	(1,929,102)
Proceeds from disposal of assets	4(b)	247,628	228,398	187,500
Amount attributable to investing activities		(3,309,699)	(862,174)	(1,460,593)
FINANCING ACTIVITIES				
Repayment of borrowings	6(a)	(222,562)	(222,816)	(222,673)
Proceeds from new borrowings	6(b)	500,000	0	0
Transfers to cash backed reserves (restricted assets)	7(a)	(8,365)	(800,730)	(752,390)
Transfers from cash backed reserves (restricted assets)	7(a)	0	156,071	0
Amount attributable to financing activities		269,073	(867,475)	(975,063)
Budgeted deficiency before general rates		(2,748,727)	(449,340)	(2,601,645)
Estimated amount to be raised from general rates	1	2,817,722	2,705,435	2,772,324
Net current assets at end of financial year - surplus/(deficit)	2 (a)(iii)	68,995	2,256,095	170,679

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

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1. RATES AND SERVICE CHARGES

(a) Rating Information

RATE TYPE	Rate in	Number of properties	Rateable value	2020/21 Budgeted rate revenue	2020/21 Budgeted interim rates	2020/21 Budgeted back rates	2020/21 Budgeted total revenue	2019/20 Actual total revenue	2019/20 Budget total revenue
	\$		\$	\$	\$	\$	\$	\$	\$
Differential general rate or general rate									
Gross rental valuations									
GRV Townsite	8.27120	106	1,157,948	95,777	0	0	95,777	107,625	107,625
GRV Mining	8.27120	1	3,144,000	260,047	0	0	260,047	239,807	260,047
Unimproved valuations									
UV Rural	1.90000	258	102,237,000	1,942,503	9,000	(1,500)	1,950,003	1,871,531	1,887,116
UV Mining	34.2550	38	2,068,797	708,667	0	0	708,667	665,010	665,010
Exploration (UV)	25.50000	17	66,066	16,847	0	0	16,847	30,444	30,445
Sub-Totals		420	108,673,811	3,023,840	9,000	(1,500)	3,031,340	2,914,417	2,950,243
Minimum									
Minimum payment									
	\$								
Gross rental valuations									
UV Rural	349.00	10	72,700	3,490	0	0	3,490	3,490	3,490
UV Mining	349.00	5	1,765	1,745	0	0	1,745	1,745	1,745
GRV Townsites	349.00	36	29,391	12,564	0	0	12,564	12,564	12,564
GRV Mining	349.00	1	20	349	0	0	349	349	349
Exploration (UV)	349.00	15	10,925	5,235	0	0	5,235	5,933	5,933
Sub-Totals		67	114,801	23,382	0	0	23,382	24,081	24,081
		487	108,788,612	3,047,222	9,000	(1,500)	3,054,722	2,938,498	2,974,324
Discounts (Refer note 1(g))							(250,000)	(249,652)	(215,000)
Total amount raised from general rates							2,804,722	2,688,846	2,759,324
Ex-gratia rates							13,000	16,589	13,000
Total rates							2,817,722	2,705,435	2,772,324

All land (other than exempt land) in the Shire of Perenjori is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire of Perenjori.

The general rates detailed for the 2020/21 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of local government services/facilities.

1. RATES AND SERVICE CHARGES (CONTINUED)

(b) Interest Charges and Instalments - Rates and Service Charges

The following instalment options are available to ratepayers for the payment of rates and service charges.

Instalment options	Date due	Instalment plan admin charge	Instalment plan interest rate	Unpaid rates interest rates
		\$	%	%
Option one	16th September 2020	5.50%	8.00%	8%
Option two	16th November 2020	5.50%	8.00%	8.00%
Option three	18th January 2021	5.50%	8.00%	8.00%
Option four	18th March 2021	5.50%		

	2020/21 Budget revenue	2019/20 Actual revenue	2019/20 Budget revenue
Instalment plan admin charge revenue	\$ 0	\$ 450	\$ 1,200
Instalment plan interest earned	0	3,494	3,000
Unpaid rates and service charge interest earned	0	8,178	2,500
	0	12,122	6,700

1. RATES AND SERVICE CHARGES (CONTINUED)

(c) Objectives and Reasons for Differential Rating

To provide equity in the rating of properties across the Shire the following rate categories have been determined for the implementation of differential rating.

Differential general rate

Description	Characteristics	Objects	Reasons
UV - Rural Pastoral	Properties within the Shire that are for broad acre farming.	Require a fair contribution to the revenue requirements of the Shire, whilst not risking additional financial pressure.	The level of rates set for UN Rural is that this allows for a fair contribution to the revenue requirements of the Shire at the highest sustainable level. The level reflects the present financial vulnerability of ratepayers on this category.
UV Mining	Properties within the Shire with a mining exploration or prospecting tenement lease.	To ensure that mining contributes to the maintenance of the Shire's assets and services to the extent that the mining operators and their connections use them.	To assist the Shire to make up the deficiency in its revenue at a level which is fair in all circumstances.
UV Exploration	Properties within the Shire with a mining exploration or prospecting tenement lease.	To ensure that mining contributes to the maintenance of the Shire's assets and services to the extent that the mining operators and their connections use them.	To assist the Shire to make up the deficiency in its revenue at a level which is fair in all circumstances.

(d) Differential Minimum Payment

Description	Characteristics	Objects	Reasons
UV - Rural Pastoral	Properties within the Shire that are for broad acre farming.	The object of the minimums is to raise a reasonable contribution from all ratepayers towards the cost of providing municipal services.	The minimum is a realistic contribution that any property should make towards the cost of services provided.
UV - Mining	Properties within the Shire with a mining exploration or prospecting tenement lease.		
UV - Exploration	Properties within the Shire with a mining exploration or prospecting tenement lease.		

1. RATES AND SERVICE CHARGES (CONTINUED)

(e) Specified Area Rate

The Shire did not raise specified area rates for the year ended 30 June 2021.

(f) Service Charges

The Shire did not raise service charges for the year ended 30 June 2021.

1. RATES AND SERVICE CHARGES (CONTINUED)

(g) Rates discounts

Rate or fee to which discount is granted	Discount %	Discount (\$)	2020/21 Budget	2019/20 Actual	2019/20 Budget	Circumstances in which discount is granted
Current Rates & Charges (excluding Interim Rates and Minimum Rates).	10.0%		\$ 250,000	\$ 249,652	\$ 249,652	A discount is offered to ratepayers who pay the full amount of rates and charges including any previous outstanding amounts on or before the due date as stated on the rates notice: this date is at least 35 days after the notice is issued. This discount does not apply to interim rates levied and those properties to which a minimum rate applies.
			250,000	249,652	249,652	

(h) Waivers or concessions

The Shire does not anticipate any waivers or concessions for the year ended 30 June 2021.

2 (a). NET CURRENT ASSETS

Items excluded from calculation of budgeted deficiency

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

(i) Operating activities excluded from budgeted deficiency

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

Adjustments to operating activities

Note	2020/21 Budget 30 June 2021	2019/20 Actual 30 June 2020	2019/20 Budget 30 June 2020
	\$	\$	\$
Less: Profit on asset disposals	4(b) (20,000)	0	(26,671)
Less: Movement in employee liabilities associated with restricted cash	7,599	22,994	0
Add: Movement in non-current contract liabilities	0	0	(8,126)
Add: Loss on disposal of assets	4(b) (39,540)	(21,240)	0
Add: Depreciation on assets	5 2,491,169	2,307,474	2,609,882
Non cash amounts excluded from operating activities	2,439,228	2,309,228	2,575,085

(ii) Current assets and liabilities excluded from budgeted deficiency

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

Adjustments to net current assets

Less: Cash - restricted reserves	3 (2,999,720)	(2,991,356)	(3,099,053)
Add: Current liabilities not expected to be cleared at end of year			
- Current portion of borrowings	452,705	175,267	17,723
- Employee benefit provisions	84,267	84,015	61,692
Add: Movement in provisions between current and non-current provisions	36,462	108,196	0
Total adjustments to net current assets	(2,426,286)	(2,623,878)	(3,019,638)

2 (a). NET CURRENT ASSETS (CONTINUED)

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

(iii) Composition of estimated net current assets

Current assets

Cash and cash equivalents- unrestricted	3 375,736	2,425,771	231,583
Cash and cash equivalents - restricted			
Cash backed reserves	3 2,999,720	2,991,356	3,099,053
Receivables	87,382	87,382	186,847
Inventories	8,562	8,562	52,081
	3,471,400	5,513,071	3,569,564

Less: current liabilities

Trade and other payables	(94,246)	(94,246)	(110,432)
Long term borrowings	(452,705)	(175,267)	(17,723)
Provisions	(429,168)	(363,585)	(251,092)
	(976,119)	(633,098)	(379,247)

Net current assets

	2,495,281	4,879,973	3,190,317
Less: Total adjustments to net current assets	2 (a)(ii) (2,426,286)	(2,623,878)	(3,019,638)
Closing funding surplus / (deficit)	68,995	2,256,095	170,679

2 (b). NET CURRENT ASSETS (CONTINUED)

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

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

TRADE AND OTHER PAYABLES

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

CONTRACT ASSETS

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

PROVISIONS

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

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

INVENTORIES

General

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

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

Superannuation

The Shire of Perenjori contributes to a number of superannuation funds on behalf of employees.

All funds to which the Shire of Perenjori contributes are defined contribution plans.

LEASE LIABILITIES

The present value of future lease payments not paid at the reporting date discounted using the incremental borrowing rate where the implicit interest rate in the lease is not readily determined.

TRADE AND OTHER RECEIVABLES

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

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

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

EMPLOYEE BENEFITS

Short-term employee benefits

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

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

LAND HELD FOR RESALE

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

3. RECONCILIATION OF CASH

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Estimated cash at the end of the reporting period is as follows:

Note	2020/21 Budget	2019/20 Actual	2019/20 Budget
	\$	\$	\$
Cash at bank and on hand	375,736	2,425,771	231,583
Restricted Cash	2,999,720	2,991,356	3,099,053
	3,375,456	5,417,127	3,330,636
- Unrestricted cash and cash equivalents	375,736	2,425,771	231,583
- Restricted cash and cash equivalents	2,999,720	2,991,356	3,099,053
	3,375,456	5,417,127	3,330,636

The following restrictions have been imposed by regulation or other externally imposed requirements on cash and cash equivalents:

Leave reserve	84,267	84,015	61,692
Computer Reserve	0	0	39,894
Plant Replacement Reserve	570,100	568,395	550,067
Staff Housing Reserve	0	0	132,633
Housing Reserve	437,867	436,557	304,437
Local Groups Interest Free	0	0	16,863
Local Achievement Reserve	0	0	2,762
Refuse Site Reserve	203,442	203,442	203,753
Swimming Pool Reserve	88,166	87,902	88,037
Sport & Rec Amenities Reserve	0	0	2,826
Caravan Park Reserve	0	0	8,526
Tourism Accommodation Reserve	64,700	64,506	22,382
Airstrip Development Reserve	0	0	3,110
Water Reserve	164,024	163,533	144,797
Vocal History Reserve	0	0	7,789
Water Supply Reserve	0	0	18,986
Community Bus Maintenance Reserve	0	0	18,738
Road Reserve	0	0	10,752
Road & Rehab Infrastructure Reserve	33,511	33,411	19,599
Community Amenities Reserve	0	0	25,910
Mt Gibson Infrastructure Reserve	1,152,535	1,149,088	1,153,627
IT Communications Reserve	201,108	200,506	161,873
Employee Cost Reserve	0	0	100,000
	2,999,720	2,991,355	3,099,053

Reconciliation of net cash provided by operating activities to net result

Net result		(324,045)	1,013,447	(506,825)
Depreciation	5	2,491,169	2,307,474	2,609,882
(Profit)/loss on sale of asset	4(b)	19,540	(21,240)	(26,671)
(Increase)/decrease in receivables		0	306,137	0
(Increase)/decrease in inventories		0	27,768	0
Increase/(decrease) in payables		0	(214,685)	(154,000)
Increase/(decrease) in employee provisions		65,583	52,740	39,285
Non-operating grants, subsidies and contributions		(1,261,657)	(1,052,215)	(1,046,009)
Net cash from operating activities		990,590	2,419,426	915,662

SIGNIFICANT ACCOUNTING POLICES

CASH AND CASH EQUIVALENTS

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

Bank overdrafts are shown as short term borrowings in current liabilities in Note 2 - Net Current Assets.

FINANCIAL ASSETS AT AMORTISED COST

The Shire 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.

4. FIXED ASSETS

(a) Acquisition of Assets

The following assets are budgeted to be acquired during the year.

Asset class	Reporting program						2020/21 Budget total	2019/20 Actual total	2019/20 Budget total
	Governance	Housing	Community amenities	Recreation and culture	Transport	Economic services			
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<u>Property, Plant and Equipment</u>									
Buildings - non-specialised	35,000	57,500	0	302,860	0	70,000	465,360	46,668	160,000
Furniture and equipment	0	0	0	0	0	0	0	0	5,000
Plant and equipment	0	0	0	0	531,000	0	531,000	538,481	600,000
	35,000	57,500	0	302,860	531,000	70,000	996,360	585,149	765,000
<u>Infrastructure</u>									
Infrastructure - Roads	0	0	0	0	2,528,347	0	2,528,347	1,531,575	1,880,937
Other infrastructure	0	0	150,000	72,521	571,756	500,000	1,294,277	0	48,165
Other Infrastructure - Parks & Ovals	0	0	0	0	0	0	0	26,063	0
	0	0	150,000	72,521	3,100,103	500,000	3,822,624	1,557,638	1,929,102
Total acquisitions	35,000	57,500	150,000	375,381	3,631,103	570,000	4,818,984	2,142,787	2,694,102

A detailed breakdown of acquisitions on an individual asset basis can be found in the supplementary information attached to this budget document.

SIGNIFICANT ACCOUNTING POLICIES

RECOGNITION OF ASSETS

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation* 17A (5). These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

4. FIXED ASSETS

(b) Disposals of Assets

The following assets are budgeted to be disposed of during the year.

	2020/21 Budget Net Book Value	2020/21 Budget Sale Proceeds	2020/21 Budget Profit	2020/21 Budget Loss	2019/20 Actual Net Book Value	2019/20 Actual Sale Proceeds	2019/20 Actual Profit	2019/20 Actual Loss	2019/20 Budget Net Book Value	2019/20 Budget Sale Proceeds	2019/20 Budget Profit	2019/20 Budget Loss
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
By Program												
Recreation and culture	2,000	4,000	2,000	0	0	0	0	0	0	0	0	0
Transport	257,168	227,628	10,000	(39,540)	207,158	228,398	0	(21,240)	160,829	187,500	26,671	0
Economic services	8,000	16,000	8,000	0	0	0	0	0	0	0	0	0
	267,168	247,628	20,000	(39,540)	207,158	228,398	0	(21,240)	160,829	187,500	26,671	0
By Class												
<u>Property, Plant and Equipment</u>												
Plant and equipment	267,168	247,628	20,000	(39,540)	207,158	228,398	0	(21,240)	160,829	187,500	26,671	0
	267,168	247,628	20,000	(39,540)	207,158	228,398	0	(21,240)	160,829	187,500	26,671	0

A detailed breakdown of disposals on an individual asset basis can be found in the supplementary information attached to this budget document

SIGNIFICANT ACCOUNTING POLICIES

GAINS AND LOSSES ON DISPOSAL

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

5. ASSET DEPRECIATION

By Program

Governance
Law, order, public safety
Health
Education and welfare
Housing
Community amenities
Recreation and culture
Transport
Economic services
Other property and services

By Class

Buildings - non-specialised
Furniture and equipment
Plant and equipment
Infrastructure - Roads
Infrastructure - footpaths
Other infrastructure
Other infrastructure Airfield
Other Infrastructure - Parks & Ovals

2020/21 Budget	2019/20 Actual	2019/20 Budget
\$	\$	\$
64,636	62,393	97,404
47,348	47,352	44,167
6,500	6,262	8,944
105,150	115,980	105,524
72,056	72,461	79,000
8,682	18,355	8,817
252,441	265,226	230,888
1,610,489	1,514,243	1,664,350
75,794	76,431	68,638
248,073	128,771	302,150
2,491,169	2,307,475	2,609,882
334,329	381,562	325,961
4,200	4,148	7,839
333,047	144,425	302,150
1,538,425	1,504,932	1,714,163
16,000	16,198	16,500
39,000	39,799	40,000
48,245	48,160	36,895
177,923	168,250	166,374
2,491,169	2,307,474	2,609,882

SIGNIFICANT ACCOUNTING POLICIES

DEPRECIATION

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Major depreciation periods used for each class of depreciable asset are:

Buildings - non-specialised	30 to 50 years
Furniture and equipment	4 to 10 years
Plant and equipment	5 to 15 years
Infrastructure - Roads	
Infrastructure - footpaths	20 years
Other infrastructure	80 years
Other infrastructure Airfield	30 to 75 years
Other Infrastructure - Parks & Ovals	10 to 60 Years

AMORTISATION

The depreciable amount of all intangible assets with a finite useful life, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

The assets residual value of intangible assets is considered to be zero and useful live and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income.

6. INFORMATION ON BORROWINGS

(a) Borrowing repayments

Movement in borrowings and interest between the beginning and the end of the current financial year.

Purpose	Loan		Interest	Budget	2020/21	2020/21	Budget	2020/21	Actual	2019/20	2019/20	Actual	2019/20	Budget	2019/20	2019/20	Budget	2019/20
	Number	Institution	Rate	Principal 1 July 2020	Budget New Loans	Budget Principal Repayments	Principal outstanding 30 June 2021	Budget Interest Repayments		Actual New Loans	Actual Principal Repayments	Principal outstanding 30 June 2020	Actual Interest Repayments		Budget New Loans	Budget Principal Repayments	Principal outstanding 30 June 2020	Budget Interest Repayments
				\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Housing												0					0	
CHA Housing	96	WATC		62,701		14,196	48,505	3,872	76,012		13,276	62,736	4,885	76,012		13,311	62,701	4,684
Flat Pack Housing	97	WATC		52,406		25,644	26,762	2,160	76,890		24,484	52,406	3,803	76,723		24,493	52,230	3,379
Duplex Construction	101	WATC		59,452		29,145	30,307	2,456	87,280		27,823	59,457	5,353	87,471		27,819	59,652	3,772
Community amenities																		
John Street Subdivision	98	WATC		222,703		21,584	201,119	15,153	242,906		20,231	222,675	17,660	243,662		20,124	223,538	16,638
Recreation and culture																		
Perenjori Acquatic Centre	99	WATC		0		0	0		40,938		40,938	0	990	40,862		40,862	0	1,247
Perenjori Acquatic Centre	100	WATC		83,898		40,952	42,946	3,549	122,949		39,051	83,898	5,291	122,788		39,051	83,737	5,450
Transport																		
John Deere Grader	102			43,759		43,759	0	581	100,772		57,013	43,759	2,412	100,772		57,013	43,759	2,107
Economic services																		
Caron Dam Roof	103	WATC		0	500,000	47,282	452,718	5,932				0					0	
				524,919	500,000	222,562	802,357	33,703	747,747	0	222,816	524,931	40,394	748,290	0	222,673	525,617	37,277
				524,919	500,000	222,562	802,357	33,703	747,747	0	222,816	524,931	40,394	748,290	0	222,673	525,617	37,277

All borrowing repayments, other than self supporting loans, will be financed by general purpose revenue.
The self supporting loan(s) repayment will be fully reimbursed.

6. INFORMATION ON BORROWINGS

(b) New borrowings - 2020/21

Particulars/Purpose	Institution	Loan type	Term (years)	Interest rate	Amount borrowed budget	Total interest & charges	Amount used budget	Balance unspent
Loan 103 - Caron Dam	WATC		10	%	\$ 500,000	\$	\$	\$ 500,000
					500,000	0	0	500,000

(c) Unspent borrowings

The Shire had no unspent borrowing funds as at 30 June 2020 nor is it expected to have unspent borrowing funds as at 30 June 2021.

(d) Credit Facilities

2020/21 Budget	2019/20 Actual	2019/20 Budget
\$	\$	\$
802,357	524,931	525,617

Loan facilities

Loan facilities in use at balance date

SIGNIFICANT ACCOUNTING POLICIES

BORROWING COSTS

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

7. CASH BACKED RESERVES

(a) Cash Backed Reserves - Movement

	2020/21 Budget Opening Balance	2020/21 Budget Transfer to	2020/21 Budget Transfer (from)	2020/21 Budget Closing Balance	2019/20 Actual Opening Balance	2019/20 Actual Transfer to	2019/20 Actual Transfer (from)	2019/20 Actual Closing Balance	2019/20 Budget Opening Balance	2019/20 Budget Transfer to	2019/20 Budget Transfer (from)	2019/20 Budget Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
(a) Leave reserve	84,015	252	0	84,267	61,023	22,992	0	84,015	61,021	671	0	61,692
(b) Computer Reserve	0	0	0	0	8,797	0	8,797	0	8,797	31,097	0	39,894
(c) Plant Replacement Reserve	568,395	1,705	0	570,100	247,352	321,043	0	568,395	247,346	302,721	0	550,067
(d) Staff Housing Reserve	0	0	0	0	32,279	0	32,279	0	32,278	100,355	0	132,633
(e) Housing Reserve	436,557	1,310	0	437,867	301,132	135,425	0	436,557	301,125	3,312	0	304,437
(f) Local Groups Interest Free	0	0	0	0	16,680	0	16,680	0	16,680	183	0	16,863
(g) Local Achievement Reserve	0	0	0	0	2,732	0	2,732	0	2,732	30	0	2,762
(h) Refuse Site Reserve	203,442	0	0	203,442	201,540	1,902	0	203,442	201,536	2,217	0	203,753
(i) Swimming Pool Reserve	87,902	264	0	88,166	87,080	822	0	87,902	87,079	958	0	88,037
(j) Sport & Rec Amenities Reserve	0	0	0	0	2,795	0	2,795	0	2,795	31	0	2,826
(k) Caravan Park Reserve	0	0	0	0	8,433	0	8,433	0	8,433	93	0	8,526
(l) Tourism Accommodation Reserve	64,506	194	0	64,700	22,139	42,367	0	64,506	22,138	244	0	22,382
(m) Airstrip Development Reserve	0	0	0	0	3,076	0	3,076	0	3,076	34	0	3,110
(n) Water Reserve	163,533	491	0	164,024	143,226	20,307	0	163,533	143,222	1,575	0	144,797
(o) Vocal History Reserve	0	0	0	0	7,704	0	7,704	0	7,704	85	0	7,789
(p) Water Supply Reserve	0	0	0	0	18,779	0	18,779	0	18,779	207	0	18,986
(q) Community Bus Maintenance Reser	0	0	0	0	18,534	0	18,534	0	18,534	204	0	18,738
(r) Road Reserve	0	0	0	0	10,635	0	10,635	0	10,635	117	0	10,752
(s) Road & Rehab Infrastructure Reserv	33,411	100	0	33,511	19,387	14,024	0	33,411	19,386	213	0	19,599
(t) Community Amenities Reserve	0	0	0	0	25,638	0	25,628	0	25,628	282	0	25,910
(u) Mt Gibson Infrastructure Reserve	1,149,088	3,447	0	1,152,535	947,630	201,458	0	1,149,088	947,627	206,000	0	1,153,627
(v) IT Communications Reserve	200,506	602	0	201,108	160,115	40,391	0	200,506	160,112	1,761	0	161,873
Employee Cost Reserve	0	0	0	0	0	0	0	0	0	100,000	0	100,000
	2,991,355	8,365	0	2,999,720	2,346,706	800,730	156,071	2,991,355	2,346,663	752,390	0	3,099,053

7. CASH BACKED RESERVES (CONTINUED)

(b) Cash Backed Reserves - Purposes

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Reserve name	Anticipated date of use	Purpose of the reserve
(a) Leave reserve		To be used to - Fund long service leave requirements.
(b) Plant Replacement Reserve		To be used for - Major plant purchases.
(c) Housing Reserve		To be used for - Maintenance, upgrade and additional housing requirements.
(d) Refuse Site Reserve		To be used for - Futute landfill site.
(e) Swimming Pool Reserve		To be used for - Refurbish and upgrade the swimming pool facilities.
(f) Tourism Accommodation Reserve		To be used for - Costs associated with the Caravan Park.
(h) Water Reserve		To be used for - Increasing maintaining all aspectos of water capacity requirments within the Shire.
(i) Road & Rehab Infrastructure Reserve		To be used for - Roads, gravel rehab and airport infrastructure.
(j) IT Communications Reserve		To be used for - IT consts associated with future requirements.
(k) Mt Gibson Infrastructure Reserve		To be used for - Supporting the acquisition, restoration, extension or improvement of infrastructure assets limited to public buildng, recreational facilities, parks and gardens, power supply, water supply, land drainage or roads - as per agreement.

8. FEES & CHARGES REVENUE

	2020/21 Budget	2019/20 Actual	2019/20 Budget
	\$	\$	\$
Governance		3,598	
General purpose funding	300	2,016	1,500
Law, order, public safety	1,350	14,949	5,100
Health	2,500	2,623	2,700
Education and welfare	60,000	61,694	120,000
Housing	120,800	130,943	152,500
Community amenities	34,500	32,928	59,530
Recreation and culture	8,350	8,264	18,000
Transport	5,600	6,600	8,100
Economic services	303,000	313,384	363,000
Other property and services	39,000	52,822	75,000
	575,400	629,821	805,430

9. GRANT REVENUE

Unspent grants, subsidies and contributions liability						Grants, subsidies and contributions revenue		
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Total Liability 30 June 2021	Current Liability 30 June 2021	2020/21 Budget	2019/20 Actual	2019/20 Budget
	\$	\$	\$	\$	\$	\$	\$	\$
By Program:								
(a) Operating grants, subsidies and contributions								
General purpose funding	0	0	0	0	0	1,773,598	2,266,361	1,057,294
Law, order, public safety	0	0	0	0	0	37,539	26,751	143,820
Education and welfare	0	0	0	0	0	0	100,000	102,000
Recreation and culture	0	0	0	0	0	0	200,000	200,000
Transport	0	0	0	0	0	206,324	206,293	203,574
Economic services	0	0	0	0	0	0	0	20,000
	0	0	0	0	0	2,017,461	2,799,405	1,726,688
(b) Non-operating grants, subsidies and contributions								
Law, order, public safety	0	0	0	0	0	0	46,741	40,000
Community amenities	0	0	0	0	0	1,000	1,000	0
Transport	0	0	0	0	0	1,260,657	1,004,474	1,006,009
	0	0	0	0	0	1,261,657	1,052,215	1,046,009
Total	0	0	0	0	0	3,279,118	3,851,620	2,772,697

10. REVENUE RECOGNITION

SIGNIFICANT ACCOUNTING POLICIES

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Revenue recognition
Rates	General Rates	Over time	Payment dates adopted by Council during the year	None	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Specified area rates	Rates charge for specific defined purpose	Over time	Payment dates adopted by Council during the year	Refund in event monies are unspent	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Service charges	Charge for specific service	Over time	Payment dates adopted by Council during the year	Refund in event monies are unspent	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants with no contract commitments	General appropriations and contributions with no reciprocal commitment	No obligations	Not applicable	Not applicable	Cash received	On receipt of funds	Not applicable	When assets are controlled
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	Set by State legislation or limited by legislation to the cost of provision	Based on timing of issue of the associated rights	No refunds	On payment and issue of the licence, registration or approval
Pool inspections	Compliance safety check	Single point in time	Equal proportion based on an equal annually fee	None	Set by State legislation	Apportioned equally across the inspection cycle	No refunds	After inspection complete based on a 4 year cycle
Other inspections	Regulatory Food, Health and Safety	Single point in time	Full payment prior to inspection	None	Set by State legislation or limited by legislation to the cost of provision	Applied fully on timing of inspection	Not applicable	Revenue recognised after inspection event occurs
Waste management collections	Kerbside collection service	Over time	Payment on an annual basis in advance	None	Adopted by council annually	Apportioned equally across the collection period	Not applicable	Output method based on regular weekly and fortnightly period as proportionate to collection service
Waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	Adopted by council annually	Based on timing of entry to facility	Not applicable	On entry to facility
Airport landing charges	Permission to use facilities and runway	Single point in time	Monthly in arrears	None	Adopted by council annually	Applied fully on timing of landing/take-off	Not applicable	On landing/departure event
Property hire and entry	Use of halls and facilities	Single point in time	In full in advance	Refund if event cancelled within 7 days	Adopted by council annually	Based on timing of entry to facility	Returns limited to repayment of transaction price	On entry or at conclusion of hire
Memberships	Gym and pool membership	Over time	Payment in full in advance	Refund for unused portion on application	Adopted by council annually	Apportioned equally across the access period	Returns limited to repayment of transaction price	Output method Over 12 months matched to access right
Fees and charges for other goods and services	Cemetery services, library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Adopted by council annually	Applied fully based on timing of provision	Not applicable	Output method based on provision of service or completion of works
Sale of stock	Aviation fuel, kiosk and visitor centre stock	Single point in time	In full in advance, on 15 day credit	Refund for faulty goods	Adopted by council annually, set by mutual agreement	Applied fully based on timing of provision	Returns limited to repayment of transaction price	Output method based on goods
Commissions	Commissions on licencing and ticket sales	Over time	Payment in full on sale	None	Set by mutual agreement with the customer	On receipt of funds	Not applicable	When assets are controlled
Reimbursements	Insurance claims	Single point in time	Payment in arrears for claimable event	None	Set by mutual agreement with the customer	When claim is agreed	Not applicable	When claim is agreed

11. OTHER INFORMATION

The net result includes as revenues

(a) Interest earnings

Investments			
- Reserve funds	10,000	18,201	25,813
- Other funds	5,550	19,065	13,300
	15,550	37,266	39,113

* The Shire has resolved to charge interest under section 6.13 for the late payment of any amount of money at 5%.

(b) Other revenue

Reimbursements and recoveries	174,912	333,651	313,050
	174,912	333,651	313,050

The net result includes as expenses

(c) Interest expenses (finance costs)

Borrowings (refer Note 6(a))	(33,703)	(40,394)	(37,277)
	(33,703)	(40,394)	(37,277)

(d) Elected members remuneration

Meeting fees	34,916	0	12,852
Mayor/President's allowance	20,063	0	6,304
Deputy Mayor/President's allowance	5,016	0	828
Travelling expenses	2,000	0	2,520
	61,995	0	22,504

12. MAJOR LAND TRANSACTIONS

John Street/Hirshauer Street Residential Subdivision

(a) Details

Council commenced this 21 Lot subdivision on Council owned land in 2007/2008. The subdivision currently comprises of the following lots:

3 Lots have been sold to others and 18 are owned by the Shire of Perenjori.

It is proposed to review the market value for the lots and develop a marketing plan to sell those lots not required by the Shire.

No major land transactions occurred for the financial year ended 30th June 2020.

(b) Expected future cash flows

	2020/21	2021/22	2022/23	2023/24	2024/25	Total
	\$	\$	\$	\$	\$	\$
Cash outflows						
	21,609	23,141	24,782	24,782	24,782	119,096
	21,609	23,141	24,782	24,782	24,782	119,096
Cash Inflows						
	50,000	50,000	50,000	50,000	50,000	250,000
	50,000	50,000	50,000	50,000	50,000	250,000
Net cash flows	71,609	73,141	74,782	74,782	74,782	369,096

13. INTERESTS IN JOINT ARRANGEMENTS

The Shire of Perenjori has a joint arrangement with the Department of Housing for the provision of four (4) family houses and two (2) aged care units. The assets reflect capital works carried out by Council staff. All revenue and expenditure, as well as liabilities, of the joint arrangement are recognised in the relevant financial statements of Council.

These assets are included in Land & Buildings as follows:-

	2020/21 Budget	2019/20 Actual	2019/20 Budget
	\$	\$	\$
Non-current assets			
Buildings	128,484	128,484	128,484
Less: accumulated depreciation	(14,273)	(11,704)	(9,135)
	114,211	116,780	119,349

Share of Joint Operations

Shire of Perenjori Ownership

Lot 28 Livingstone Street	21%
79 Russell Street	21%
Lot 58 Hesford Street	14.85%

SIGNIFICANT ACCOUNTING POLICIES

INTERESTS IN JOINT ARRANGEMENTS

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method.

Joint venture operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Shire of Perenjori's interests in the assets liabilities revenue and expenses of joint operations are included in the respective line items of the financial statements.

14. TRUST FUNDS

Funds held at balance date over which the local government has no control and which are not included in the financial statements are as follows:

Detail	Balance 30 June 2020	Estimated amounts received	Estimated amounts paid	Estimated balance 30 June 2021
	\$	\$	\$	\$
Mt Gibson Public Benefit Fund	257,880	0	50,000	307,880
	257,880	0	50,000	307,880

15. SIGNIFICANT ACCOUNTING POLICIES - OTHER INFORMATION

GOODS AND SERVICES TAX (GST)

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.

CRITICAL ACCOUNTING ESTIMATES

The preparation of a budget 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.

ROUNDING OFF FIGURES

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

COMPARATIVE FIGURES

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

BUDGET COMPARATIVE FIGURES

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



Shire of
Perenjori
Embrace Opportunity

ATTACHMENT Item 10.2

Adoption of Fees and Charges

- *Draft Fees and Charges 2020/21*

SPECIAL COUNCIL MEETING 30 JULY 2020

SCHEDULE OF FEES AND CHARGES
2020/21

SCHEDULE OF FEES & CHARGES		
	Proposed Fees 2020/21	Adopted Fees 2019/20
CARAVAN PARK FEES:		
Fees are for a maximum of two persons unless otherwise stated.		
Additional fee - \$10 per person / night		
VANS:		
Inclusive of power per van - per 7-day week	\$ 125.00	\$ 125.00
Inclusive of power 3-nights	\$ 60.00	\$ 60.00
Inclusive of power per van - per night	\$ 25.00	\$ 25.00
TENTS:		
Unpowered per night	\$ 15.00	\$ 15.00
Powered per night	\$ 18.00	\$ 18.00
Caravan parking - non powered site - per week	\$ 52.00	\$ 52.00
The following accommodation is to be booked in advance and paid for by credit card. Late cancellations will incur a 10% administration fee (less than 24-hours notice). Failure to show will result in the full fee being charged.		
ECO HOME:		
Per night (29 Timmings Street)	\$ 200.00	\$ 200.00
Per 7-day week	\$ 1,000.00	\$ 1,000.00
Special - Weekend Rate - minimum 2-nights	\$ 300.00	\$ 300.00
PARK HOME:		
Per night	\$ 165.00	\$ 165.00
Per 7-day week	\$ 770.00	\$ 770.00
Special - Weekend Rate - minimum 2-nights	\$ 200.00	\$ 200.00
CHALETS:		
Per night	\$ 125.00	\$ 125.00
Per 7-day week	\$ 700.00	\$ 700.00
Special - Weekend Rate - minimum 2-nights	\$ 160.00	\$ 160.00
ENSUITE UNITS (VILLAGE):		
Per night / Per unit	\$ 100.00	\$ 100.00
Per 7-day week / Per unit	\$ 550.00	\$ 550.00
Special Rate - Per unit / Per seven days if 10 or more units booked by one entity and paid in advance	\$ 440.00	\$ 440.00
Special - Weekend Rate - 2-nights - if booked and paid in advance	\$ 120.00	\$ 120.00
LOST KEY:	\$ 50.00	\$ 50.00
CARAVAN PARK FACILITIES:		
Laundry Facilities (non-Park residents) Per use	\$ 10.00	\$ 10.00
Ablution Facilities (non-park residents) Per person	\$ 10.00	\$ 10.00
Ablution Facilities (non-park residents) Per week / person	\$ 40.00	\$ 40.00
Ablution Facilities (non-park residents) Per month / person	\$ 60.00	\$ 60.00
ADMINISTRATION GENERAL:		
Photocopying - A4 per sheet	\$ 0.60	\$ 0.60
Photocopying - A3 per sheet	\$ 0.80	\$ 0.80
Facsimile per page - Incoming	\$ 1.10	\$ 1.10
Facsimile per page - Outgoing first page	\$ 3.10	\$ 3.10
Facsimile per page - second & consecutive pages	\$ 1.10	\$ 1.10
Freedom of Information (FOI) Application Fee	\$ 30.00	\$ 30.00
FOI - Labour in Processing Application per hour	\$ 30.00	\$ 30.00
FOI - Labour in Supervising Access per hour	\$ 30.00	\$ 30.00
FOI - Labour in Photocopying per hour	\$ 30.00	\$ 30.00
FOI - Photocopying A4 per sheet	\$ 0.20	\$ 0.20

SCHEDULE OF FEES AND CHARGES
2020/21

SCHEDULE OF FEES & CHARGES		
<i>*Advance deposit 25% of est. charge</i>		
Rates Property Inquiry	\$ 30.00	\$ 30.00
Orders and Requisitions	\$ 35.00	\$ 35.00
Dishonoured Cheque Fee	\$ 25.00	\$ 25.00
PA SYSTEM HIRE:		
Refundable Bond on return	\$ 225.00	\$ 225.00
Per day (minimum fee)	\$ 60.00	\$ 60.00
Projector Hire	\$ 50.00	\$ 50.00
Portable Screen hire	\$ 25.00	\$ 25.00
Whiteboard hire	\$ 15.00	\$ 15.00
OTHER GOVERNANCE:		
Sale of Electoral Rolls - Complete	\$ 40.00	\$ 40.00
Sale of Electoral Rolls - Ward	\$ 20.00	\$ 20.00
LAW ORDER & PUBLIC SAFETY:		
ANIMAL CONTROL		
DOGS (Reg 17 - Dog Regulations 2013):		
Registration - Dog / Bitch 1-year	\$ 50.00	\$ 50.00
Registration - Dog / Bitch 3-years	\$ 120.00	\$ 120.00
Registration - Dog / Bitch Sterilised 1-year	\$ 20.00	\$ 20.00
Registration - Dog / Bitch Sterilised 3-years	\$ 42.50	\$ 42.50
Registration - Dog / Bitch Unsterilised Lifetime	\$ 250.00	\$ 250.00
Registration - Dog / Bitch Sterilised Lifetime	\$ 100.00	\$ 100.00
Dogs kept in an approved kennel establishment - per establishment	\$ 210.00	\$ 210.00
Registration - (After 31st May) dog / bitch Unsterilised	\$ 25.00	\$ 25.00
Registration - (After 31st May) dog / bitch Sterilised	\$ 10.00	\$ 10.00
<i>*Working Dogs registrations receive 25% off</i>		
CATS (Set by Regulations):		
Registration Fee (made after 31 May) - Sterilised	\$ 10.00	\$ 10.00
Registration Fee (full year) - Sterilised	\$ 20.00	\$ 20.00
New or renewal of license - 3-years - Sterilised	\$ 42.50	\$ 42.50
New or renewal for life - Sterilised	\$ 100.00	\$ 100.00
Annual fee for breeding cats - per cat	\$ 100.00	\$ 100.00
<i>*Pensioners/Seniors are entitled to a 50% discount on animal licensing fees</i>		
GST does not apply to animal licensing fees		
Impounding of Animal (Cat or dog)	\$ 113.00	\$ 113.00
Sustenance per day (Cat or dog)	\$ 20.00	\$ 20.00
Destruction of Animal (Cat or dog) per quote		
Cat Traps - refundable hire bond no daily charge	\$ 55.00	\$ 55.00
Fox Traps - Refundable hire bond no daily charge	\$ 55.00	\$ 55.00
MEDICAL SERVICES:		
Rental Doctors Surgery per week (HACC)	\$ 55.00	\$ 55.00
PECC:		
Child Care Full Day Care Fee	\$ 75.00	\$ 75.00
Child Care Half Day Fee 7.00 am to 12 noon (5-Hours max)	\$ 50.00	\$ 50.00
Child Care Half Day Fee 12 noon to 5.00 pm (5-Hours max)	\$ 50.00	\$ 50.00
Child Care - Casual Rate (Per hour)	\$ 12.00	\$ 12.00
Child Care - Late Fee (Per notice)	\$ 1.00	\$ 1.00
Child Care - Before School Care 7.00 am to 8.30 am	\$ 15.00	\$ 15.00
Child Care - After School Care (Mon, Tues, Thu & Fri)	\$ 15.00	\$ 15.00
Child Care - After School Care (Wed- school early close)	\$ 20.00	\$ 20.00
Family Centre Activity Room Hire – Full Day	\$ 124.00	\$ 124.00
Family Centre Activity Room Hire – Half Day	\$ 62.00	\$ 62.00

SCHEDULE OF FEES AND CHARGES
2020/21

SCHEDULE OF FEES & CHARGES		
Family Centre Meeting Room Hire – Full Day	\$ 82.00	\$ 82.00
Family Centre Meeting Room Hire – Half Day	\$ 41.00	\$ 41.00
Family Centre Consulting Room Hire - Hourly Rate	\$ 10.00	\$ 10.00
COMMUNITY AMENITIES:		
HOUSEHOLD REFUSE:		
Collection 1 x 240 lt Sulo Bin (Domestic & Commercial)	\$ 340.00	\$ 340.00
Eligible pensioner 50% discount	\$ 170.00	\$ 170.00
BURIAL FEES:		
Burial	\$ 1,005.00	\$ 1,005.00
Re-opening of grave	\$ 710.00	\$ 710.00
Niche Wall plaque	\$ 153.00	\$ 153.00
Funeral Directors Licence GST OOS	\$ 25.00	\$ 25.00
Monumental Mason Licence	\$ 30.00	\$ 30.00
Burial Plot Reservation Fee	\$ 30.00	\$ 30.00
RECREATION & CULTURE:		
COMMUNITY STAGE AND TRAILER:		
Bond (refundable)	\$ 500.00	\$ 500.00
Community stage hire – Perenjori Community groups	FREE	FREE
Community stage hire – Regional Community groups - per event, max 4-days	\$ 515.00	\$ 515.00
Community stage hire – Regional Community groups – weekly	\$ 822.00	\$ 822.00
Inflatable Projector Screen	\$ 200.00	\$ 200.00
Bond (refundable)	\$ 300.00	\$ 300.00
PUBLIC HALLS:		
PERENJORI COMMUNITY HALL:		
Refundable Bonds for Functions with Alcohol:	\$ 255.00	\$ 255.00
Refundable Bonds for Functions without Alcohol:	\$ 155.00	\$ 155.00
<i>Functions:</i>		
Day	\$ 125.00	\$ 125.00
Night	\$ 185.00	\$ 185.00
Hourly Rate	\$ 20.50	\$ 20.50
<i>The above hire is inclusive of kitchen facilities</i>		
PERENJORI LESSER HALL:		
Lesser Hall -Yarra Yarra / Nacc	\$ 180.00	\$ 180.00
Weekly Rental		
PERENJORI PAVILLION:		
Refundable Bonds for Functions with Alcohol:	\$ 255.00	\$ 255.00
Refundable Bonds for Functions without Alcohol:	\$ 155.00	\$ 155.00
<i>Functions:</i>		
Day	\$ 125.00	\$ 125.00
Night	\$ 185.00	\$ 185.00
Hourly Rate	\$ 20.50	\$ 20.50
<i>The above hire is inclusive of kitchen facilities</i>		
Squash Courts - per hour	\$ 5.50	\$ 5.50
LATHAM HALL:		
Refundable Bonds for Functions with Alcohol:		
Refundable Bonds for Functions without Alcohol:	\$ 155.00	\$ 155.00
<i>Functions:</i>		
Day	\$ 36.00	\$ 36.00
Night	\$ 72.00	\$ 72.00

SCHEDULE OF FEES AND CHARGES
2020/21

SCHEDULE OF FEES & CHARGES		
LATHAM COMMUNITY CENTRE:		
Refundable Bonds for Functions with Alcohol:	\$ 255.00	\$ 255.00
Refundable Bonds for Functions without Alcohol:	\$ 155.00	\$ 155.00
<i>Functions:</i>		
Day	\$ 125.00	\$ 125.00
Night	\$ 185.00	\$ 185.00
Hourly Rate	\$ 20.50	\$ 20.50
<i>The above hire is inclusive of kitchen facilities</i>		
CHAIR HIRE (BEIGE PLASTIC):		
Refundable Bond on return	\$ 105.00	\$ 105.00
Hire Fee (per chair) *	\$ 2.25	\$ 2.25
<i>*Charge only for outside hall hire</i>		
Trestle Hire (per tressle) *	\$ 12.00	\$ 12.00
GYM :		
Day Charge	\$ 5.00	\$ 5.00
Weekend	\$ 10.00	\$ 10.00
One-month	\$ 20.00	\$ 20.00
<i>Three-months</i>	\$ 52.00	\$ 52.00
Six-months	\$ 92.00	\$ 92.00
Twelve-months	\$ 165.00	\$ 165.00
<i>A corporate rate can be negotiated</i>		
SWIMMING POOL:		
Family Season Ticket (2 Adults & 2 Children)	\$ 165.00	\$ 165.00
Extra Child	\$ 13.50	\$ 13.50
Adult Season Ticket (Sixteen Years & Over)	\$ 94.00	\$ 94.00
Child / Senior /Concession Season Ticket	\$ 73.00	\$ 73.00
Family Monthly Ticket (2 Adults & 2 Children)	\$ 43.00	\$ 43.00
Extra Child	\$ 6.50	\$ 6.50
Adult Monthly Ticket	\$ 38.00	\$ 38.00
Child / Senior / Concession Monthly Ticket	\$ 19.00	\$ 19.00
Adult Daily	\$ 4.50	\$ 4.50
Child / Senior/Concession Daily	\$ 2.50	\$ 2.50
Spectator Daily	\$ 2.50	\$ 2.50
Children 2 years & under	FREE	FREE
<i>* Price reduction of 50% for Season Tickets applies after 31 January 2020</i>		
Lane Hire (commercial operators)	\$ 15.00	\$ 15.00
Lane Hire (not for profit)	FREE	FREE
Aqua Aerobics Classes	\$ 10.00	\$ 10.00
Aqua Aerobics Discount Card *10 classes for the price of 9	\$ 90.00	\$ 90.00
Swimming Lessons		
Per Week	\$ 10.00	\$ 10.00
Per Term	\$ 100.00	\$ 100.00
OTHER CULTURE:		
Old Bankwest Building (Wellness Centre) - Rental full day or part thereof - own cleaning required	\$ 10.00	\$ 10.00
TRANSPORT:		
TRAFFIC CONTROL:		
Local Authority Plates (Shire fee only - Dept Transport charge also)	\$ 25.70	\$ 25.70
OTHER PROPERTY & SERVICES:		
OTHER SERVICES:		
Service fee for sale of water per kilolitre		
COMMUNITY BUS:		
Bond	\$ 220.00	\$ 220.00
Community Bus Hire: Residents - Per Km	\$ 0.57	\$ 0.57

SCHEDULE OF FEES AND CHARGES
2020/21

SCHEDULE OF FEES & CHARGES		
Community Bus Hire: Non Residents - Per Km	\$ 1.36	\$ 1.36
<i>Bus to be cleaned and fuel tank full on return</i>		
<i>If the Shire refills the fuel tank the cost is the bowser price plus \$0.15 cents per litre</i>		
PRIVATE WORKS:		
Grader per hour	\$ 190.00	\$ 190.00
Loader per hour	\$ 185.00	\$ 185.00
Backhoe per hour	\$ 160.00	\$ 160.00
6 Wheel Truck per hour	\$ 140.00	\$ 140.00
Prime Mover / Trailer per hour	\$ 175.00	\$ 175.00
Low loader	\$ 144.00	\$ 144.00
Skid Steer (Bobcat) per hour	\$ 129.00	\$ 129.00
Vibrating Steel Roller per hour	\$ 123.00	\$ 123.00
Multi Tyred Roller per hour	\$ 118.00	\$ 118.00
Plate Compactor per day	\$ 62.00	\$ 62.00
Labour per hour - Single Time	\$ 72.00	\$ 72.00
Labour per hour - Time and a half	\$ 92.50	\$ 92.50
Labour per hour - Double Time	\$ 123.00	\$ 123.00
Tanker load of water	\$ 310.00	\$ 310.00
<i>Travel \$5.15 per km one way only</i>		
PLANT HIRE CHARGES:		
Scaffolding per day	\$ 62.00	\$ 62.00
Scaffolding per 7-day week	\$ 300.00	\$ 300.00
Gyrolock Lifter per day	\$ 47.00	\$ 47.00
Gyrolock Lifter per 7-day week	\$ 240.00	\$ 240.00
Lawn Mower / day	\$ 36.00	\$ 36.00
Verti Mower / day	\$ 48.00	\$ 48.00
Cement Mixer	\$ 36.00	\$ 36.00
Side Tipper / day	\$ 210.00	\$ 210.00
<i>Plus travel per km</i>	\$ 0.20	\$ 0.20
Low loader:		
Day rate Dry hire	\$ 226.00	\$ 226.00
<i>Plus travel per km</i>	\$ 0.20	\$ 0.20
Dolly / day:	\$ 82.00	\$ 82.00
<i>Plus travel per km</i>	\$ 0.20	\$ 0.20
Water Tanker / Day:	\$ 185.00	\$ 185.00
<i>Plus Travel per km</i>	\$ 0.20	\$ 0.20
Jet Patcher Per Hour (plus payment for material used)	\$ 200.00	\$ 200.00
<i>Small plant - mowers etc if hired for the weekend charged one day hire and the second day free.</i>		
Standpipe Access Card and Replacement Card	\$ 25.00	\$ 25.00
Water (from standpipe) per Kilolitre - Commercial at cost		
HEALTH:		
HEALTH (PUBLIC BUILDING) AMENDMENT REGULATIONS 2007 (Schedule 1):		
Fee equal to the cost of considering application up to:	\$ 832.00	\$ 832.00
HEALTH (TREATMENT OF SEWAGE AND DISPOSAL OF EFFLUENT AND LIQUID WASTE) AMENDMENT REGULATIONS 2007 (Schedule 1):		
Application for the approval of an apparatus by relevant local governments:	\$ 118.00	\$ 118.00
Application for the approval of an apparatus by the Executive Director:		
a) with a local government report.	\$ 61.00	\$ 61.00
b) without a local government report.	\$ 110.00	\$ 110.00
Issuing of a 'Permit to Use an Apparatus'	\$ 118.00	\$ 118.00
12. BUILDING CONTROL:	Minimum Fee	

**SCHEDULE OF FEES AND CHARGES
2020/21**

SCHEDULE OF FEES & CHARGES		
The fee changes were included in the Building Amendment Regulations (No. 2) 2014 (the Amendment Regulations). The Amendment Regulations increased prescribed fixed fees in the Building Regulations 2019-20 to reflect the increase in the Consumer Price Index. The 2020-21 fees are set out below.		
Certified application for a building permit (s. 16(l)): (a) for building work for a Class 1 or Class 10 building or incidental structure, (b) for building work for a Class 2 to Class 9 building or incidental structure. Sch. 2 Div. 1 it. 1(a) and (b)	\$ 105.00	\$ 97.70
* (a) class 1 or class 10 fee is 0.19% of the estimated value of building work		
* (b) class 2 or class 9 fee is 0.09% of the estimated value of building work		
Uncertified application for a building permit (s. 16(l)) Sch. 2 Div. 1 it. 2	\$ 105.00	\$ 97.70
* Fee is 0.32% of the estimated value of building work		
Application for a demolition permit (s. 16(l)) — (a) for demolition work in respect of a Class 1 or Class 10 building or incidental	\$ 105.00	\$ 97.70
* Class 2 or Class 9 fee is for each storey of the building		
Application to extend the time during which a building or demolition permit has effect (s. 32(3)(f)) Sch. 2 Div. 1 it. 4	\$ 105.00	\$ 97.70
Application for an occupancy permit for a completed building (s. 46) Sch. 2 Div. 2 it. 1	\$ 105.00	\$ 97.70
Application for a temporary occupancy permit for an incomplete building (s.47) Sch. 2 Div. 2 it. 2	\$ 105.00	\$ 97.70
Application for modification of an occupancy permit for additional use of a building on a temporary basis (s 48) Sch. 2 Div. 2 it. 3	\$ 105.00	\$ 97.70
Application for a replacement occupancy permit for permanent change of the building's use, classification (s.49) Sch. 2 Div. 2 it. 4	\$ 105.00	\$ 97.70
Application for an occupancy permit or building approval certificate for registration of strata scheme, plan of re-subdivision (s. 50(1) and (2)) Sch. 2 Div. 2 it. 5	\$11.60 for each strata unit covered by the application, but no less than \$115.00	\$10.80 for each strata unit covered by the application, but no less than \$107.70
Application for an occupancy permit for a building in respect of which unauthorised work has been done (s. 51(2)) Sch. 2 Div. 2 it. 6	\$ 105.00	\$ 97.70
* Fee is 0.18% of the estimated value of the unauthorised work		
Application for a building approval certificate for a building in respect of which unauthorised work has been done (s. 51(3)) Sch. 2 Div. 2 it. 7	\$ 105.00	\$ 97.70
* Fee is 0.38% of the estimated value of the unauthorised work		
Application to replace an occupancy permit for an existing building (s. 52(1)) Sch. 2 Div. 2 it. 8	\$ 105.00	\$ 97.70
Application for a building approval certificate for an existing building where unauthorised work has not been done (s. 52(2)) Sch. 2 Div. 2 it. 9	\$ 105.00	\$ 97.70
Application to extend the time during which an occupancy permit or building approval certificate has effect (s. 65(3)(a)) Sch. 2 Div. 2 it. 10	\$ 105.00	\$ 97.70
Application as defined in regulation 31 (for each building standard in respect of which a declaration is sought) Sch. 2 Div. 3 it. 1	\$ 2,160.15	\$ 2,160.15
Inspections of pool enclosures (r.53) Regulation 53	\$57.45	\$57.45
Building Services Levy:		
Application for building permit		
Value of work \$45,000 or less	\$ 61.65	\$ 61.65
Value of work over \$45,000	0.137% of the value of the work	0.137% of the value of the work
Application for Demolition work:		
Value of work \$45,000 or less	\$ 61.65	
Value of work over \$45,000	0.137% of the value of the work	

SCHEDULE OF FEES AND CHARGES
2020/21

SCHEDULE OF FEES & CHARGES		
Occupancy Permit or Building Approval Certificate: under ss47, 49, 50 or 52 of the Building Act 2011		
Value of work \$45,000 or less	\$ 61.65	\$ 61.65
Value of work over \$45,000	\$ 61.65	\$ 61.65
Occupancy Permit or Building Approval Certificate for Unauthorised Work under s. 51 of the Building Act 2011:		
Value of work \$45,000 or less	\$ 123.30	\$ 123.30
Value of work over \$45,000	0.274% of the value of the work	0.274% of the value of the work
BCITF Levy	0.20% on construction over \$20,001	0.20% on construction over \$20,001
MISCELLANEOUS CHARGES AND LICENSES		
Lodging House Application Fee	\$ 210.00	\$ 210.00
Lodging House Per Annum Fee	\$ 185.00	\$ 185.00
Kennel License	\$ 40.00	\$ 40.00
Food Premises - all ex GST (Food Act 2008):		
Registration:		
All premises including mobile and itinerant		
Annual renewal fee:		
High Risk Premises	\$ 223.00	\$ 223.00
Medium Risk Premises	\$ 193.00	\$ 193.00
Low Risk Premises	\$ 112.00	\$ 112.00
Swimming Pools:		
Swimming Pool Inspection per annum (Building reg. 2012 Reg 53)	\$ 35.00	\$ 35.00
Inspections of Pool Enclosures (r. 53) Regulation 53		
Home Based Business: (Regulatory Fee)		
New application GST OOS	\$ 222.00	\$ 222.00
Renewal GST OOS	\$ 75.00	\$ 75.00
Itinerant Vendor:		
Annual permit fee	\$ 565.00	\$ 565.00
Occasional permit (Per day)	\$ 113.00	\$ 113.00
Occasional permit (3 day/weekend)	\$ 226.00	\$ 226.00
Mobile (inc Food) Vendor:		
Annual permit fee	\$ 565.00	\$ 565.00
Occasional permit (Per day)	\$ 113.00	\$ 113.00
Occasional permit (3-day/weekend)	\$ 226.00	\$ 226.00
Extractive Industries License:		
New license GST OOS	\$ 35.00	\$ 35.00
Renewal GST OOS	\$ 50.00	\$ 50.00



Shire of
Perenjori
Embrace Opportunity

ATTACHMENT Item 11.1

*Bushfire Risk Management Planning
Program*

- *Draft Grant Agreement*

SPECIAL COUNCIL MEETING 30 JULY 2020



Shires of Chapman Valley, Morowa and Perenjori to insert LG Logos here

**BUSHFIRE RISK MANAGEMENT PLANNING PROGRAM
GRANT AGREEMENT**

May 2020

Approved Purpose means the purpose or purposes set out in item 1 of Schedule 1.

Audit means the verification and certification the Grant has been spent in accordance with this agreement by either an independent registered company auditor (as defined by the Corporations Act 2001) or the Office of the Auditor General for Western Australia.

Auditor means an accountant in public practice, who is a certified public practitioner (or equivalent) and is a member of either Chartered Accountants Australia and New Zealand (CAANZ), CPA Australia or the Institute of Public Accountants (IPA) and who is independent from the Organisation. Auditor must be registered as a company auditor or equivalent under a law in force in Western Australia.

Auditor General means the Auditor General for the State of Western Australia.

Business Day means a day other than a Saturday, Sunday or public holiday in Western Australia.

Grant Funds means the amount or amounts specified in item 7 of Schedule 1.

Grantee refers to the 1st Organisation in this Agreement.

Organisation means either the 1st, 2nd, 3rd Organisation or all as the context requires.

Party means each of the Grantor or the 1st, 2nd, 3rd Organisation as the context requires and **Parties** means all of them.

Program means the initiative or activities to be undertaken with the Grant Fund specified in item 2 of Schedule 1.

2. PAYMENT OF GRANT FUNDS

Subject to the terms and conditions of this Agreement, the Grantor will pay to the 1st Organisation the Grant Funds in accordance with the payment schedule specified in item 8 of Schedule 1.

3 OBLIGATIONS OF ORGANISATION

3.1 Use of Grant Payment

The Organisation will use the Grant Funds solely for the Approved Purpose.

3.2 No Changes

The Organisation will not make any changes to the Approved Purpose without the prior written consent of the Grantor.

3.3 No Endorsement

The Organisation agrees that nothing in this Agreement constitutes an endorsement by the Grantor of any goods or services provided by the Organisation.

3.4 Acknowledgement of Grantor

The Organisation will acknowledge the Grantor in the manner set out in item 6 of Schedule 1.

3.5.1 Request for Information

The Organisation is to provide the Grantor with any documents or information relating to this Agreement or the program within ten (10) business days of receiving such a request from the Grantor.

3.6 Accounts and Reporting

- (a) The Organisation is to provide the progress reports, evaluation reports and financial statements specified in Schedule 2, or such additional information as requested by DFES.
- (b) The Organisation is to keep proper financial records in accordance with generally accepted accounting principles and practices.
- (c) All reporting of financial information is to be certified by the Chairperson, CEO or equivalent of the Organisation.

3.7 Special Conditions of Grant

The Organisation agrees to comply with the special conditions (if any) specified in item 4 of Schedule 1.

3.8 General Undertaking of Organisation

The Organisation must:

- (a) at all times duly perform and observe its obligations under this Agreement and will promptly inform the Grantor of any occurrence which might adversely affect its ability to do so in a material way;
- (b) undertake its responsibilities under this Agreement with integrity, good faith and probity in accordance with good corporate governance practices;
- (c) not, nor attempt to, sell, transfer, assign, mortgage, charge or otherwise dispose of or deal with any of its rights, entitlements and powers or obligations under this Agreement;
- (d) comply with all State and Commonwealth laws, rules, regulations and by-laws;
- (e) cooperate fully with the Grantor in the administration of this Agreement; and
- (f) upon reasonable notice, provide the Grantor or its agents, with access at any reasonable time and from time to time to the Organisation's premises, financial records, other documents, equipment and other property directly related to the Approved Purpose for the purpose of

audit and inspection by the Grantor in order to verify compliance by the Organisation with this Agreement.

4. REPAYMENT AND RETENTION OF GRANT FUNDS

The Organisation must repay to the Grantor any funds that the Grantor has paid which are not used in accordance with this Agreement unless there has been written agreement otherwise between the parties.

5. LIMITATION OF LIABILITY

The Grantor does not accept any responsibility or liability for the success or otherwise of the Approved Purpose and is not liable for any losses which may be suffered by the Organisation in undertaking the Approved Purpose.

6. FREEDOM OF INFORMATION ACT 1992 AND FINANCIAL MANAGEMENT ACT 2006

- (a) The Organisation acknowledges and agrees that this Agreement and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Agreement, including its terms and the details of the Organisation.
- (b) The parties acknowledge and agree that, despite any provision of this Agreement to the contrary, the powers and responsibilities of the Auditor General under the *Financial Management Act 2006* are not limited or affected by this Agreement.
- (c) The Organisation must allow the Auditor General, or an authorised representative, to have access to and examine the Organisation's records and information concerning this Agreement.

7. NOTICES

Any notice or other communication that may or must be given under this Agreement:

- (a) must be in writing;
- (b) may be given by an authorised officer of the Party giving notice;
- (c) may be:
 - (i) hand delivered or sent by prepaid post to the address of the Party receiving the notice as set out in item 5 of Schedule 1; or
 - (ii) sent by email to the email address of the Party receiving the notice as set out in item 5 of Schedule 1;
- (d) subject to paragraph (e), is taken to be received:
 - (i) in the case of hand delivery, on the date of delivery;
 - (ii) in the case of post, on the third Business Day after posting; and
 - (iii) in the case of email, on the date of transmission; and

- (e) if received after 5.00 pm or on a day other than a Business Day, is taken to be received on the next Business Day.

8. DEFAULT AND TERMINATION

8.1 Event of Default by the Organisation

An Event of Default occurs if:

- (a) the Organisation breaches any of its obligations under this Agreement which continues without remedy for ten (10) business days after notice in writing has been served on the Organisation by the Grantor;
- (b) the Organisation becomes insolvent or is deemed to be insolvent under the *Corporations Act* (Cth); or
- (c) if the Grantor has reasonable grounds to believe that the Organisation is unwilling or unable to comply with its obligations under this Agreement.

8.2 Effect of Event of Default

If an Event of Default occurs, the Grantor may either:

- (a) terminate the Agreement by providing a further ten (10) business days notice in writing to the Organisation of the Event of Default; or
- (b) suspend payment of the Grant Funds until the Event of Default is remedied; or
- (c) recall all unspent Grant Funds in accordance with Annex A.

8.3 Recommencement of Grant Payment

The Grantor may, in its absolute discretion, recommence payment of the Grant Funds if and when the Organisation has rectified the Event of Default.

8.4 Acquittal

Acquittal is required on an annual financial basis. If the agreement is for a single financial year then acquittal will signal termination. If the agreement is for multiple years then acquittal is required at the end of each financial year with the final financial years acquittal signalling agreement termination.

9. GOODS AND SERVICES TAX (GST)

- (a) For the purposes of clause 9:
 - (i) “GST” means the goods and services tax applicable to any taxable supplies as determined by the GST Act; and
 - (ii) “GST Act” means *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* and includes all associated legislation and regulations;
 - (iii) the terms “supply”, “tax invoice”, “taxable supply” and “value” have the same meanings as in the GST Act.

- (b) If the supply of anything under this Agreement is a taxable supply under the GST Act, the Grant Funds shall be inclusive of GST.
- (c) The obligation of the Grantor to pay the GST on any supply by the Organisation under this Agreement is conditional upon the prior issue by the Organisation to the Grantor of a tax invoice, which complies with the GST Act. This provision applies notwithstanding any law to the contrary.
- (d) If the parties agree that the Grantor will issue the Organisation with a Recipient Created Tax Invoice (RCTI), then the parties hereby agree that:
 - (i) the Grantor will issue a RCTI in respect of GST payable on the supply of the program and the Organisation will not issue tax invoice in respect of that supply;
 - (ii) The Organisation warrants that it is registered for the purposes of GST and the Organisation will notify the Grantor in writing if it ceases to be registered for the purposes of GST during the term of this Agreement ("the Term");
 - (iii) the Grantor warrants that it is registered for the purposes of GST and the Grantor will notify the Organisation in writing if it ceases to be registered for the purposes of GST, or if it ceases to satisfy the requirements of the *GST Act* during the Term; and
 - (iv) the Grantor will indemnify and keep indemnified the Organisation for GST and any related penalty that may arise from an understatement of the GST payable on the supply of the program for which the Grantor issues a RCTI under this Agreement.

10. RELATIONSHIP

The Parties agree that nothing in this Agreement may be construed to make either of them a partner, agent, employee or joint venturer of the other.

11. WAIVER

- (a) No right under this Agreement shall be deemed to be waived except by notice in writing signed by both parties.
- (b) A waiver by either party will not prejudice that party's rights in relation to any further breach of this Agreement by the other party.
- (c) Any failure to enforce this Agreement, or any forbearance, delay or indulgence granted by one party to the other party, will not be construed as a waiver any rights.

12. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties and supersedes all communications, negotiations, arrangements and agreements, whether oral or written, between the parties with respect to the subject matter of this Agreement.

13. VARIATION

Any modification, amendment or other variation to this Agreement must be made in writing and duly executed by both parties.

14. DISPUTE RESOLUTION

Before resorting to external dispute resolution mechanisms, the Parties shall in good faith attempt to settle by negotiation any dispute in relation to this Agreement, and where practical, each Party shall refer the matter to personnel who have authority to intervene and facilitate some form of resolution.

Executed by the Parties hereto:

For and on behalf of the Grantor:

Darren Klemm AFSM

Signature of Authorised Person

Print full name of Authorised Person

Dated _____

Commissioner Fire and Emergency Services

Position of Authorised Person

For and on behalf of the 1st Organisation:

Signature of Authorised Person

Print full name of Authorised Person

Dated _____

Position of Authorised Person

For and on behalf of the 2nd Organisation:

Signature of Authorised Person

Print full name of Authorised Person

Dated _____

Position of Authorised Person

For and on behalf of the 3rd Organisation:

Signature of Authorised Person

Print full name of Authorised Person

Dated _____

Position of Authorised Person

For and on behalf of the 4th Organisation:

Signature of Authorised Person

Print full name of Authorised Person

Dated _____

Position of Authorised Person

For and on behalf of the 5th Organisation:

Signature of Authorised Person

Print full name of Authorised Person

Dated _____

Position of Authorised Person

SCHEDULE 1

DEFINITION OF PROGRAM OR SERVICE TO BE FUNDED

1. Approved Purpose of Grant

The Approved Purpose of the Grant is to enable the Organisation to purchase and/or lease services and items and pay the salary of the Bushfire Risk Planning Coordinator (BRPC), as described in Annex A, to undertake and complete Bushfire Risk Management Planning (BRMP) activities.

2. Program Definition and/or Anticipated Activities

The BRM (BRM) Program is the identification and classification of bushfire risk within the participating local government(s) respective areas. The program involves the development of a treatment plan in respect of the identified risk(s), through the utilisation of shared resources and the cooperation between Local Governments, State Agencies and private landowners and occupiers.

BRM Plans document the risk to communities from bushfire and outline the required treatments to reduce these risks. The Bushfire Risk Management System (BRMS) is a risk tool, which aids the prioritisation of treatment works to help lower the bushfire risk faced by the community and designate accountability for treatment. The BRM Program is the initiative and related activities that result in the development and implementation of BRM Plans through the BRMS.

Responsibilities of the Organisation

- a) The Organisation will deliver on the milestones contained in the BRM Plan Milestone Report (Annex B) and will submit an updated report by the last working day of each month.
- b) The Organisation agrees that the BRPC position will be employed under and administered by the Grantee, for the period covered by this Agreement.
- c) The Organisation must cooperate fully with Grantor in respect of the administration of this Agreement.
- d) The Organisation must properly provide for the care, safety, security and protection of all Records as defined herein, (whether created by Grantor, the Organisation or any other person) that are in their custody or control.
- e) Unless the Grantor agrees otherwise in writing, the Organisation must provide everything necessary to enable it to fully comply with all of its obligations under this Agreement.
- f) The Organisation must take out and maintain insurance in relation to all insurable liabilities of the Organisation under this Agreement, as specified in Schedule 1 of this Agreement.
- g) The Organisation agrees to use local or regional human resources, products and services for the BRM Program wherever possible.

- h) The Organisation must obtain oversight of the BRPC's daily activities to ensure they work within the terms of this Agreement.
- i) The Organisation must nominate a suitable employee to manage the BRPC's obligations, as identified in this Agreement, and must provide their contact details to the Grantor.

Responsibilities of the Grantor

- a) The Grantor will provide strategic assistance and advice to the Organisation concerning the development and implementation of their BRM Plan.
- b) The Grantor will provide templates, guidelines and the procedures necessary for the Organisation to develop and implement their BRM Plan.
- c) The Grantor will provide technical expert advice and support through the Bushfire Risk Management Officer assigned to the Region or where not allocated through the Bushfire Risk Management branch
- d) The Grantor will provide training to the BRPC in the BRM process and the use of BRMS.
- e) The Grantor will inform the Organisation of any updates or changes to the BRM process or BRMS.
- f) The Grantor will provide BRMS Information Technology support.
- g) The Grantor will ensure that the licence for the use of BRMS remains in force, at its own cost, for the duration of the grant period.

Appointment of the BRPC

The following conditions must be adhered to during the appointment of the BRPC:

- a) The selection process for the position of the BRPC will be managed by the Grantee in consultation with all parties to this Agreement.
- b) The Grantor will be entitled to nominate at least one representative to the selection panel, if a panel is required.
- c) The BRPC will undertake the role as per the agreed Job Description Form (JDF) as set out at Annex G.
- d) The BRPC will be an employee of the Grantee and will be employed under the relevant Local Government Industry Award or a contract arrangement for the duration of the grant period unless a variation is sought.
- e) The Grantee will provide the equipment, as set out in Annex A, to the BRPC.
- f) The Grantee agrees to procure and maintain Workers Compensation insurance or comparable Personal Accident Insurance for the position of the BRPC.
- g) Although the Grantee will host the BRPC, the BRPC's time (Annex E) and equipment will be shared between the Organisations in this Agreement, where applicable, to ensure the success of the BRM Program for all participants.

Training

- a) The Grantor will provide the BRPC with the necessary BRM and BRMS training, through self-paced and/or workplace delivery strategies.

3. Agreement Term

This Agreement will apply from the date this Agreement is signed by all parties and will run for 2 years, as outlined in Part 4 of this Schedule, unless the grantor and grantee renegotiate the agreement terms. This Agreement, unless renegotiated, will be funded during the Period of Agreement by the Grantor with payment of the grants funds detailed in Annex A being provided to the Grantee in accordance with Part 6 of this Schedule.

Unless earlier terminated, this Agreement will terminate at the time of Acquittal. In this context, Acquittal means that DFES has advised the Organisation that the reports and financial information provided by the Organisation in accordance with clause 3.6 are satisfactory.

4. Special Conditions of Grant

The Period of the Agreement for all Organisations (Shires) will be 26 Months from May 2020– 30 June 2022 and all Shires joining the agreement and sharing the services of the BRPC will abide by the terms of the original agreement. The agreement will be reviewed jointly by the Grantor and Grantee on an annual basis. Annex E tables the proposed resource allocation over the period of the grant.

Use of BRMS

- a) The Grantee will be obliged to ensure that the computer purchased for the BRPC has the minimum system requirements as set out at Annex D.
- b) A BRMS account will be established by the DFES following successful completion of the identified training by the BRPC.
- c) All BRMS technical queries will be made to the Grantor through the BRMS Administrator.
- d) The performance of BRMS is dependent on the internet speeds of each Organisation.

BRMS and BRM Material

- a) The BRMS logo and all BRM Program materials including Guidelines, Handbook, training manuals and brochures will be provided by the Grantor to the Organisation royalty-free to be used only as set out in this Agreement.
- b) The Grantor's ownership of the intellectual property rights in the materials must be acknowledged whenever the materials are published, copied or circulated.
- c) The Organisation will provide the Grantor with public recognition on all literature and promotional material for the BRM Program, in the format approved by the Grantor.

- d) The Organisation may not amend the BRM Program materials in any way, unless approved by the Grantor in writing.
- e) Should the Grantor amend the materials in any way then the Organisation are obliged to ensure that they publish and/or circulate the most recent versions.
- f) The BRM Program materials may not be used by the Organisation for commercial gain.

Unavailability of BRPC

Where the appointed BRPC is unavailable at any time during the scheduled performance of the key roles or tasks, the Grantee will promptly advise the Grantor and propose a substitute. Any substitute must be approved by the Grantor. The Grantor may not unreasonably withhold its approval of a substitute but it may give its approval subject to such conditions, as it reasonably considers necessary to protect its interests under this Agreement.

Intellectual Property Rights

- a) The Intellectual Property Rights in BRMS is owned by Amristar Solutions Pty Ltd and PAN Software Pty Ltd. The Organisation acknowledges that the use of BRMS is subject to a licence agreement between the owners of the Intellectual Property Rights and the Grantor.
- b) Upon expiry of the licence agreement, the Organisation shall no longer make use of BRMS unless with written permission of both the owners of the Intellectual Property Rights and the Grantor.
- c) The obligations of the Organisation under this clause are continuing obligations and survive expiration or termination of this Agreement.
- d) The Organisation further acknowledge that the Intellectual Property Rights in the data supplied to them for the purposes of mapping are owned by the entities that provide these layers to the Organisation and the terms of any agreement that the data provider may require must be adhered to. In addition, the Confidentiality provisions of this Agreement will apply to the data.
- e) Relevant information and images contained in the BRM Planning Guidelines and templates are published in accordance with the SAI Global licencing agreement. The agreement does not extend to additional documents outside of specified material.

Confidentiality

- a) The Grantor may publicly disclose: (i) the identity of the Grantee; (ii) the value of this Agreement; and (iii) a description of the BRM Program. The Organisation acknowledges that this Agreement, and information held or compiled by the Grantor or the State of Western Australia in relation to this Agreement, is subject to the Freedom of Information Act 1992.
- b) In addition to the general definition of Confidential Information the following information is specified as confidential: all information and documentation provided by external parties for use in the BRMS that relates to critical

infrastructure and/or threatened environmental areas and/or culturally sensitive areas and/or is specified by the external party as confidential.

- c) The Organisation must keep all Confidential Information confidential. The Organisation must not use or disclose the Confidential Information to any person except:
- (i) where necessary for the purpose of performing the BRM Program; or
 - (ii) as authorised in writing by the Grantor or the external party, as the case may be; or
 - (iii) to the extent that the Confidential Information is public knowledge (other than because of a breach of this clause by the Organisation); or
 - (iv) as required by any law, judicial or parliamentary body or governmental agency; or
 - (v) when required (and only to the extent required) to the Organisation professional advisers, and the Organisation must ensure that such professional advisers are bound by the confidentiality obligations imposed on the Organisation under this clause.
- d) Except to the extent that the Organisation are required by law to retain any Records, the Organisation must return all Records containing Confidential Information immediately at the expiration or termination of this Agreement.

Data Security

Organisation must:

- a) prohibit and prevent any officer, employee, contractor or agent of the Organisation who does not have the appropriate level of security clearance from gaining access to BRMS or the Confidential Information and without limiting this requirement, use reasonable endeavours to prevent any unauthorised person from gaining access to BRMS or the Confidential Information; and
- b) notify the Grantor immediately, and comply with all directions of the Grantor, if an Organisation becomes aware of any contravention of data security requirements.

Access

- a) The Organisation must keep accurate, complete and current written Records in respect of this Agreement and must comply with the directions of the Grantor in relation to the keeping of Records, whether those directions relate to the period before or after the expiry of this Agreement.
- b) The Organisation must allow the Grantor to have reasonable access to all Records in the custody or control of the Organisation and to examine, audit, copy and use these Records. For this purpose, subject to the Grantor giving reasonable prior notice, the Organisation must allow the Grantor to have reasonable access to any premises used or occupied in connection with the BRMP program.

- c) The Organisation must do everything necessary to obtain any third party consents, which are required to enable the Grantor to have access to Records under this clause.
- d) This clause survives expiration or termination of this Agreement.
- e) The Organisation acknowledges that the Grantor will have access to all data within BRMS.
- f) A participating local government will not have access to any other Organisation's data unless shared assets and/or treatments warrant this requirement. Approval for sharing the data must be provided to the respective Organisation and the Grantor so that the necessary BRMS access privileges can be granted.

Indemnity

Each Organisation indemnifies the Grantor, the State of Western Australia and all their respective officers, employees and agents against all costs, losses, expenses, claims, damages and other liabilities (including, without limitation, legal costs and expenses) as a result of any action, suit, claim, demand or proceeding taken or made by any third party arising from or in connection with:

- a) any breach of contract by an Organisation under this Agreement;
- b) any wilful, tortious or unlawful act or omission of an Organisation or all officers, employees, agents or contractors of an Organisation;
- c) any breach of a State, Commonwealth or Territory law relevant to this Agreement by an Organisation; or
- d) any claim for damages arising out of the BRM Program and/or risk treatments undertaken or not undertaken by an Organisation.

Insurance

- a) The following insurance is required by the Organisation:

The Grantee: Workers Compensation insurance or comparable Personal Accident Insurance for the position of the BRPC for the duration of the employment contract.

The Organisation: Professional indemnity insurance and Public Liability insurance for the duration of this Agreement plus six months after termination.

- b) Each Organisation must provide the Grantor with sufficient evidence of the insurances required under this clause (including, if requested, a copy of any policy) and provide a certificate of currency of insurance, as requested by the Grantor at any time.
- c) If an Organisation becomes aware of any event or incident occurring, which gives rise or is likely to give rise to a claim under any insurance required under this clause, it must as soon as reasonably practicable notify the Grantor in writing of that event or incident.

- d) Failure to comply with this clause will not invalidate or otherwise affect any indemnities, liabilities and releases of this Agreement.
- e) The obligations of the Organisation under this clause are continuing obligations and survive expiration or termination of this Agreement for so long as the obligations of the Organisation under this clause continue.
- f) Nothing in this clause limits an Organisation's other liabilities under this Agreement.

Notices

Notices or other communication can be sent by email to the email address of the recipient as set out in item 5 of Schedule 1. The email will only be considered to have been received if the sender receives a receipt notification.

Grant Funds

The Grantee will ensure that the bank account into which the Grant Funds are deposited is not overdrawn at any time during the term of this Agreement.

5. Notice Addresses

- (a) Grantor : Commissioner Fire and Emergency Services
Registered Mail: Bushfire Risk Management Branch
GPO Box P1174 PERTH, WA 6844
Email: BRMP@dfes.wa.gov.au
- (b) Organisation: Shire of Chapman Valley
Registered Mail: PO Box 1, NABAWA WA 6532
Email: cs@chapmanvalley.wa.gov.au
- (c) Organisation: Shire of Perenjori
Registered Mail: PO Box 22, PERENJORI WA 6620
Email: admin@perenjori.wa.gov.au
- (d) Organisation: Shire of Morowa
Registered Mail: PO Box 14, MORAWA WA 6623
Email: admin@morawa.wa.gov.au
- (e) Organisation:
Registered Mail:
Email:

PAYMENT SCHEDULE

6. Method of payment and total amount of Grant Funds

Payment of the Grant Funds (exclusive of GST) will be made in the amounts detailed below and within ten (10) business days of receipt of an invoice from the Grantee.

PAYMENT SCHEDULE	AMOUNT TO BE PAID (\$)	PAYMENT DATE
2019/20 Per month funding	Total Grant Amount \$14,511 (Ex GST)	Within ten (10) business days of receipt of an invoice from the Grantee
2020/21	Total Grant Amount \$146,946 (Ex GST)	Within ten (10) business days of receipt of an invoice from the Grantee
2021/22	Total Grant Amount \$148,203 (Ex GST)	Within ten (10) business days of receipt of an invoice from the Grantee

7. Vehicles

The vehicle used by the BRPC will be by prior agreement between the Organisation and the Grantor within agreed specifications (Annex C). The vehicle model may be negotiated between the Organisation and the Grantor dependant on regional requirements. Depreciation costs for the life of the grant can be claimed if a vehicle is purchased. Vehicle purchase costs are not claimable.

Configurations above the agreed specifications will be funded by the host Organisation.

8. System Requirements

The Information communications technology equipment (ICT) used by the BRPC will be by agreement between the Organisation and the Grantor within agreed minimum specifications (Annex D).

Configurations above the agreed specifications will be funded by the host Organisation.

Hardware as per State Government and DFES requirements is only required to be provided/replaced on a four (4) yearly basis.

9. Equipment

Any equipment and general materials, including vehicles, leased or purchased from grant funding will be required to relocate with the BRPC if they are permanently moved to another Local Government (host organisation). All equipment and materials purchased/leased are for grant approved purposes only.

SCHEDULE 2

REPORTING REQUIREMENTS

1. In addition to the reporting processes contained within the BRMP Guidelines, the Organisation is to complete and present the following reports to their respective DFES Bushfire Risk Management Officer (BRMO) by the due date stated. The BRPC must also upload the reports onto the DFES Bushfire Risk Management Branch (BRMB) Team Site. In instances where a BRMO is not appointed the BRPC must provide the identified reports to DFES' BRMB.
2. In instances where the BRPC has not been recruited the BRMO (If appointed) will undertake the relevant tasks.
3. Extension to the due dates must be provided by the Grantor as per Notice requirements and according to length of delay experienced. Extension approvals will be provided as follows:

Length of delay (working days)	Approving Officer
1 -10	BRMO or DO EM
11+	Superintendent Bushfire Risk Management Branch

The reports below are contained within the BRMP Guidelines (see templates) and Annex B for Milestone Reports. The annual report is generated within BRMS.

Report	Description	Due Date
1	Monthly BRM Plan Milestone Report	Last working day of each month
2	Draft BRM Plan as per BRM Planning Guidelines (excluding Asset Risk Register and Treatment Schedule)	TBD with LGs
3	Reporting on an annual basis provided to OBRM to reflect status of identified risks and treatments	OBRM will request reports

4. Acquittance Report

The Grant Funds must be acquitted on an annual basis by 31 July until the end of the grant period. DFES will provide the Grantor (Organisation 1) with an Acquittance Report template. The Organisation must provide DFES with a completed and signed Acquittance Report, which is to include:

- a. A final statement of income and expenditure consisting of:
 - i. an expenditure/financial statement (exclusive of GST) signed by the Chief Executive Officer or Accountable Officer, detailing budgeted expenditure in accordance with the Approved Budget and actual expenditure on the BRM Program described in the request;
 - ii. details of all cash and in-kind contributions received for the BRM Program including those provided by the participating Organisation, if any, and any interest received in accordance with the Agreement; and

- iii. Invoices, receipts and other relevant documentary evidence of expenditure, if no independent audit is made.

The Organisation must ensure that:

- i. any unexpended funds held by the Organisation are returned to DFES as per invoice payment terms.
- ii. financial accounts and records to enable identification of the grant, payments and receipts will be maintained and provided when requested.

b. Audited Inspection

- i. Upon receipt of the Organisations Financial Reports DFES may request an inspection of the financial records by an Auditor appointed by DFES.
- ii. If a preliminary survey by the appointed Auditor reveals that the appropriate accounting standards have not been complied with, DFES may recommend that any further payments of Grants be withheld until agreed action has been taken.

c. Evaluation Arrangements

The Organisation's respective BRPC or regional BRMO if allocated BRMO will validate the reports in Schedule 2, section 3. The Organisation will upload the Milestone Report, as per Annex B, to DFES' BRMB team site at each milestone due date.

Following feedback on the draft BRM Plan by DFES' BRMB, the Organisation will submit their draft BRM Plan to the Office of Bushfire Risk Management (OBRM). The draft BRM Plan will be reviewed for consistency against the BRM Planning Guidelines and any feedback will be provided to the Organisation in writing. Following completion of the review process OBRM will notify the Organisation of consistency with the Guidelines. The Organisation will be required to obtain internal approval of the BRM Plan in accordance with its own internal protocol.

ANNEX A

Approved Budget (p/year over entire period)

	Grant Period		
ITEM Funded	2019/20 p/mth	2020/2021	2021/2022
SALARY			
Salary/wages	\$ 7,337.00	\$89,047.00	\$90,047.00
ON COSTS			
Workers Compensation Superannuation Leave	\$1,883.00	\$22,849.00	\$23,106.00
subtotal salary	\$9,220.00	\$111,896.00	\$113,153.00
ICTCOST			
Laptop Computer, accessories and datacard	\$1,620.00	every 4 years	every 4 years
Mobile Phone & Usage	\$900.00	\$1,800.00	\$1,800.00
VEHICLE COSTS			
Lease/Service	\$1,263.00	\$15,150.00	\$15,150.00
Fuel	\$900.00	\$10,800.00	\$10,800.00
OTHER			
other (inc equipment and PPE)	\$150.00	\$1,800.00	\$1,800.00
Training	\$125.00	\$1,500.00	\$1,500.00
Travel Allowance	\$333.00	\$4,000.00	\$4,000.00
Other (furniture/fittings/administration)	in kind	In kind	in kind
subtotal ancilliary costs	\$5,291.00	\$35,050.00	\$35,050.00
GRAND TOTAL (EX GST)	\$14,511.00	\$146,946.00	\$148,203.00

ANNEX B

Milestone Reporting

The BRM Plan Milestone Report template (see below) must be completed and submitted to DFES' Bushfire Risk Management Branch by the last working day of each month. The reports must also be uploaded onto the DFES Bushfire Risk Management Branch team site.

BRM Plan Milestone Report
Local Government:
Bushfire Risk Management Officer:
Bushfire Risk Planning Coordinator:
Reporting Period:

Milestone	Baseline forecast	Forecast Completion Date	Actual Completion Date	% Complete	Comments
Complete draft BRM Plan using BRMP Guidelines templates (excluding BRMP Asset Risk Register)					
Identify all Assets in BRMS (Human Settlement, Economic, Environmental & Cultural)					
Complete all Risk Assessments in BRMS against identified Assets					
Draft BRM Plan submitted to DFES BRM Branch for review					
Draft BRM Plan submitted to OBRM for review (BRM Plan 'locked' in BRMS)					
BRM Plan endorsed by OBRM					
Final BRM Plan submitted to local government Council for approval					
BRM Plan approved by local government Council					
Enter Treatment(s) (Recommended, Agreed & Scheduled) in BRMS against all identified Assets					
OBRM notified Treatment Schedule (Recommended, Agreed & Scheduled Treatments) is finalised in BRMS					
Treatment program commenced					

ANNEX C

Base Vehicle Specifications (Lease/Hire)

- New diesel 4 x 4 including low range capability
 - Dual Cab ute with secure lockable canopy

Note: or alternate vehicle with prior agreement between Organisation and Grantor

- Air conditioned
- Reversing Camera and sensors
- Tinted windows
- Heavy Duty Bullbar
- Driving Lights
- Cell Fi (Phone booster) if available from hire company.

Recommendations

- Automatic transmission
- Seat covers
- Heavy duty floor mats
- DFES and Local Government logos

ANNEX D

Recommended Minimum System Requirements

Hardware	Tablet/laptop and docking station Desktop dual monitors	Specifications to suit minimum system requirements on software
Web Browser	Google Chrome (Windows and Linux)	Latest stable version supported
	Microsoft Edge	Latest stable version supported
	Microsoft Internet Explorer (Windows)	Version 11 (Internet Explorer's Compatibility View is not supported)
	Mozilla Firefox (Windows and Linux)	Latest stable version supported
Applications	Microsoft Office Pro (word, excel, outlook, publisher)	Latest version
	Microsoft Visio/Project	Latest version
	Microsoft Outlook	Latest version
	Adobe Acrobat pro	Latest version
	Local Government mapping and records management system	Latest version
Operating System	Windows	Windows 10
Mobile Phone	Smart Phone	Latest version

ANNEX E

Bushfire Risk Management Resource Allocation

It is proposed that the BRPC will indicatively work within the following Organisations (Local Governments) to assist with the development of their BRM Plans and Treatment schedules as per table below. The agreed allowance of days will depend upon completion and endorsement of the plans and will be reviewed annually.

<u>Year of Support</u>	<u>Grantee (Host LG)</u>	<u>Organisation (Local Government)</u>	<u>Support Days per Fortnight</u>
2019/2020	Chapman Valley	Chapman Valley	10
2020/2021	Chapman Valley	Chapman Valley	8
2020/2021		Morowa	2
2021/2022	Morowa	Morowa	6
2021/2022		Perenjori	4

The resource allocation in the table above indicates the level of support provided to each local government. The Grantor and Organisation understand and accept that the provision of resources is flexible and may vary across the period of the grant according to the requirements of each local government, at any given time.

Resource allocation between the LGs will be reviewed at a minimum on an annual basis. The Grantor (DFES) may, through variation, alter the allocation of a BRPC to an LG during the period of the grant based on LG need and BRM Plan progress.

ANNEX F

Location:

The BRPC will be employed (hosted) by the Shire of Chapman Valley (19/20 and 20/21) and Morowa (21/22)

ANNEX G

Job Description Form for BRPC

The Government of Western Australia (WA) has implemented a Bushfire Risk Management Planning (BRMP) program across WA. The program is responsible for the development, and implementation of 'tenure-blind' whole of Shire Bushfire Risk Management (BRM) Plans. The Local Government of and the Local Government of have agreed to participate in this program and seek a Bushfire Risk Planning Coordinator to develop the BRM plan and assist with its initial implementation to manage risk to the community.

The Local Government of under the BRMP LG Grant Agreement, will host the Bushfire Risk Planning Coordinator position, however the successful applicant will be required to work across the Shires of.....

An opportunity exists for an enthusiastic and experienced person to become an integral part of *x number* organisations and communities experiencing substantial growth. Applicants will have emergency management knowledge; have an understanding of risk management and be familiar with the roles and responsibilities of bushfire-related organisations.

This is a full time position on a fixed contract basis ending on with a possibility of extension. Regional travel will be a requirement of the role. A vehicle and mobile phone will be made available for use for the duration of the contract.

Interested candidates are requested to submit a completed application form, written application addressing the selection criteria in no more than 4 pages and current resume detailing experience relative to the position.

Selection Criteria

ESSENTIAL

1. Demonstrated experience and knowledge of emergency management and bushfire risk management, including understanding of the role of landholders and agencies in the management of bushfire risk.
2. Demonstrated conceptual, analytical and problem solving skills including an understanding of risk management principles and processes with experience undertaking risk assessments.
3. Effective communication, interpersonal and reporting skills, with demonstrated ability to liaise, consult and negotiate effectively with a wide range of internal and external stakeholders.
4. Ability to plan, prioritise and organise workloads to meet agreed timeframes, including reporting requirements.
5. Possession of a current C Class Western Australian driver's licence as a minimum, which must remain valid for the duration of employment.

HIGHLY DESIRABLE

1. Experience applying bushfire mitigation strategies that sustain the natural environment by maintaining conservation values and bio-diversity.
2. Experience in rural fire management including planned burning and fire fighting, with an understanding of the principles of bushfire behaviour and suppression activities.
3. Proven experience working with ICT based systems including ability to effectively perform data entry, analysis and reporting
4. Experience applying for external grants and funding.
5. Experience in managing projects.

Position Description

1	TITLE	Bushfire Risk Planning Coordinator
2	LEVEL	NA
3	DEPARTMENT/UNIT	Local Government
4	POSITION OBJECTIVES	
	To develop Bushfire Risk Management Plans for the Local Government of and the Local Government of using the Bushfire Risk Management System (BRMS).	
5	ORGANISATIONAL RELATIONSHIPS	
	<u>Responsible to</u> <ul style="list-style-type: none"> Relevant local government manager Work in consultation and collaboration with DFES Regional staff and other stakeholders. 	
6	KEY DUTIES/RESPONSIBILITIES	
	<ul style="list-style-type: none"> Facilitate the management of bushfire risk to the community, assets and infrastructure by developing a Bushfire Risk Management (BRM) Plan for the Local Governments of and through the use of BRMS and in collaboration with the DFES Regional staff. Provide advice to local government, State Agencies, industry and major landholders in the BRMP process and the use of BRMS. Develop and maintain professional relationships with stakeholders to ensure the delivery of services as specified in the BRMP Grant Agreement between the Department of Fire and Emergency Services, the Local Government of and the Local Government of Consult with stakeholders to facilitate the planning, development and review of BRM Plans within the Local Governments of and Remain up-to-date with all BRMS and BRMP training requirements set by DFES. Identify and register community assets in BRMS and conduct risk assessments on these assets, through site inspections where appropriate. Assist the LG and other stakeholders in identifying and scheduling appropriate bushfire mitigation strategies and treatments and ensure these are captured in BRMS. Monitor treatment progress, undertake post-treatment risk assessments and perform duties to support BRM across the region. Complete reports and other requests for information as required within established timeframes. Assist the LG with managing the budget requirements relevant to the BRM Plan development and treatment program. Assist the LG with the development of grant submissions to undertake mitigation works to treat risk identified in the BRM Plan. Assist with operational policy development and the development of BRMS 	

	<p>through constructive feedback to DFES.</p> <ul style="list-style-type: none"> • Attend meetings and training with DFES as required in consultation with the regional DSFES Superintendent. • Travel between funded local Government areas for meetings and undertaking site assessments. • Plan and meet timeframes for delivery • Undertake tasks and actions as per business plan.
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