



Shire of  
**Perenjori**  
Embrace Opportunity

Shire of Perenjori – Ordinary Council Meeting

# AGENDA

Thursday 25 July 2024



## NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member,

The next Ordinary Meeting of the Shire of Perenjori will be held on Thursday 25 July 2024 in the Shire of Perenjori Council Chambers, Perenjori WA 6620, commencing at 3.00 pm.

A handwritten signature in black ink, appearing to be "Paul Anderson", is positioned above the printed name.

Paul Anderson

**CHIEF EXECUTIVE OFFICER**

Date: 19 July 2024

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## Council Roles

**Advocacy:**

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

**Executive/Strategic:**

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

**Legislative:**

Includes adopting local laws, town planning schemes and policies.

**Review:**

When Council reviews decisions made by Officers.

**Quasi-Judicial:**

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

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

## Disclaimer

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

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

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

## Shire of Perenjori

Agenda for the Shire of Perenjori Ordinary Meeting of Council to be held on 25 July 2024, at the Shire of Perenjori Council Chambers, Perenjori WA 6620, commencing at 3.00 pm.

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

The Shire President to declare the meeting open and welcome those in attendance.

### **Acknowledgement of Traditional Custodians: -**

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

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

### **2. Opening Prayer:**

The Shire President to read the opening prayer.

Acknowledgment of Pioneers;

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

### **3. Disclaimer Reading:**

As printed.

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

#### **4.1 ATTENDANCE:**

Members:

Staff:

Distinguished Visitors:

Members of The Public:

Leave of Absence:

Apologies:

### **5. Public Question Time:**

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

Insert Response

#### **5.2 QUESTIONS WITHOUT NOTICE:**

Insert Question

## 6. Applications for Leave of Absence:

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

#### OFFICER RECOMMENDATION

Council Resolution Number:

Moved:

Seconded:

That \_\_\_\_\_ be granted leave of absence for the meeting of \_\_\_\_\_

Motion put and carried / lost

For:

Against:

## 7. Confirmation of Minutes of Previous Meetings:

### 7.1 ORDINARY COUNCIL MEETING HELD ON 20 JUNE 2024

#### OFFICER RECOMMENDATION

Council Resolution Number:

Moved:

Seconded:

That the Minutes of the Ordinary Meeting of Council held on 20 June 2024, be confirmed as true and correct subject to no / the following corrections.

Motion put and carried / lost

For:

Against:

[Next Item](#)

## 8. Announcements by Presiding Member Without Discussion:

### 8.1 Prescribed manner of giving notice of purpose and effect of proposed local law

In accordance with section 3.12(2) of the *Local Government Act 1995*, notice is hereby given by the presiding member of the purpose and effect to amend the following Local Laws:

#### Shire of Perenjori Local Government Property Amendment Local Law

**Purpose** of the local law:

To amend and update the Shire of Perenjori Local Government Property Local Law (Principal Local Law) following its periodic review as required by section 3.16 of the *Local Government Act 1995*.

**Effect** of the local law:

The effect of the proposed amendment to the Principal Local Law will be to –

- a) include gambling games, contests, or bets taking place publicly as an activity requiring a permit under the Principal Local Law;
- b) restrict the access of animals to aerodromes (airports) within the Shire's district;
- c) create an exception for parents, guardians and caregivers accessing gender-specific bathrooms;
- d) update clauses and insert defined terms that align with terms currently used in legislation and that provide further clarity to the Principal Local Law;
- e) update penalties for offences under the Principal Local Law;
- f) correct references to legislation and other typographical and similar errors.

### **Shire of Perenjori Activities on Thoroughfares and Trading in Public Places Amendment Local Law**

#### **Purpose** of the local law:

To amend and update the Shire of Perenjori Activities in Thoroughfares and Trading in Public Places Local Law (Principal Local Law) following its periodic review as required by section 3.16 of the *Local Government Act 1995*.

#### **Effect** of the local law:

The effect of the proposed amendment to the Principal Local Law will be to –

- a) update existing and insert new defined terms that align with terms currently used in legislation and support the new provisions inserted in the Principal Local Law;
- b) prohibit the planting of plants near carriageways or intersections, causing damage or interfering with gardens on thoroughfares without authority, placing substances on footpaths in a way that may create a hazard and riding personal vehicles within certain parts of shopping centres;
- c) expand the activities that may only be undertaken in the district with a permit in relation to constructing or placing things on verges or thoroughfares and creating a nuisance in a public place;
- d) permit persons to construct and maintain temporary crossings subject to a permit granted by the Shire and empower the Shire to remove and give notice to remove crossings that no longer give access to a lot;
- e) permit persons to install and maintain lawns or gardens on verges (“verge treatments”) according to the Shire’s requirements and give the Shire powers and indemnities with respect to public works carried out on verges;
- f) empower the Shire to assign property numbers to lots in its district by reference to a thoroughfare;
- g) make provisions regulating the use of shopping trolleys in public places;
- h) exempt pre-ordered goods or services from requiring a permit to trade under the local law;
- i) regulate street entertainers and outdoor eating facilities on public places within the district;
- j) specify public places as defined in the Principal Local Law and the Shire’s property as public places for the purpose of Item 4(1), Schedule 3.1, Division 1 of the Local Government Act 1995;
- k) empower the Shire to give notices with respect to hazardous plants, sprinklers, and things unlawfully placed on a thoroughfare;
- l) update penalties for prescribed offences;
- m) correct references to legislation and other typographical and similar errors.

### **Shire of Perenjori Dogs Amendment Local Law**

#### **Purpose** of the local law:

To amend and update the Shire of Perenjori Dogs Local Law 2005 (Principal Local Law) following its periodic review as required by section 3.16 of the *Local Government Act 1995*.

#### **Effect** of the local law:

The effect of the proposed amendment to the Principal Local Law will be to –

- a) remove offences in relation to entering pounds and dogs being in prohibited places and which relate to the designation of dog exercise areas;
- b) update clauses and insert defined terms that align with terms currently used in legislation and that provide further clarity to the Principal Local Law;
- c) update penalties for offences under the Principal Local Law;
- d) correct references to legislation and other typographical and similar errors.

## **9. Petitions/Deputations/Presentations:**

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

## **11. Declaration of Interest:**

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



Shire of  
**Perenjori**  
Embrace Opportunity

Shire of Perenjori – Ordinary Council Meeting

# MINUTES

Thursday 20 June 2024



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

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### **Legislative:**

Includes adopting local laws, town planning schemes and policies.

### **Review:**

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### **Quasi-Judicial:**

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

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

## Shire of Perenjori

Minutes for the Shire of Perenjori Ordinary Meeting of Council held on 20 June 2024, at the Shire of Perenjori Council Chambers, Perenjori WA 6620, commencing at 3.00 pm.

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

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

#### PROCEDURAL MOTION

**Council Resolution Number: 200624.1**

**Moved: Cr Hepworth      Seconded: Cr Fraser**

**That Council suspend Standing Orders, Clause 9.5 Limitation on number of speeches, to allow for discussion and update from Terra Mining representative, Damian Lesque.**

**Motion put and carried 7/0**

**For: Cr Sutherland, Cr Hepworth, Cr Bradford, Cr Bryant, Cr Campbell, Cr Sparkman, Cr Fraser**

**Against: Nil**

#### PROCEDURAL MOTION

**Council Resolution Number: 200624.2**

**Moved: Cr Fraser                      Seconded: Cr Hepworth**

**That Council reinstate Standing Orders.**

**Motion put and carried 7/0**

**For: Cr Sutherland, Cr Hepworth, Cr Bradford, Cr Bryant, Cr Campbell, Cr Fraser, Cr Sparkman**

**Against: Nil**

### Acknowledgement of Traditional Custodians: -

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

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

### 2. Opening Prayer:

The Shire President read the opening prayer.

Acknowledgment of Pioneers;

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

### 3. Disclaimer Reading:

As printed.

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

**4.1 ATTENDANCE:**

Members:	Cr Jude Sutherland (President)
	Cr Les Hepworth (Deputy President)
	Cr Daniel Bradford
	Cr Colin Byrant
	Cr Brian Campbell
	Cr Andrew Fraser
	Cr Dael Sparkman
Staff:	Paul Anderson (Chief Executive Officer)
	Nola Comerford (Manager Corporate and Community Services)
	Marty Noordhof (Manager Infrastructure Services)
Distinguished Visitors:	Nil
Members of The Public:	Damian Lesque – Terra Mining
Leave of Absence:	Nil
Apologies:	Nil

**5. Public Question Time:**

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

Nil

**5.2 QUESTIONS WITHOUT NOTICE:**

Nil

**6. Applications for Leave of Absence:**

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

Nil

**7. Confirmation of Minutes of Previous Meetings:**

**7.1 ORDINARY COUNCIL MEETING HELD ON 30 MAY 2024**

**COUNCIL DECISION**

**Council Resolution Number: 200624.3**

**Moved: Cr Sparkman                      Seconded: Cr Bryant**

**That the Minutes of the Ordinary Meeting of Council held on 30 May 2024, be confirmed as true and correct subject to no corrections.**

**Motion put and carried 7/0**

**For: Cr Sutherland, Cr Hepworth, Cr Bradford, Cr Bryant, Cr Campbell, Cr Fraser, Cr Sparkman**

**Against: Nil**

**8. Announcements by Presiding Member Without Discussion:**

The Presiding Member, Cr Jude Sutherland, offered her congratulations to Shire Officers for an outstanding audit in the 2022/23 financial year with the Shire of Perenjori being named as one of the top 20 local governments in Western Australia by the Office of the Auditor General.

**9. Petitions/Deputations/Presentations:**

Nil

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

Matters Behind Closed Doors

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

*A matter that if disclosed, would reveal –*

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

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

**Confidential Item** 15.2 – Renewal of Agreement for Sharing Medical Centre Service

**Confidential Item** 15.3 – Write-Off General Rates

**Confidential Item** 15.4 – Write-Off Outstanding Debt

**11. Declaration of Interest:**

Nil

**12. Finance:**

**12.1 MONTHLY FINANCIAL REPORT – 31 MAY 2024**

Applicant:	Shire of Perenjori
File:	ADM 0082
Report Date:	20 June 2024
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Ally Bryant – Finance Manager
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	<a href="#">12.1.1 - Monthly Statement of Financial Activity for 31 May 2024</a>

**Summary**

This item recommends that Council receives the Financial Activity Statements for the periods ending 31 May 2024.

**Background**

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

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

**Statutory Environment**

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

**Policy Implications**

Nil

**Consultation**

Nil

**Financial Implications**

Shown in the attached data.

**Strategic Community Plan**

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

Strategic Objectives

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

**Officer Comment**

The audited opening surplus for the year is \$3,576,890. As previously advised, this surplus is notionally deceiving as the State Government transferred 100% of its 2023-24 financial assistance grants (totalling \$2.810m) to the Shire in June 2023.

Operating revenue YTD is \$5,198,624 over budget by \$252,965

Operating expenditure YTD is \$10,927,883, under budget by \$550,378

Key variances between the YTD budget and actuals are explained in the attached report on pages 2-3.

**COUNCIL DECISION**

**Council Resolution Number: 200624.4**

**Moved: Cr Hepworth**

**Seconded: Cr Bradford**

**That the Monthly Financial Report to 31 May 2024 as attached be received.**

**Motion put and carried 7/0**

**For: Cr Sutherland, Cr Hepworth, Cr Bradford, Cr Bryant, Cr Campbell, Cr Fraser, Cr Sparkman**

**Against: Nil**

[Next Item](#)

## 12.2 SCHEDULE OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MAY 2024

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM 0082
<b>Report Date:</b>	20 June 2024
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Author:</b>	Domenica Curtin – Senior Finance Officer
<b>Responsible Officer:</b>	Ally Bryant – Finance Manager
<b>Attachments:</b>	<a href="#">12.2.1 - Accounts for Payment 31 May 2024</a> <a href="#">12.2.2 - Corporate Credit Card Statement 31 May 2024</a> <a href="#">12.2.3 - Corporate Credit Card Breakdown 31 May 2024</a>

### Summary

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

### Background

Council delegates authority to the Chief Executive Officer annually:

To make payments from Trust, Reserve and Municipal Fund;

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

### Legal Compliance

*Local Government Act 1995*

S6.5. Accounts and records

Local Government (Financial Management) Regulations 1996

R11. Payments, procedures for making etc.

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

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

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

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

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

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

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

(a) the payee's name; and

(b) the amount of the payment; and

(c) the date of the payment; and

(d) sufficient information to identify the transaction.

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

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

(i) the payee's name; and

(ii) the amount of the payment; and

(iii) sufficient information to identify the transaction; and

(b) the date of the meeting of the council to which the list is to be presented.

(3) A list prepared under sub-regulation (1) or (2) is to be —



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

**Policy Implications**

Nil

**Council Policy Compliance**

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

**Financial Implications**

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

**Strategic Community Plan**

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

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

**Consultation**

Paul Anderson – Chief Executive Officer

Ally Bryant – Finance Manager

**Officer Comment**

Accounts paid for the month ending 31 May 2024

Municipal Account	
EFT 17690 - 17817	\$409,327.89
Direct Debits	\$118,845.69
Cheques	\$0.00
Corporate MasterCard	\$2,463.74
Bank Fees	\$ 176.74
<b>Total</b>	<b>\$530,814.06</b>

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

Totalling **\$530,814.06** from *Municipal* and *Trust Accounts* for the month ending **31 May 2024**.

**COUNCIL DECISION**

**Council Resolution Number: 200624.5**

Moved: Cr Fraser                                  Seconded: Cr Bryant

**That the cheques and electronic payments as per the attached schedules of accounts for payment totaling \$530,814.06 (Five hundred and thirty thousand, eight hundred and fourteen dollars and six cents) be accepted.**

Motion put and carried 7/0

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

Against: Nil

### 12.3 BUDGET AMENDMENT – JUNE 2024

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM 0082
<b>Report Date:</b>	20 June 2024
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Author:</b>	Ally Bryant – Finance Manager
<b>Responsible Officer:</b>	Paul Anderson – Chief Executive Officer
<b>Attachments:</b>	<a href="#">12.3.1 – Approved Work Schedule Phase 3 LRCIP</a>

#### Summary

A Budget Amendment has been prepared for Councils consideration.

#### Background

The 23/24 Budget for the Shire of Perenjori was adopted by council on the 24 August 2023. At the time of Budget adoption we had a planned scope of work for Phase 3 of the Local Roads and Community Infrastructure Program (LRCIP)

The Budget Review was adopted on February 22 2024 resulting in planned changes in expenditure to LRCIP Phase 3 projects.

Updated quarterly reports had been provided to the Department of Infrastructure along with the Shires Audited Annual Report for 22/23 year. After lodging the quarterly report for January 2024 to March 2024 management was advised that several changes we had made to the projects was not permitted. This resulted in a new work schedule having to be provided to the Department of Infrastructure. They did not approve the kerbing on Fowler street as it had to be a new job and was not accepted in the scope of beautification of Fowler Street. To create the new job it could not be undertaken until the approval for the changes came through so this had to be removed from the LRCIP project.

Management added the Britt St and Oversby Rd repairs so that the funding could be finalised this year. This resulted in the below budget amendments to expenditure.

#### Statutory Environment

*Local Government Act s5.41*

#### Policy Implications

Nil

#### Consultation

CEO – Paul Anderson

#### Financial Implications

Amendment to Adopted Budget with no impact on \$0 Surplus/deficit.

#### Strategic Community Plan

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

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

#### Officer Comment

Updated quarterly reports had been provided to the Department of Infrastructure along with the Shires Audited Annual Report for 22/23 year. After lodging the quarterly report for January 2024 to March 2024 management was advised that several changes we had made to the projects was not permitted. This resulted in a new work schedule having to be provided to the Department of Infrastructure. They did not approve the kerbing on Fowler street as it had to be a new job and was not accepted in the scope of beautification of Fowler Street. To create the new job it could not be undertaken until the approval for the changes came through so this had to be removed from the LRCIP project.

Management added the Britt St and Oversby Rd repairs so that the funding could be finalised this year. This resulted in the below budget amendments to expenditure with a nil impact to surplus.

Job - Account	Job/Account Description	Amended Budget	June 24 Amendment	Budget Variance	Comments
I007	Fowler Street Landscaping	-	55,512	55,512	
BC12	Construction of Shelter at Cen	2,500	4,679	2,179	Completed
BC15	Solar Lights at Latham Comm	12,566	10,481	(2,085)	Completed
BC16	Solar Lights at Cemetery	16,319	-	(16,319)	Removed
BC17	Solar Lights North Rd (Townsi	15,565	5,207	(10,358)	Completed
RC11	Kerbing Fowler St	216,424	64,642	(151,782)	Completed
R000	General Roads Budget	1,619,635	1,742,488	122,853	
	<b>Total</b>	<b>1,883,009</b>	<b>1,883,009</b>	<b>-</b>	<b>Nil Budget Variance</b>

**COUNCIL DECISION**

**Council Resolution Number: 200624.6**

**Moved: Cr Hepworth**

**Seconded: Cr Bradford**

**That Council approve the following amendments to the 23/24 Budget which result in a nil variation to the Budget Surplus/Deficit.**

- Amend Capital Job I007 Fowler St Landscaping from \$0 to \$55,512
- Amend Capital Job BC12 Shelter at Cemetery from \$2,500 to \$4,679
- Amend Capital Job BC15 Solar Lights Latham Community Centre from \$12,566 to \$10,481
- Remove Capital Job BC16 Solar Lights Cemetery from Budget -\$16,319
- Amend Capital Job BC17 Solar Lights North Rd from \$15,565 to \$5,207
- Rename and amend Capital Job RC11 to Kerbing Fowler St from \$216,424 to \$64,642
- Amend Operating Job R000 General Road Maintenance from \$1,619,635 to \$1,742,488

**Motion put and carried by Absolute Majority 7/0**

**For: Cr Sutherland, Cr Hepworth, Cr Bradford, Cr Bryant, Cr Campbell, Cr Fraser, Cr Sparkman**

**Against: Nil**

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### 13. Community Development and Services:

#### 13.1 DISABILITY ACCESS AND INCLUSION (DAIP) PROGRESS REPORT

Applicant:	Shire of Perenjori
File:	ADM 0211
Date:	20 June 2024
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Bianca Plug – Governance and Executive Support Officer
Responsible Officer:	Nola Comerford – Manager Corporate and Community Services
Attachments:	<a href="#">13.1.1 – Disability Access and Inclusion Plan 2022-2027</a> <a href="#">13.1.2 – Disability Access and Inclusion Progress Report 2023/24</a>

#### Summary

This item recommends that Council considers and endorses the Disability Access and Inclusion Plan Progress Report for 2023/24 as required under the *Disability Services Act 1993*.

#### Background

On 21 September 2022, Council endorsed the Shire of Perenjori Disability Access and Inclusion Plan 2022-2027. The *Disability Services Act 1993* requires West Australian public authorities, including State Government agencies and local governments, to implement a Disability Access and Inclusion Plan (DAIP). DAIPs uphold the rights of people with disability and reflect the community expectation that governments should serve all members of the community. DAIPs provide a significant mechanism to assist public authorities to identify and remove barriers to people with disability in their services, events, information, buildings and facilities, consultation and complaints processes and employment.

The 2023/24 DAIP Progress Report demonstrates the work undertaken by the Shire to enhance and safeguard access and inclusion within the community. Reporting on the progress of the DAIP is required annually and is used to generate the DAIP Minister’s Progress Report each year which is tabled in the West Australian Parliament.

#### Statutory Environment

*Disability Discrimination Act 1992*  
*Disability Services Act 1993*  
*Disability Services Regulations 2004*

#### Policy Implications

Policy No. 6001 – Disability Policy

#### Consultation

Nola Comerford – Manager Corporate and Community Services  
Department of Communities – Office of Disability, Access and Inclusion team

#### Financial Implications

Nil

#### Strategic Community Plan

Goal 1: An inclusive community and a great place to live for all ages and stages of life  
Strategic Objectives.

1.4. The community is accessible for and inclusive of people with disability

#### Officer Comment

In April 2024 the Department of Communities released a streamlined reporting process template to be used by all public authorities. During the 2023/24 DAIP progress review, staff identified the need to engage a Disability and Access Consultant in 2024/25 to provide advice on the Shire’s current disability, access and inclusion and to assist in developing audit checklists. The 2024/25 budget is expected to contain a consultant allocation to support this engagement.

**COUNCIL DECISION**

**Council Resolution Number: 200624.7**

**Moved: Cr Sparkman**

**Seconded: Cr Fraser**

**That Council endorses the 2023/24 Disability Access and Inclusion Progress Report for submission to the Disability Services Commission.**

**Motion put and carried 7/0**

**For: Cr Sutherland, Cr Hepworth, Cr Bradford, Cr Bryant, Cr Campbell, Cr Fraser, Cr Sparkman**

**Against: Nil**

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## 14. Governance:

### 14.1 GOVERNMENT REGIONAL OFFICERS HOUSING (GROH)

Applicant:	Shire of Perenjori
File:	ADM 0436
Date:	20 June 2024
Disclosure of Interest:	Nil
Voting Requirements:	Simple Majority
Author:	Paul Anderson – Chief Executive Officer
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	<a href="#">14.1.1 – Part B: Functional Brief GROH</a> <a href="#">14.1.2 – Construction Specification</a>

#### Summary

The Chief Executive Officer has been in ongoing discussions with Government Regional Officers Housing regarding the opportunity for Council to build new two houses within the Perenjori townsite on a 10-year leaseback proposal to GROH.

#### Background

At the February 2024 Council meeting the council resolved the following:

#### **Council Resolution Number: 220224.18**

**That Council authorise the Chief Executive Officer to progress the concept of the construction of suitable accommodation for Government Regional Officers Housing on a lease back scheme and report back to Council on the viability of the project prior to considering a binding lease arrangement.**

A WALGA approved housing provider has been approached regarding a costing for housing that meets the criteria stipulated by GROH as suitable accommodation.

Unfortunately, a definite price has not been forthcoming and inquiries were made with GROH regarding indicative weekly rents based upon a build cost.

The information provided by GROH is that they would be willing to pay the following weekly rents

- For a build cost of \$650,000 a commencing rent of \$1,100 per week;
- For a build cost of \$700,000 a commencing rent of \$1,200 per week;

Rents are indexed annually to the greater of CPI or 2%.

GROH have not advised what their intentions are regarding the existing housing stock if the new houses are constructed and this can be discussed further, dependent upon GROH's ongoing housing requirements.

GROH have indicated that they have future requirements for 3 Houses - 2 for Police and 1 for the Education Department.

#### Statutory Environment

*Local Government Act 1995*

#### Policy Implications

Nil

#### Consultation

Elected Members – Shire of Perenjori

#### Financial Implications

The funding of the buildings would be through loan funding with GROH paying a weekly rent.

The total costs of the build and subsequent loan would need to be undertaken to ensure the Council was not putting significant own source funds to the project, both to establish the properties and in ongoing costs.

The utilisation of loan funding for GROH housing would also limit the Shire's ability to access future funding as this facility is limited by Treasury based on the Council's loan liability and ability to repay the loan funds.

### **Strategic Community Plan**

Area 2: Industry and Business Development – Our Economy

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

#### **Officer Comment**

The opportunity to provide new housing to GROH for key worker accommodation, predominantly police and teachers, assists in the attraction and possible retention of these government employees in the Shire.

While it is unfortunate that the State Government will not fund the capital costs to build the properties required for their employees, it is an opportunity for the Council to continue its housing program for the townsite.

The Council may, dependent upon funding availability, consider the opportunity of a staged approach to the construction of the required housing to ensure the ability to fund other opportunities as they arise is not diminished.

The rental figures provided by GROH of

- For a build cost of \$650,000 a commencing rent of \$1,100 per week;
- For a build cost of \$700,000 a commencing rent of \$1,200 per week;

Inquiries with treasury have indicate that a loan of \$1.5 million over 10 years would have repayments of \$111,202.12 per annum plus a guarantee fee of approximately \$10,500 making a total annual repayment amount of approximately \$121,702.

The guarantee fee is set by treasury and applies to all loans taken out by the Shire

The repayments are on a diminishing scale with the final annual payment in 2034 being \$76,374. The guarantee would also be significantly reduced

This would be offset by the rent income based upon a build cost of \$1.4 million for two properties of \$124,800.

This would provide the council with a small surplus in the first years which will increase as the repayments diminish.

The rents are indexed annually to the greater of CPI or 2%.

The council in accordance with the lease has responsibility for all maintenance to the properties, which may only become an impost in the out years as maintenance is required.

The Council has two remaining vacant blocks at 358 and 359 in Hirshauer Road which are 1017ms and 1036m2 respectively which could be utilised for this proposal.

A request for quotations could be undertaken to establish the total cost of the build including all fencing and landscaping. The, WALGA proffered Supplier panel could be utilised through a request for Quotations process negating the need to undertake a full tender process.

This method of procurement has been utilised by other shires who have constructed housing for GROH and the building companies are fully aware of the GROH specifications.

### **COUNCIL DECISION**

**Council Resolution Number: 200624.8**

**Moved: Cr Hepworth    Seconded: Cr Bryant**

**That Council authorise the Chief Executive Officer to progress the concept of the construction of suitable accommodation for Government Regional Officers Housing by calling for Request for quotations from the WALGA panel of preferred suppliers for the construction of two 3 x2 houses to be located on lots 358 and 359 Hirshauer street to Government Regional Officers Housing specifications.**

**Motion put and carried 7/0**

**For: Cr Sutherland, Cr Hepworth, Cr Bradford, Cr Bryant, Cr Campbell, Cr Fraser, Cr Sparkman**

**Against: Nil**

**14.2 APPOINTMENT OF BUSH FIRE OFFICERS & ANNUAL FIREBREAK NOTICE**

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM 0070
<b>Date:</b>	20 June 2024
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Author:</b>	Bianca Plug – Governance and Executive Support Officer
<b>Responsible Officer:</b>	Paul Anderson – Chief Executive Officer
<b>Attachments:</b>	<a href="#">14.2.1 – Shire of Perenjori Fire Break Notice 2024/2025</a>

**Summary**

The purpose of this report is for Council to appoint the Shire of Perenjori Bush Fire Control Officers and endorse the Shire of Perenjori Section 33 Fire Break Notice for 2024/25.

**Background**

The Shire of Perenjori appoints Bush Fire Control Officers on an annual basis to ensure adequate resources are available throughout the year.

The 2024/25 Fire Break Notice is sent out to all landholders within the Shire of Perenjori, advising of the fire break requirements including burning periods, and contact details of Fire Control Officers.

This item recommends that the following individuals be endorsed:

<b>POSITION</b>	<b>NAME</b>
Chief Bush Fire Control Officer	Jason King
Deputy Chief Bush Fire Control Officer	Phil Page
Fire Control Officers & Permit Issuing Officers	Paul Anderson  Rick RYAN  Jason King  Phil Page  Brian Campbell  Maarten Noordhof

**Statutory Environment**

Section 38 (1) of the Bush Fires Act 1954 states as follows

*A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.*

Section 38 (1) of the Bush Fires Act 1954 states as follows

*(c) An approved local government may appoint to the office of fire weather officer such number of senior bush fire control officers as it thinks necessary.*

*(h) A fire weather officer of an approved local government, or a deputy of that fire weather officer while acting in the place of that officer, may authorise a person who has received a permit under section 18(6)(a), to burn the bush in the district of the local government notwithstanding that for any day, or any period of a day, specified in the notice the fire danger forecast issued by the Bureau of Meteorology in Perth, in respect to the locality where the bush proposed to be burnt is situated, is “extreme” or “very high”, and upon the authority being given the person, if he has otherwise complied with the conditions prescribed for the purposes of section 18, may burn the bush. (i) This*



*subsection does not authorise the burning of bush during the prohibited burning times or within the defined area during a bush fire emergency period.*

Local government may require occupier of land to plough or clear fire-break

- (1) Subject to subsection (2) a local government at any time, and from time to time, may, and if so required by the Minister shall, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur, give notice in writing to an owner or occupier of land situate within the district of the local government or shall give notice to all owners or occupiers of land in its district by publishing a notice in the *Government Gazette* and in a newspaper circulating in the area requiring him or them as the case may be within a time specified in the notice to do or to commence to do at a time so specified all or any of the following things —
  - (a) to plough, cultivate, scarify, burn or otherwise clear upon the land fire-breaks in such manner, at such places, of such dimensions, and to such number, and whether in parallel or otherwise, as the local government may and is hereby empowered to determine and as are specified in the notice, and thereafter to maintain the fire-breaks clear of inflammable matter;
  - (b) to act as and when specified in the notice with respect to anything which is upon the land, and which in the opinion of the local government or its duly authorised officer, is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire, and the notice may require the owner or occupier to do so —
  - (c) as a separate operation, or in co-ordination with any other person, carrying out a similar operation on adjoining or neighbouring land; and
  - (d) in any event, to the satisfaction of either the local government or its duly authorised officer, according to which of them is specified in the notice.

### **Policy Implications**

Policy 3017 – Prohibited and Restricted Burning Times

Delegation 4001 – Firebreak Order, Variation To

Delegation 4002 – Burning of Roadsides

### **Consultation**

Rick Ryan - CESM

Phil Page – CBFCO

Paul Anderson - CEO

### **Financial Implications**

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 current and future community needs.

### **Officer Comment**

Perenjori does not have a fire weather officer as this is a Government Gazetted position. The purpose of a Fire Weather Officer is to validate fire permits if the weather/FDI is lower than what has been predicted by BOM.

The CBFCO, CESM or the CEO has the role of instigating a Harvest & Vehicle Movement Ban; the CBFCO & CESM will monitor the weather and review with the other FCOs. If there is a need to impose a HVMB the Shire will be advised to send out a notice to impose a HVMB.

## COUNCIL DECISION

**Council Resolution Number: 200624.9**

**Moved: Cr Bradford**

**Seconded: Cr Sparkman**

**That Council:**

**1. Pursuant to Section 38 of the *Bush Fires Act 1954* endorse the appointment of the following Bush Fire Control Officers for 2024/25:**

**Chief Bush Fire Control Officer**

- Jason King

**Deputy Chief Bush Fire Control Officer**

- Phil Page

**Fire Control Officers & Permit Issuing Officers**

- Phil Page
- Jason King
- Brian Campbell
- Paul Anderson (CEO)
- Maarten Noordhof (MIS)
- Rick Ryan (CESM)

**2. Endorse the Shire of Perenjori, Section 33 Fire Break Notice as attached.**

**Motion put and carried 7/0**

**For: Cr Sutherland, Cr Hepworth, Cr Bradford, Cr Bryant, Cr Campbell, Cr Fraser, Cr Sparkman**

**Against: Nil**

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**14.3 2024 WA LOCAL GOVERNMENT ASSOCIATION (WALGA) CONVENTION**

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM 0631
<b>Date:</b>	20 June 2024
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Author:</b>	Bianca Plug – Governance and Executive Support Officer
<b>Responsible Officer:</b>	Paul Anderson – Chief Executive Officer
<b>Attachments:</b>	Nil

**Summary**

This item seeks Councils consideration to nominate attendees for the 2024 WA Local Government Association (WALGA) Convention to be held at the Perth Convention and Exhibition Centre from Tuesday 8 October to Thursday 10 October 2024.

**Background**

In previous years, Council have resolved to include an annual budget allowance for convention registration and associated costs for Councillors and the Chief Executive Officer (as per Employment Agreement). Informal discussions at previous meetings have determined a desire for Councillors to attend the 2024 WALGA Convention for the purposes of gaining further knowledge and experience in local government matters.

The theme for the 2024 Convention is 'Innovation Ecosystem' and will take place in a new venue at the Perth Convention and Exhibition Centre. It will bring together Elected Members, Suppliers, Council Officers and key stakeholders as part of a unique program of professional development, networking and business opportunities.

The LGC24 program is the ultimate combination of incredible keynote speakers, engaging collaborative sessions, opportunities to discuss topical issues with key stakeholders and plenty of opportunities to network with your Local Government colleagues. Further program details will be released in the coming months.

**Tuesday, 8 October 2024**

<b>Event</b>	<b>Time</b>
Mayors and Presidents Forum	4:00pm – 5:30pm
Welcome Drinks – Hosten in Exhibition Pavilion	6:00pm – 9:00pm

**Wednesday, 9 October 2024**

Heads of Agency Breakfast	6:30am – 8.45am
Opening Segment / Welcome to Country	9:00am
Premier's Address TBC	9.20am
President's Address – Cr Karen Chappel AM JP	9:50am
Convention Keynote Speaker	10:05am
Morning Tea – Served in Exhibition Pavilion	11:00am
Minister's Address TBC	11:30am
State of Play – Facilitated by Gareth Parker	11:45am
Supporting Keynote Speaker	12:45pm

Lunch – Served in Exhibition Pavilion	1:30pm
WALGA Annual General Meeting	2:30pm
Cocktail Gala – Venue to be Announced Soon	6:30pm – 10:30pm

#### Thursday, 10 October 2024

Icons Breakfast	7:00am – 8:45am
Federal Minister’s Address TBC	9:30am
Collaborative Panel Session	10:00am
Opposition Leader’s Address TB	11:00am
Morning Tea – Served in Exhibition Pavilion	11:15am
Breakout Sessions	11:45am
Lunch – Serviced in Exhibition Pavilion	1:15pm
ALGA President’s Address	2:15pm
Closing Keynote Speaker	2:30pm

#### Statutory Environment

Nil

#### Policy Implications

Policy 7001 – Elected Members Conferences and Seminars.

Policy Statement:

*At the Shire’s expense each Councillor may attend seminars or conferences of their choice provided the seminar or conference is relative to local government and the Council agrees by majority to fund the Councillor’s attendance. This is generally restricted to one conference or seminar per year but may be increased with the majority of Council support.*

*The Shire will pay the cost of seminar registration and will accept costs associated with the seminar on the receipt of a copy of documentation.*

*These costs may include meals to a specified value, accommodation and/or travel to and from the conference. Councillors should seek to acquire modest accommodation if they cannot be accommodated in a conference package with the conference accommodation provider.*

*On one occasion per year the Shire will pay for the Councillors partners’ accommodation and meal costs at an approved conference or seminar.*

*If the chosen conference is the annual Local Government Convention the Shire will also pay reasonable activity costs for the Councillors partner.*

#### Consultation

Paul Anderson – Chief Executive Officer

#### Financial Implications

An allocation for convention fees and accommodation has been made in the 2024/25 Annual Budget. The 2024 WALGA convention and accommodation fees (convention package) are as follows:

Local Government Full Delegate Registration	\$1295.00
Single Day Delegate – Wednesday, 9 October	\$650.00
Single Day Delegate – Thursday, 10 October	\$650.00
Accommodation (per night)	TBC

Additional (Optional)

Welcome Drinks (Tuesday, 8 October)	\$120.00
Cocktail Gala (Wednesday, 9 October)	\$198.00
Featured Speaker Breakfast (Thursday, 10 October)	\$110.00

**Strategic Community Plan**

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

4.3. The Shire advocates and partners effectively on behalf of the community.

**Officer Comment**

The 2024 WALGA Convention is a valuable opportunity for Councillors to expand their knowledge and network with other elected members from throughout Western Australia. Registration opens from Tuesday 11 June 2024. Administration will commence registrations and accommodation bookings following Council's decision.

**COUNCIL DECISION**

**Council Resolution Number: 200624.10**

**Moved: Cr Hepworth**

**Seconded: Cr Bradford**

**That Council authorise the attendance of the Chief Executive Officer and the following Elected Members to attend the 2024 WA Local Government Association (WALGA) Convention:**

**Cr Sutherland**

**Cr Bradford**

**Cr Bryant**

**Cr Fraser**

**Cr Hepworth**

**Cr Sparkman**

**Motion put and carried 7/0**

**For: Cr Sutherland, Cr Hepworth, Cr Bradford, Cr Bryant, Cr Campbell, Cr Fraser, Cr Sparkman**

**Against: Nil**

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## 14.4 PERMISSION TO COLLECT NATIVE SEED

<b>Applicant:</b>	Tim Emmott – E-Scapes Environmental
<b>File:</b>	ADM 0159
<b>Date:</b>	20 June 2024
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Author:</b>	Bianca Plug – Governance and Executive Support Officer
<b>Responsible Officer:</b>	Paul Anderson – Chief Executive Officer
<b>Attachments:</b>	<a href="#">14.4.1 – E-Scapes Request Letter</a> <a href="#">14.4.2 – Flora Taking Licence</a>

### Summary

This item seeks Council's consideration on an application from E-Scapes Environmental to collect native plant seed from roads and reserves managed by the Shire of Perenjori.

### Background

The Shire received a request from Tim Emmott on behalf of E-Scapes Environmental on 28 May 2024 seeking permission to collect seeds from native plants on roads and reserves managed by the Shire for the purposes of re-vegetation projects where there is a desire to utilise local provenance seed.

The applicant has stated that E-Scapes Environmental will abide by the appropriate Department of Biodiversity, Conservation and Attractions (DBCA) licensing conditions and any conditions imposed by the Shire of Perenjori. On 15 November 2018, Council approved E-Scapes Environmental to collect native seed for a two year period:

*Council Resolution Number: 18114.2*

*Moved: Cr Hirsch Seconded: Cr Cunningham*

*That Council permits E-Scapes Environmental to collect native seed from Shire of Perenjori managed roads and reserves for a two year period with conditions regarding Department of Biodiversity, Conservation and Attractions requirements (formally DPAW) being met.*

*Motion put and carried 8/0*

### Statutory Environment

*Local Government Act 1995*

*Biodiversity Conservation Act 2016*

*Biodiversity Conservation Regulations 2018*

### Policy Implications

Policy 5015 – Picking Wildflowers

### Policy Statement

*Permission to collect flora (including firewood and seed harvesting) from land under control of the Shire (i.e. road reserves, vested reserves, freehold etc.) may only be granted by resolution of the Council, and will be subject to the applicant obtaining the necessary approval from the Department of Environment and Conservation or its successor.*

### Consultation

Paul Anderson – Chief Executive Officer

### Financial Implications

Nil

### Strategic Community Plan

Goal 2: Eco-friendly, attractive and well-maintained towns, surrounded by outstanding natural beauty, landscapes, flora and fauna to be protected and enjoyed.

2.7. Parks, gardens, street trees and reserves are appropriately managed according to their need and use.

### Officer Comment

Council has previously approved requests allowing permission to collect seed for the purpose of enabling planned re-vegetation programs that will benefit the local area and region.

## COUNCIL DECISION

**Council Resolution Number: 200624.11**

**Moved: Cr Sparkman**

**Seconded: Cr Fraser**

**That Council approve the request from E-Scapes Environmental to access roads and reserves vested in the Shire of Perenjori for the purpose of native seed collection subject to the following conditions:**

- (a) All persons collecting native seed are licensed according to the *Biodiversity Conservation Act 2016* and *Biodiversity Conservation Regulations 2018* and will abide by the conditions of this licence.**
- (b) Permission is approved for a two year period, commencing June 2024 and concluding May 2026.**
- (c) A report detailing the Shire roads and reserves accessed and seed collected be provided once the collection period is complete.**

**Motion put and carried 7/0**

**For: Cr Sutherland, Cr Hepworth, Cr Bradford, Cr Bryant, Cr Campbell, Cr Fraser, Cr Sparkman**

**Against: Nil**

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## 14.5 REGIONAL DROUGHT RESILIENCE PLANNING (RDRP) NORTH MIDLANDS REPRESENTATIVE

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM 0822
<b>Date:</b>	20 June 2024
<b>Disclosure of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Author:</b>	Bianca Plug – Governance and Executive Support Officer
<b>Responsible Officer:</b>	Paul Anderson – Chief Executive Officer
<b>Attachments:</b>	<a href="#">14.5.1 – RDRP North Midlands Info Pack</a> <a href="#">14.5.1 – Midwest Regional Drought Resilience Plan</a>

### Summary

This item seeks Councils consideration to nominate a Council representative for the North Midlands Regional Drought Resilience Planning (RDRP) Project Advisory Group to develop a North Midlands RDRP.

### Background

The Regional Drought Resilience Planning (RDRP) Program has been established and funded under the Australian Government’s \$5 billion Future Drought Fund (FDF). This fund is allocating \$100M annually to projects that support farmers and communities to become more prepared for and resilient to the impacts of drought. The Department of Primary Industries and Regional Development and the Mid West Development Commission are delivering the expanded Regional Drought Resilience Plan for the region.

Initially, the RDRP was undertaken across three Midwest local government areas in 2022-2023 including the City of Greater Geraldton, Shire of Chapman Valley and the Shire of Northampton. These areas worked together with extensive community consultation to create a Midwest Regional Drought Resilience Plan which guides drought resilience and preparedness for the region.

The next part of the Midwest RDRP Program is the extension to the North Midlands region. The development of a North Midlands plan will be community-owned and led, involving local governments, regional organisations, the agricultural sector, and local Drought Resilience Adoption and Innovation Hubs. The plan will identify actions to prepare for future droughts based on evidence, build on existing planning and draw out regional needs and priorities to inform future investment.

The North Midlands RDRP Plan will include:

- Shire of Carnamah
- Shire of Coorow
- Shire of Irwin
- Shire of Mingenew
- Shire of Morawa
- Shire of Perenjori
- Shire of Three Springs

To achieve the North Midlands RDRP, a Project Advisory Group (PAG) will be established, consisting of representatives from each of the LGAs covered under the plan, along with representatives from other organisations that are involved in the elements across the plan objectives. The PAG will meet on a regular basis between June – September 2024 through a series of meetings (online and face to face) to support the development of the draft plan, and then during October – November 2024 as the plan is finalised. The PAG will:

- Inform the stakeholder engagement process and support communication activities via existing networks
- Review and advise on the content for the plan
- Provide technical review and assessment of community drought resilience projects arising from stakeholder engagement
- Advise on best ways to incorporate information to the plan.

### Statutory Environment

Nil



### **Policy Implications**

Nil

### **Consultation**

Paul Anderson – Chief Executive Officer

Gilly Johnson – RDRP-North Midlands Project Officer

### **Financial Implications**

The establishment of the North Midlands RDRP will assist with drought resilience funding applications in future years.

### **Strategic Community Plan**

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

Strategic Objectives

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

4.3. The Shire advocates and partners effectively on behalf of the community

### **Officer Comment**

The North Midlands area has a history of drought and drying climate, it is vital that effective, community identified solutions are developed to mitigate its effects. Ideally, involvement in the PAG will help to create a strong sense of community ownership of the RDRP for the North Midlands region, which can then flow into the second phase of implementation of identified projects from the plan with a further round of funding in 2025. The final makeup of the PAG will be completed by 30 June 2024, with the next meeting scheduled for Friday 5 July 2024.

Further information on the Midwest RDRP and establishment of the North Midlands Project Advisory Group can be found in attachments [14.5.1](#) and [14.5.2](#).

### **PROCEDURAL MOTION**

**Council Resolution Number: 200624.12**

**Moved: Cr Hepworth    Seconded: Cr Bradford**

**That Council suspend Standing Orders, Clause 9.5 Limitation on number of speeches, to allow for open discussion on Item 14.5.**

**Motion put and carried 7/0**

**For: Cr Sutherland, Cr Hepworth, Cr Bradford, Cr Bryant, Cr Campbell, Cr Sparkman, Cr Fraser**

**Against: Nil**

### **PROCEDURAL MOTION**

**Council Resolution Number: 200624.13**

**Moved: Cr Sparkman    Seconded: Cr Hepworth**

**That Council reinstate Standing Orders.**

**Motion put and carried 7/0**

**For: Cr Sutherland, Cr Hepworth, Cr Bradford, Cr Bryant, Cr Campbell, Cr Fraser, Cr Sparkman**

**Against: Nil**

### OFFICER RECOMMENDATION

**Council Resolution Number:**

**Moved:**                      **Seconded:**

**That Cr \_\_\_\_\_ be nominated as the Shire of Perenjori representative on the North Midlands Regional Drought Resilience Planning (RDRP) Project Advisory Group.**

**Motion put and carried / lost**

**For:**

**Against:**

The reason for changing the recommended resolution followed Council discussion that a proxy representative would be beneficial in ensuring that the Shire of Perenjori maintained representation with the Project Advisory Group.

### COUNCIL DECISION

**Council Resolution Number: 200624.14**

**Moved: Cr Bradford                      Seconded: Cr Campbell**

**That the nominated Shire of Perenjori Representative and Proxy Representative on the North Midlands Regional Drought Resilience Planning (RDRP) Project Advisory Group are:**

**Representative:                      Cr Bradford**

**Proxy Representative:                      Cr Fraser**

**Motion put and carried 7/0**

**For: Cr Sutherland, Cr Hepworth, Cr Bradford, Cr Bryant, Cr Campbell, Cr Fraser, Cr Sparkman**

**Against: Nil**

[Next Item](#)

## 15. Confidential Reports:

### 15.1 COUNCIL DECISION TO GO BEHIND CLOSED DOORS

#### PROCEDURAL MOTION

**Council Resolution: 200624.15**

**Moved: Cr Sparkman**

**Seconded: Cr Bryant**

That in accordance with section 5.23 of the *Local Government Act 1995*, Council accept that the meeting is to be closed to all members of the public to consider confidential items 15.2, 15.3 and 15.4.

**Motion put and carried 7/0**

**For: Cr Sutherland, Cr Hepworth, Cr Bradford, Cr Bryant, Cr Campbell, Cr Fraser, Cr Sparkman**

**Against: Nil**

### 15.2 **CONFIDENTIAL ITEM** – RENEWAL OF AGREEMENT FOR SHARING MEDICAL CENTRE SERVICE

Applicant:	Shire of Perenjori
File:	ADM 0511
Date:	20 June 2024
Disclosure of Interest:	Nil
Voting Requirements:	Absolute Majority
Author:	Nola Comerford – Manager Corporate and Community Services
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	15.2.1 – Draft Agreement for Sharing Medical Centre Service 15.2.2 – Proposed Amendment (Inclusion of ICT) Letter Shire of Morawa

#### COUNCIL DECISION

**Council Resolution Number: 200624.16**

**Moved: Cr Fraser**

**Seconded: Cr Hepworth**

**That Council:**

- 1. Approve the attached Agreement for Sharing of Medical Services between the Shire of Perenjori and the Shire of Morawa.**
- 2. Authorise the Chief Executive Officer and the Shire President to execute the agreement and affix the Common Seal.**

**Motion put and carried by Absolute Majority 7/0**

**For: Cr Sutherland, Cr Hepworth, Cr Bradford, Cr Bryant, Cr Campbell, Cr Fraser, Cr Sparkman**

**Against: Nil**

[Next Item](#)

### 15.3 **CONFIDENTIAL ITEM – WRITE-OFF GENERAL RATES**

Applicant:	Shire of Perenjori
File:	ADM 0088
Date:	20 June 2024
Disclosure of Interest:	Nil
Voting Requirements:	Absolute Majority
Author:	Domenica Curtin – Senior Finance Officer
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	Nil

#### COUNCIL DECISION

**Council Resolution Number: 200624.17**

**Moved: Cr Bradford                      Seconded: Cr Hepworth**

**That the General Rates Levied for 2023/24 be written off on:**

- Assessment A15305 – Lot 1 Old Perth Road \$389.00
- Assessment A15306 – Lot 3 Old Perth Road \$389.00

**That the General Rates due in future years, be assessed based on ownership of Lot 1, 2 and 3 Old Perth Road.**

**Motion put and carried by Absolute Majority 7/0**  
**For: Cr Sutherland, Cr Hepworth, Cr Bradford, Cr Bryant, Cr Campbell, Cr Fraser, Cr Sparkman**  
**Against: Nil**

[Next Item](#)

### 15.4 **CONFIDENTIAL ITEM – WRITE-OFF OUTSTANDING DEBT**

Applicant:	Shire of Perenjori
File:	ADM 0182
Date:	20 June 2024
Disclosure of Interest:	Nil
Voting Requirements:	Absolute Majority
Author:	Nola Comerford – Manager Corporate and Community Services
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	Nil

#### COUNCIL DECISION

**Council Resolution Number: 200624.18**

**Moved: Cr Campbell                      Seconded: Cr Bryant**

**That Council authorises the write off of sundry debtor 80939, totaling \$2,877.50.**

**Motion put and carried by Absolute Majority 7/0**  
**For: Cr Sutherland, Cr Hepworth, Cr Bradford, Cr Bryant, Cr Campbell, Cr Fraser, Cr Sparkman**  
**Against: Nil**

**15.5 COUNCIL DECISION TO RETURN FROM BEHIND CLOSED DOORS  
PROCEDURAL MOTION**

**Council Resolution: 200624.19**

**Moved: Cr Campbell**

**Seconded: Cr Bradford**

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

**Motion put and carried 7/0**

**For: Cr Sutherland, Cr Hepworth, Cr Bradford, Cr Bryant, Cr Campbell, Cr Fraser, Cr Sparkman**

**Against: Nil**

**16. Ordering the Common Seal:**

Nil

**17. Reports of Committees and Members:**

Nil

**18. Motions of Which Previous Notice Has Been Given:**

Nil

**19. Notice of Motions:**

Nil

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

Nil

**21. Closure of Meeting:**

The Shire President thanked those in attendance and declared the meeting closed at 3.50pm.

**22. Next Meeting:**

The Shire President advised that the next Ordinary Meeting of Council will be held on Thursday 25 July 2024 at Council Chambers, 56 Fowler St, Perenjori WA 6620, commencing at 3.00 pm.

**I certify that this copy of the Minutes is a true and correct record of the meeting held on 20 June 2024.**

**Signed:** \_\_\_\_\_

**Shire President**

**Date:** \_\_\_\_\_

**12. Finance:**

**12.1 MONTHLY FINANCIAL REPORT – 30 JUNE 2024**

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM 0082
<b>Report Date:</b>	25 July 2024
<b>Disclosure of Interest:</b>	
<b>Voting Requirements:</b>	Simple Majority
<b>Author:</b>	Ally Bryant – Finance Manager
<b>Responsible Officer:</b>	Paul Anderson – Chief Executive Officer
<b>Attachments:</b>	<a href="#">12.1.1 - Monthly Statement of Financial Activity for 30 June 2024</a>

**Summary**

This item recommends that Council receives the Financial Activity Statements for the periods ending 30 June 2024.

**Background**

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

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

**Statutory Environment**

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

**Policy Implications**

Nil

**Consultation**

Nil

**Financial Implications**

Shown in the attached data.

**Strategic Community Plan**

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

Strategic Objectives

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

**Officer Comment**

The audited opening surplus for the year is \$3,576,890. As previously advised, this surplus is notionally deceiving as the State Government transferred 100% of its 2023-24 financial assistance grants (totalling \$2.810m) to the Shire in June 2023.

Operating revenue YTD is \$7,979,264 over budget by \$2,902,136

Operating expenditure YTD is \$11,514,316, under budget by \$988,004

Key variances between the YTD budget and actuals are explained in the attached report on pages 2-3.

It is to be noted that the June financials are not yet completed as depreciation, allocations and accruals have not yet been finalised for the end of financial year. June financials remain open until the finalisation of the year end audit.

**OFFICER RECOMMENDATION**

**Council Resolution Number:**

**Moved:**

**Seconded:**

**That the Monthly Financial Report to 30 June 2024 as attached be received.**

**Motion put and carried / lost**

**For:**

**Against:**

[Next Item](#)



# SHIRE OF PERENJORI

## MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)  
For The Period Ended 30 June 2024

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

### TABLE OF CONTENTS

#### *Statements required by regulation*

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**SHIRE OF PERENJORI**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 JUNE 2024**

	Supplemental Information	Adopted Budget Estimates (a)	YTD Budget Estimates (b)	YTD Actual (c)	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.	Explanation of Variance
		\$	\$	\$	\$	%		
<b>OPERATING ACTIVITIES</b>								
<b>Revenue from operating activities</b>								
General rates	10	3,226,869	3,226,869	<b>3,239,524</b>	12,655	0.39%	▲	Increase in Revenue for Interim Rates
Grants, subsidies and contributions	13	456,986	456,986	<b>2,956,836</b>	2,499,850	547.03%	▲	Early Payment of 85% FAGS
Fees and charges		853,810	853,810	<b>974,086</b>	120,276	14.09%	▲	Caravan Park Revenue over Budget by 92k
Interest revenue		120,700	120,700	<b>203,934</b>	83,234	68.96%	▲	Interest received increases
Other revenue		347,680	347,680	<b>467,537</b>	119,857	34.47%	▲	DFES Cyclone final claim up 75k, Housing income up 65k
Profit on asset disposals	6	71,083	71,083	<b>137,347</b>	66,264	93.22%	▲	Disposals proceeds better than budgeted
		<b>5,077,128</b>	<b>5,077,128</b>	<b>7,979,264</b>	2,902,136	57.16%		
<b>Expenditure from operating activities</b>								
Employee costs		(3,110,094)	(3,110,094)	<b>(3,050,984)</b>	59,110	1.90%	▲	Several unders and overs in accounts
Materials and contracts		(3,065,993)	(3,065,993)	<b>(2,798,601)</b>	267,392	8.72%	▲	Several unders and overs in accounts
Utility charges		(372,240)	(372,240)	<b>(321,117)</b>	51,123	13.73%	▲	Under budget accrual journal still required
Depreciation		(5,259,050)	(5,259,050)	<b>(4,850,648)</b>	408,402	7.77%	▲	Depreciation not yet completed for June
Finance costs		(11,051)	(11,051)	<b>(5,820)</b>	5,231	47.34%	▲	EOY Accrual
Insurance		(201,499)	(201,499)	<b>(200,640)</b>	859	0.43%		
Other expenditure		(444,398)	(444,398)	<b>(240,570)</b>	203,828	45.87%	▲	Timing awaiting invoice from DFES to repay caravans
Loss on asset disposals	6	(37,995)	(37,995)	<b>(45,936)</b>	(7,941)	(20.90%)	▼	Over budget due to disposal truck
		<b>(12,502,320)</b>	<b>(12,502,320)</b>	<b>(11,514,316)</b>	988,004	7.90%		
Non-cash amounts excluded from operating activities	ote 2(l)	5,225,962	5,225,962	<b>4,759,238</b>	(466,724)	(8.93%)	▼	Depreciation not yet ran for June
<b>Amount attributable to operating activities</b>		<b>(2,199,230)</b>	<b>(2,199,230)</b>	<b>1,224,186</b>	3,423,416	155.66%		
<b>INVESTING ACTIVITIES</b>								
<b>Inflows from investing activities</b>								
Proceeds from capital grants, subsidies and contributions	14	6,129,185	6,129,185	<b>2,345,674</b>	(3,783,511)	(61.73%)	▼	\$1million is held in Contract Liabilities \$2.2million MWSF balance remainder of LRCIP Phase 4
Proceeds from disposal of assets	6	344,617	344,617	<b>501,523</b>	156,905	45.53%	▲	Truck Disposal not in Budget calculations
		<b>6,473,802</b>	<b>6,473,802</b>	<b>2,847,197</b>	(3,626,606)	(56.02%)		
<b>Outflows from investing activities</b>								
Payments for property, plant and equipment	5	(3,109,455)	(3,109,455)	<b>(2,777,392)</b>	332,063	10.68%	▲	See capital tab
Payments for construction of infrastructure	5	(6,205,113)	(6,205,113)	<b>(2,642,215)</b>	3,562,898	57.42%	▲	See capital tab
		<b>(9,314,568)</b>	<b>(9,314,568)</b>	<b>(5,419,608)</b>	3,894,960	41.82%		
<b>Amount attributable to investing activities</b>		<b>(2,840,766)</b>	<b>(2,840,766)</b>	<b>(2,572,411)</b>	268,355	9.45%		

**SHIRE OF PERENJORI**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 JUNE 2024**

	Suppleme Informat	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b) \$	Variance* % ((c) - (b))/(b) %	Var. Explanation of Variance
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
Proceeds from new debentures	11	1,000,000	1,000,000	<b>1,000,000</b>	0	0.00%	
Transfer from reserves	4	780,986	780,986	<b>673,216</b>	(107,770)	(13.80%)	▼ See Reserves Note
		<b>1,780,986</b>	<b>1,780,986</b>	<b>1,673,216</b>	(107,770)	(6.05%)	
<b>Outflows from financing activities</b>							
Repayment of borrowings	11	(43,791)	(43,791)	<b>(43,791)</b>	0	0.00%	
Transfer to reserves	4	(274,089)	(274,089)	<b>(326,476)</b>	(52,387)	(19.11%)	▼ Interest transferred when received
		<b>(317,880)</b>	<b>(317,880)</b>	<b>(370,267)</b>	(52,387)	(16.48%)	
<b>Amount attributable to financing activities</b>		<b>1,463,106</b>	<b>1,463,106</b>	<b>1,302,949</b>	(160,157)	(10.95%)	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
<b>Surplus or deficit at the start of the financial year</b>		3,576,890	3,576,890	<b>3,576,890</b>	0	0.00%	
Amount attributable to operating activities		(2,199,230)	(2,199,230)	<b>1,224,186</b>	3,423,416	155.66%	▲
Amount attributable to investing activities		(2,840,766)	(2,840,766)	<b>(2,572,411)</b>	268,355	9.45%	▲
Amount attributable to financing activities		1,463,106	1,463,106	<b>1,302,949</b>	(160,157)	(10.95%)	▼
<b>Surplus or deficit after imposition of general rates</b>		<b>0</b>	<b>0</b>	<b>3,531,618</b>	3,531,618		▲

**KEY INFORMATION**

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

\* Refer to Note 3 for an explanation of the reasons for the variance.

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

**SHIRE OF PERENJORI**  
**STATEMENT OF BUDGET AMEDMENTS**  
**FOR THE PERIOD ENDED 30 JUNE 2024**

	Supplemental Information	Adopted Budget Estimates (a)	Ammended Annual Budget	Adopted Budget Amendments
\$				
<b>OPERATING ACTIVITIES</b>				
<b>Revenue from operating activities</b>				
General rates	10	3,232,632	(5,763)	3,226,869
Grants, subsidies and contributions	13	422,886	34,100	456,986
Fees and charges		731,910	121,900	853,810
Interest revenue		120,500	200	120,700
Other revenue		352,800	(5,120)	347,680
Profit on asset disposals	6	169,302	(98,219)	71,083
		<b>5,030,030</b>	<b>47,098</b>	<b>5,077,128</b>
<b>Expenditure from operating activities</b>				
Employee costs		(3,418,008)	(7,086)	(3,110,094)
Materials and contracts		(2,710,039)	81,889	(3,066,003)
Utility charges		(393,200)	20,960	(372,240)
Depreciation		(3,482,000)	(1,777,050)	(5,259,050)
Finance costs		(46,051)	35,000	(11,051)
Insurance		(185,800)	(15,699)	(201,499)
Other expenditure		(244,994)	(199,404)	(444,398)
Loss on asset disposals	6	0	(37,995)	(37,995)
		<b>(10,480,092)</b>	<b>(1,899,385)</b>	<b>(12,502,330)</b>
Non-cash amounts excluded from operating activities	ote 2(l)	3,312,698	1,913,264	5,225,962
<b>Amount attributable to operating activities</b>		<b>(2,137,364)</b>	<b>60,977</b>	<b>(2,199,240)</b>
<b>INVESTING ACTIVITIES</b>				
<b>Inflows from investing activities</b>				
Proceeds from capital grants, subsidies and contributions	14	6,318,159	(188,974)	6,129,185
Proceeds from disposal of assets	6	282,000	62,617	344,617
		<b>6,600,159</b>	<b>(126,357)</b>	<b>6,473,802</b>
<b>Outflows from investing activities</b>				
Payments for property, plant and equipment	5	(3,143,090)	(2,750)	(3,109,455)
Payments for construction of infrastructure	5	(5,961,732)	(329,839)	(6,205,103)
		<b>(9,104,822)</b>	<b>(332,589)</b>	<b>(9,314,558)</b>
<b>Amount attributable to investing activities</b>		<b>(2,504,663)</b>	<b>(458,946)</b>	<b>(2,840,756)</b>
<b>FINANCING ACTIVITIES</b>				
<b>Inflows from financing activities</b>				
Proceeds from new debentures	11	1,000,000	0	1,000,000
Transfer from reserves	4	501,600	279,386	780,986
		<b>1,501,600</b>	<b>279,386</b>	<b>1,780,986</b>
<b>Outflows from financing activities</b>				
Repayment of borrowings	11	(55,089)	11,298	(43,791)
Transfer to reserves	4	(395,254)	121,165	(274,089)
		<b>(450,343)</b>	<b>132,463</b>	<b>(317,880)</b>
<b>Amount attributable to financing activities</b>		<b>1,051,257</b>	<b>411,849</b>	<b>1,463,106</b>
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>				
<b>Surplus or deficit at the start of the financial year</b>		3,590,770	(13,880)	3,576,890
Amount attributable to operating activities		(2,137,364)	0	(2,199,240)
Amount attributable to investing activities		(2,504,663)	0	(2,840,756)
Amount attributable to financing activities		1,051,257	0	1,463,106
<b>Surplus or deficit after imposition of general rates</b>		<b>0</b>	<b>0</b>	<b>0</b>

**SHIRE OF PERENJORI**  
**STATEMENT OF COMPREHENSIVE INCOME BY PROGRAM**  
**FOR THE PERIOD ENDED 30 JUNE 2024**

	Adopted Budget Estimates	YTD Budget Estimates	YTD Actual	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)
Ref Note	(a) \$	(b) \$	(c) \$		
<b>OPERATING ACTIVITIES</b>					
<b>Income excluding grants, subsidies and contributions</b>					
Governance	94,350	94,350	<b>159,024</b>	64,674	68.55%
General purpose funding - other	3,259,089	3,259,089	<b>3,303,374</b>	44,285	1.36%
Law, order and public safety	140,100	140,100	<b>134,999</b>	(5,101)	(3.64%)
Health	1,900	1,900	<b>643</b>	(1,257)	(66.16%)
Education and welfare	0	0	<b>0</b>	0	0.00%
Housing	200,960	200,960	<b>452,471</b>	251,511	125.15%
Community amenities	41,710	41,710	<b>107,608</b>	65,898	157.99%
Recreation and culture	5,250	15,250	<b>5,295</b>	(9,955)	(65.28%)
Transport	138,850	138,850	<b>545,029</b>	406,179	292.53%
Economic services	590,980	590,980	<b>700,080</b>	109,100	18.46%
Other property and services	209,570	209,570	<b>287,124</b>	77,554	37.01%
	<b>4,682,759</b>	<b>4,692,759</b>	<b>5,695,647</b>	1,002,888	21.37%
<b>Grants, subsidies and contributions</b>					
Governance	0	0	0	0	0.00%
General purpose funding - other	1,384,514	1,384,514	2,824,588	1,440,074	104.01%
Law, order and public safety	100,754	100,754	38,112	(62,642)	(62.17%)
Health	0	0	0	0	0.00%
Education and welfare	0	0	0	0	0.00%
Housing	1,012,933	1,012,933	1,022,188	9,255	0.91%
Community amenities	508,000	508,000	12,000	(496,000)	(97.64%)
Recreation and culture	10,000	10,000	10,000	0	0.00%
Transport	3,467,832	3,467,832	1,293,484	(2,174,348)	(62.70%)
Economic services	102,138	102,138	102,138	0	0.00%
Other property and services	0	0	0	0	0.00%
	<b>6,586,171</b>	<b>6,586,171</b>	<b>5,302,510</b>	(1,283,661)	(19.49%)
<b>Expenditure from operating activities (including depreciation)</b>					
Governance	(261,375)	(261,375)	<b>(420,521)</b>	(159,146)	(60.89%)
General purpose funding	(226,356)	(226,356)	<b>(192,022)</b>	34,334	15.17%
Law, order and public safety	(523,703)	(523,703)	<b>(451,527)</b>	72,176	13.78%
Health	(215,539)	(215,539)	<b>(190,126)</b>	25,413	11.79%
Education and welfare	(144,720)	(144,720)	<b>(129,563)</b>	15,157	10.47%
Housing	(799,213)	(799,213)	<b>(718,375)</b>	80,838	10.11%
Community amenities	(614,332)	(614,332)	<b>(552,147)</b>	62,185	10.12%
Recreation and culture	(2,041,335)	(2,041,324)	<b>(1,971,476)</b>	69,848	3.42%
Transport	(5,936,789)	(5,936,789)	<b>(5,386,188)</b>	550,601	9.27%
Economic services	(1,298,632)	(1,298,632)	<b>(1,266,027)</b>	32,605	2.51%
Other property and services	(440,337)	(440,337)	<b>(236,347)</b>	203,990	46.33%
	<b>(12,502,331)</b>	<b>(12,502,320)</b>	<b>(11,514,319)</b>	988,001	7.90%
Net Operating Result	(1,233,401)	(1,223,390)	(516,162)		

**SHIRE OF PERENJORI**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDED 30 JUNE 2024**

	Supplementary Information	30 June 2024	30 June 2023
		\$	\$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	7,297,146	7,803,775
Trade and other receivables		550,777	1,053,716
Inventories	8	127,103	136,308
<b>TOTAL CURRENT ASSETS</b>		<b>7,975,026</b>	<b>8,993,799</b>
<b>NON-CURRENT ASSETS</b>			
Other financial assets		81,490	81,490
Inventories		104,000	104,000
Property, plant and equipment		22,977,009	21,829,572
Infrastructure		145,707,859	146,696,449
<b>TOTAL NON-CURRENT ASSETS</b>		<b>168,870,358</b>	<b>168,711,511</b>
<b>TOTAL ASSETS</b>		<b>176,845,384</b>	<b>177,705,310</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	9	252,024	1,766,467
Other liabilities	12	1,054,446	166,762
Borrowings	11	0	43,791
Employee related provisions	12	233,540	233,540
<b>TOTAL CURRENT LIABILITIES</b>		<b>1,540,010</b>	<b>2,210,560</b>
<b>NON-CURRENT LIABILITIES</b>			
Borrowings	11	1,126,515	126,515
Employee related provisions		86,649	86,643
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>1,213,164</b>	<b>213,158</b>
<b>TOTAL LIABILITIES</b>		<b>2,753,174</b>	<b>2,423,718</b>
<b>NET ASSETS</b>		<b>174,092,210</b>	<b>175,281,592</b>
<b>EQUITY</b>			
Retained surplus		22,978,315	23,820,957
Reserve accounts	4	3,136,938	3,483,678
Revaluation surplus		147,976,957	147,976,957
<b>TOTAL EQUITY</b>		<b>174,092,210</b>	<b>175,281,592</b>

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

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 JUNE 2024

### 1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

#### BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

#### **Local Government Act 1995 requirements**

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

*Local Government (Financial Management) Regulations 1996*, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

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

#### **THE LOCAL GOVERNMENT REPORTING ENTITY**

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 15 to these financial statements.

#### **Judgements and estimates**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

#### **SIGNIFICANT ACCOUNTING POLICES**

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

#### **PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 30 June 2024

**SHIRE OF PERENJORI**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 JUNE 2024**

**2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

		Adopted Budget Closing	Last Year Closing	Year to Date
(a) Net current assets used in the Statement of Financial Activity	Information	30 June 2024	30 June 2023	30 June 2024
		\$	\$	\$
<b>Current assets</b>				
Cash and cash equivalents	3	3,849,306	7,803,775	7,297,146
Trade and other receivables		1,098,631	1,053,716	550,777
Inventories	8	136,308	136,308	127,103
		5,084,245	8,993,799	7,975,026
<b>Less: current liabilities</b>				
Trade and other payables	9	(1,716,789)	(1,766,467)	(252,024)
Other liabilities	12	0	(166,762)	(1,054,446)
Borrowings	11	(988,702)	(43,791)	0
Employee related provisions	12	(267,966)	(233,540)	(233,540)
		(2,973,457)	(2,210,560)	(1,540,010)
<b>Net current assets</b>		<b>2,110,788</b>	<b>6,783,239</b>	<b>6,435,016</b>
<b>Less: Total adjustments to net current assets</b>	note 2(i)	(1,775,237)	(3,206,349)	(2,903,398)
<b>Closing funding surplus / (deficit)</b>		<b>335,551</b>	<b>3,576,890</b>	<b>3,531,618</b>

**(b) Non-cash amounts excluded from operating activities**

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

		Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash amounts excluded from operating activities		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	6	(71,083)	(71,083)	(137,349)
Add: Loss on asset disposals	6	37,995	37,995	45,939
Add: Depreciation		5,259,050	5,259,050	4,850,648
<b>Total non-cash amounts excluded from operating activities</b>		<b>5,225,962</b>	<b>5,225,962</b>	<b>4,759,238</b>

**(c) 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 Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

		Adopted Budget Closing	Last Year Closing	Year to Date
		30-Jun-24	30 June 2023	30 June 2024
		\$	\$	\$
<b>Adjustments to net current assets</b>				
Less: Reserve accounts	4	(3,031,905)	(3,483,678)	(3,136,938)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	11	988,702	43,791	0
- Current portion of employee benefit provisions	4	267,966	233,538	233,540
<b>Total adjustments to net current assets</b>	note 2(i)	<b>(1,775,237)</b>	<b>(3,206,349)</b>	<b>(2,903,398)</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.



**SHIRE OF PERENJORI**  
**SUPPLEMENTARY INFORMATION**  
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SHIRE OF PERENJORI  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 JUNE 2024

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$3.58 M	\$3.58 M	\$3.58 M	\$0.00 M
Closing	\$0.00 M	\$0.00 M	\$3.53 M	\$3.53 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$4.16 M	57.0%
Restricted Cash	\$3.14 M	43.0%

Refer to 3 - Cash and Financial Assets

Payables	
	% Outstanding
Trade Payables	
0 to 30 Days	67.7%
Over 30 Days	32.3%
Over 90 Days	3.3%

Refer to 9 - Payables

Receivables		
	\$	%
Rates Receivable	\$0.07 M	97.8%
Trade Receivable	\$0.48 M	% Outstanding
Over 30 Days		34.6%
Over 90 Days		28.6%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.20 M)	(\$2.20 M)	\$1.22 M	\$3.42 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$3.24 M	
YTD Budget	\$3.23 M	0.4%

Refer to 10 - Rate Revenue

Grants and Contributions		
	\$	% Variance
YTD Actual	\$2.96 M	
YTD Budget	\$0.46 M	547.0%

Refer to 13 - Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.97 M	
YTD Budget	\$0.85 M	14.1%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.84 M)	(\$2.84 M)	(\$2.57 M)	\$0.27 M

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.50 M	
Adopted Budget	\$0.34 M	45.5%

Refer to 6 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$2.64 M	
Adopted Budget	\$6.36 M	(58.4%)

Refer to 5 - Capital Acquisitions

Capital Grants		
	\$	% Received
YTD Actual	\$2.35 M	
Adopted Budget	\$6.13 M	(61.7%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$1.46 M	\$1.46 M	\$1.30 M	(\$0.16 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	(\$0.04 M)
Interest expense	(\$0.01 M)
Principal due	\$1.13 M

Refer to 11 - Borrowings

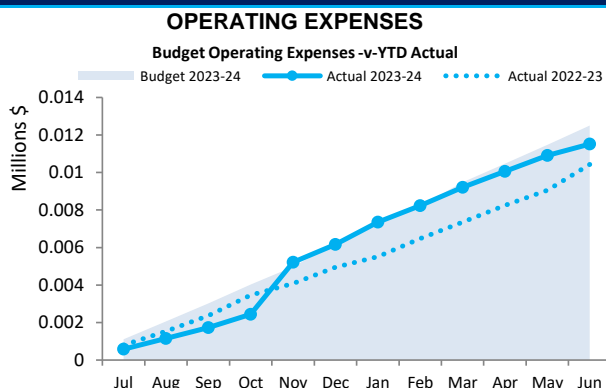
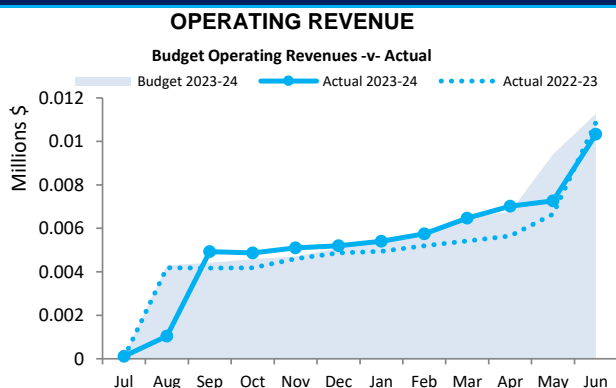
Reserves	
Reserves balance	\$3.14 M
Interest earned	\$0.14 M

Refer to 4 - Cash Reserves

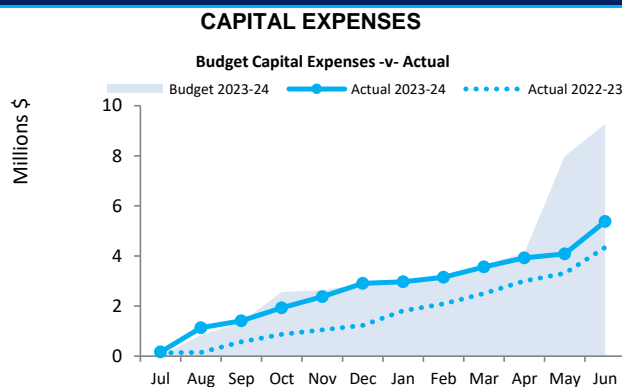
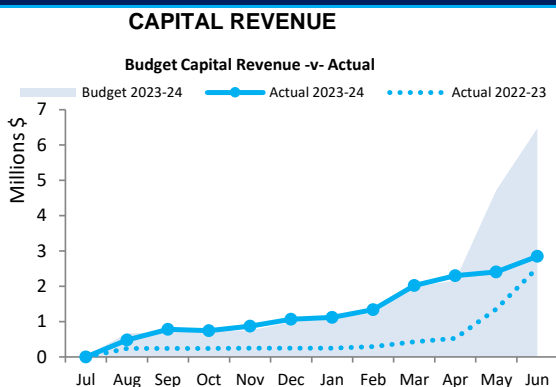
This information is to be read in conjunction with the accompanying Financial Statements and notes.

2 KEY INFORMATION - GRAPHICAL

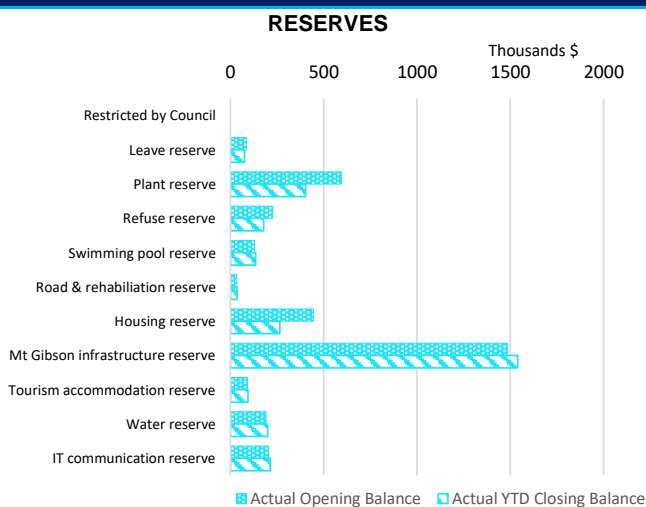
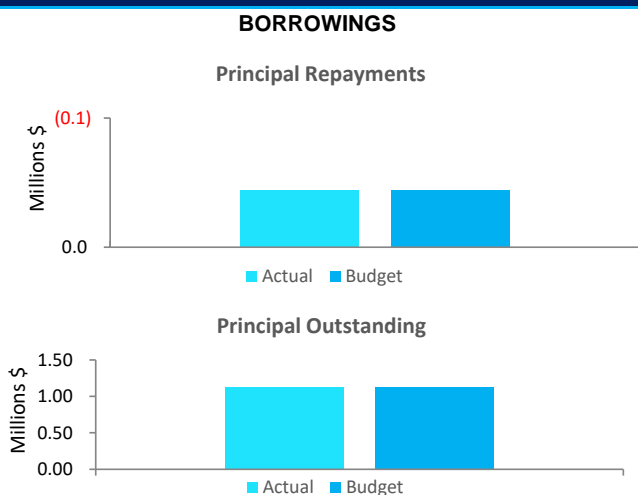
OPERATING ACTIVITIES



INVESTING ACTIVITIES



FINANCING ACTIVITIES



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

**SHIRE OF PERENJORI  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 JUNE 2024**

**3 CASH AND FINANCIAL ASSETS**

Description	Classification	Total as per the Financial Statements			Actual Bank Balance	Institution	Interest Rate	Maturity Date
		Unrestricted	Restricted	Cash				
		\$	\$	\$	\$			
<b>Cash on hand</b>								
Bankwest Municipal Account	Cash and cash equivalents	3,274,239		3,274,239	3,249,047	Bank	0.00%	On Call
Petty Cash & Till Float	Cash and cash equivalents	150		150	150	Bank	0.00%	On Hand
Bankwest Municipal Telenet Saver Account	Cash and cash equivalents	885,819		885,819	885,819	Bank	1.35%	On Hand
Reserve Funds - Restricted Cash		0	3,136,938	3,136,938				
- Operating Bank Account 816902	Cash and cash equivalents	0			52,607	Bank	1.35%	On Call
- Mt Gibson Mining Reserve Account 1665372	Cash and cash equivalents	0			73,326	Bank	3.50%	On Hand
- Mt Gibson Mining Telenet Saver 0860049	Cash and cash equivalents	0			110,000	Bank	0.00%	On Hand
- Mt Gibson Mining Term Deposit 0023019	Cash and cash equivalents	0			1,356,000	Bank	4.20%	19/07/2024
- Special Term Deposit 951395	Cash and cash equivalents	0			0	Bank	3.50%	Closed
- Special Term Deposit 0023001	Cash and cash equivalents	0			1,545,006	Bank	4.20%	19/07/2024
<b>Total</b>		<b>4,160,208</b>	<b>3,136,938</b>	<b>7,297,146</b>	<b>7,271,954</b>			
<b>Comprising</b>								
Cash and cash equivalents		4,160,208	3,136,938	7,297,146	7,271,954			
		<b>4,160,208</b>	<b>3,136,938</b>	<b>7,297,146</b>	<b>7,271,954</b>			

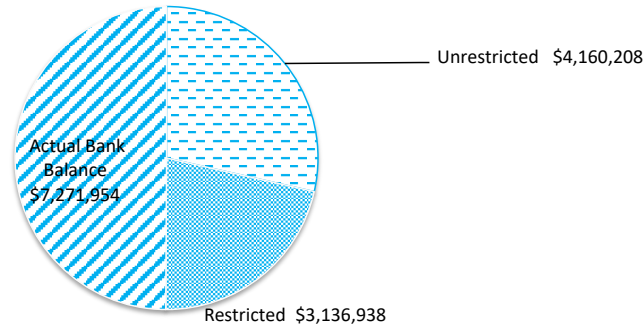
**KEY INFORMATION**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



**SHIRE OF PERENJORI**  
**SUPPLEMENTARY INFORMATION**  
**FOR THE PERIOD ENDED 30 JUNE 2024**

**4 RESERVE ACCOUNTS**

Reserve name	Budget	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Actual YTD
	Opening	Interest	Transfer	Transfers	Closing	Opening	Interest	Transfers In	Transfer	Closing
	Balance	Earned	s In (+)	Out (-)	Balance	Balance	Earned	(+)	s Out (-)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Council</b>										
Leave reserve	85,545	2,360	0	(14,386)	73,519	85,545	3,895	0	(14,386)	75,054
Plant reserve	593,196	15,970	184,089	(400,000)	393,255	593,196	26,353	184,089	(400,000)	403,638
Refuse reserve	227,137	5,716	0	(80,000)	152,853	227,137	9,433	0	(58,830)	177,740
Swimming pool reserve	129,693	3,027	0	0	132,720	129,693	4,995	0	0	134,688
Road & rehabilitation reserve	34,018	939	0	0	34,957	34,018	1,549	0	0	35,567
Housing reserve	444,485	12,266	0	(200,000)	256,751	444,485	20,241	0	(200,000)	264,726
Mt Gibson infrastructure reserve	1,473,399	37,681	0	0	1,511,080	1,483,275	56,051	0	0	1,539,326
Tourism accommodation reserve	90,678	1,812	0	0	92,490	90,678	2,991	0	0	93,669
Water reserve	191,503	4,595	0	0	196,098	191,503	7,583	0	0	199,086
IT communication reserve	204,148	5,634	0	(86,600)	123,182	204,148	9,296	0	0	213,444
	<b>3,473,802</b>	<b>90,000</b>	<b>184,089</b>	<b>(780,986)</b>	<b>2,966,905</b>	<b>3,483,678</b>	<b>142,387</b>	<b>184,089</b>	<b>(673,216)</b>	<b>3,136,938</b>

## 5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land	20,000	20,000	0	(20,000)
Buildings	2,107,949	2,125,449	1,905,066	(220,383)
Furniture & equipment	144,100	150,600	38,110	(112,490)
Plant & equipment	837,406	837,406	834,216	(3,190)
<b>Acquisition of property, plant and equipment</b>	<b>3,109,455</b>	<b>3,133,455</b>	<b>2,777,392</b>	<b>(356,063)</b>
Roads	4,735,529	4,735,529	2,247,452	(2,488,077)
Footpaths	216,424	64,642	70,791	6,149
Parks, ovals & dams	0	0	0	0
Other	1,404,932	1,399,932	323,972	(1,075,960)
<b>Acquisition of infrastructure</b>	<b>6,356,885</b>	<b>6,200,103</b>	<b>2,642,215</b>	<b>(4,270,013)</b>
<b>Total capital acquisitions</b>	<b>9,466,340</b>	<b>9,333,558</b>	<b>5,419,608</b>	<b>(4,626,076)</b>
<b>Capital Acquisitions Funded By:</b>				
Capital grants and contributions	6,129,185	6,129,185	2,345,674	(3,783,511)
Borrowings	1,000,000	1,000,000	1,000,000	0
Other (disposals & C/Fwd)	344,617	344,617	501,523	156,905
Reserve accounts				
Plant reserve	400,000		400,000	400,000
Refuse reserve	80,000		58,830	58,830
IT communication reserve	86,600		0	0
Contribution - operations	1,211,552	1,859,756	899,195	(960,561)
<b>Capital funding total</b>	<b>9,466,340</b>	<b>9,333,558</b>	<b>5,419,608</b>	<b>(3,913,950)</b>

### SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

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.

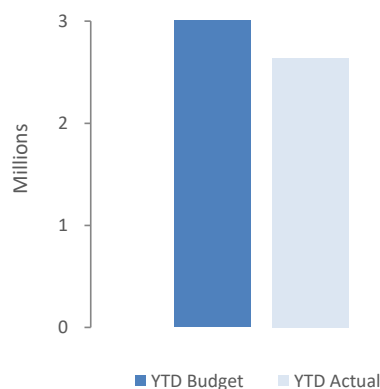
#### Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognised at fair value. Assets held at cost are depreciated and assessed for impairment annually.

#### Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Payments for Capital Acquisitions

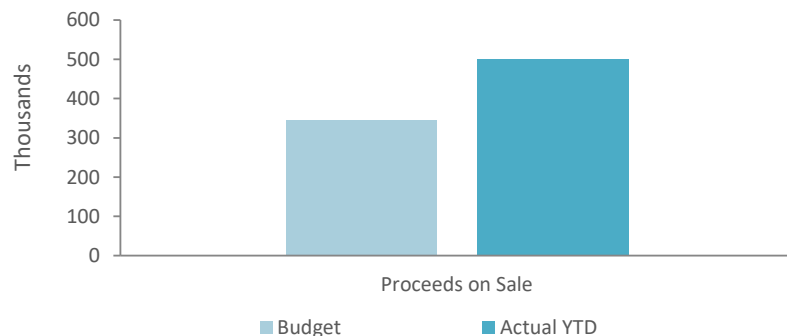


5 CAPITAL ACQUISITIONS - DETAILED

Job - Account	Job/Account Description	Asset Class	Type	Program	Original Budget	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance	Comments
FE03	Altus Payroll	Furniture & Equipment	Government	New	70,000	70,000	70,000	-	70,000	Carry Forward
FE04	Library Software	Furniture & Equipment	Recreation and Culture	New	10,600	10,600	10,600	-	10,600	Carry Forward
FE05	Printer Dept Admin	Furniture & Equipment	Administration	New	6,000	6,000	6,000	5,407	593	Completed
FE06	Archive Room Fit-Out	Furniture & Equipment	Administration	New	25,000	25,000	25,000	12,177	12,823	Carry Forward
FE07	Mex Program Plant Maintenance	Furniture & Equipment	Administration	New	-	20,000	20,000	20,527	(527)	Completed
BC27	Master Key System Review	Buildings	Administration	New	25,000	25,000	25,000	18,401	6,599	Carry Forward
HC28	New housing, Timmings & Hirsh	Buildings	Housing	New	1,200,000	1,200,000	1,200,000	980,255	219,745	Carry Forward \$36,000
HC31	Aged Units x 2 42 Russell St	Buildings	Housing	New	812,933	812,933	812,933	834,877	(21,944)	Completed
BC28	Caravan Park Village Key System	Buildings	Economic Services	Upgrade	6,500	6,500	6,500	6,775	(275)	Completed
I005	Fencing of Perenjori Tip	Infrastructure - Other	Community Amenities	Upgrade	15,000	80,000	80,000	56,830	23,170	Completed
I002	Community Hub Project	Infrastructure - Other	Economic Services	New	1,071,756	1,071,756	1,071,756	19,060	1,052,696	Carry Forward
BC09	Dump Point Surrounds	Infrastructure - Other	Recreation and Culture	New	5,000	5,000	5,000	-	5,000	Operating
LA01	Purchase of Industrial Land	Land	Economic Services	New	20,000	20,000	20,000	-	20,000	Carry Forward
CP11	Caravan Park Furniture & Equipm	Furniture & Equipment	Economic Services	New	12,500	12,500	12,500	1,241	11,259	Removed/operating
<b>Unfinished Projects from 22/23 Budget</b>										
BC11	Perenjori Hall Roof Retention Ex	Buildings	Government	Renewal	8,083	8,083	8,083	8,083	(0)	Completed
I001	Perenjori Oval Water	Infrastructure - Other	Recreation and Culture	New	92,703	73,918	73,918	73,918	(0)	Completed
BC03	Refurbishment of Perenjori Oval	Buildings	Recreation and Culture	Renewal	51,208	51,208	51,208	51,208	(0)	Completed
RC11	Kerbing Fowler St	Infrastructure - Footpath	Recreation and Culture	Upgrade	216,424	64,642	64,642	70,791	(6,149)	Completed
I007	Fowler St Landscaping	Infrastructure - Other	Recreation and Culture	Upgrade	-	55,512	55,512	56,140	(628)	Completed
BC12	Construction of Shelter at Ceme	Infrastructure - Other	Community Amenities	New	2,500	4,679	4,679	4,835	(156)	Completed
BC15	Solar Lights at Latham Commun	Infrastructure - Other	Recreation and Culture	New	12,566	10,481	10,481	10,481	(0)	Completed
BC16	Solar Lights at Cemetery	Infrastructure - Other	Community Amenities	New	16,319	-	-	-	-	Removed
BC17	Solar Lights North Rd (Townsite	Infrastructure - Other	Recreation and Culture	New	15,565	5,207	5,207	5,208	(1)	Completed
BC23	Perenjori Evacuation Centre Upg	Buildings	Recreation and Culture	Upgrade	4,225	4,225	4,225	4,225	(0)	Completed
I004	Perenjori Town Water Project	Infrastructure - Other	Law, Order & Public Safety	New	35,394	42,694	42,694	45,729	(3,035)	Completed
I003	Static Water Supply (DFES)	Infrastructure - Other	Law, Order & Public Safety	New	10,000	7,685	7,685	8,295	(610)	Completed
<b>Road Program</b>										
RRG141	Warriedar Coppermine Rd SLK	Infrastructure - Roads	Transport	Renewal	150,000	150,000	150,000	57,409	92,591	Completed
RRG049	Syson Rd SLK 30.00-33.05	Infrastructure - Roads	Transport	Renewal	300,000	300,000	300,000	300,021	(21)	Completed
CC90	Camamah Perenjori Rd SLK 0.00-5.20	Infrastructure - Roads	Transport	Renewal						
RG24	Warriedar Coppermine Rd SLK 3.00-5.2 Final Seal	Infrastructure - Roads	Transport	Renewal	80,222	80,222	80,222	112,389	(32,167)	Completed
RRG141A	Warriedar Coppermine Rd SLK 6.5-7.30 / Subject to Council Discretion	Infrastructure - Roads	Transport	Renewal	950,000	-	-	-	-	Removed
R2R052	Taylor Rd SLK 5.6-22.35	Infrastructure - Roads	Transport	Renewal	300,000	453,288	453,288	453,288	0	Completed
CF25	Loading St 0.00-0.66 Stage 1	Infrastructure - Roads	Transport	Renewal	191,000	191,000	191,000	245,225	(54,225)	Completed
12008	Midwest Secondary Grain Freight	Infrastructure - Roads	Transport	Upgrade	2,206,000	2,206,000	2,206,000	8,843	2,197,157	Carry Forward
RC22	Road Tender Part A	Infrastructure - Roads	Transport	Upgrade	53,193	53,193	53,193	-	53,193	Completed
RC23	Old Perth Rd	Infrastructure - Roads	Transport	Upgrade	22,819	22,819	22,819	24,408	(1,589)	Completed
RC24	Timmings St	Infrastructure - Roads	Transport	Upgrade	43,859	43,859	43,859	43,281	578	Completed
RC25	Bunjil-Camamah Rd SLK 21.17-	Infrastructure - Roads	Transport	Upgrade	546,486	546,486	546,486	338,439	208,047	Completed
RC26	Oversby Rd SLK 0.05-0.16	Infrastructure - Roads	Transport	Upgrade	112,066	112,066	112,066	112,066	-	Completed
RC27	Britt St SLK 0.00-0.20	Infrastructure - Roads	Transport	Upgrade	137,003	137,003	137,003	184,604	(47,601)	Completed
RC28	Camamah Rd Culverts	Infrastructure - Roads	Transport	Upgrade	236,432	236,432	236,432	159,202	77,230	Completed
RC29	Hirshauer St SLK 0.00-0.3	Infrastructure - Roads	Transport	Upgrade	37,736	37,736	37,736	41,767	(4,031)	Completed
RC30	John St SLK 0.00-0.213	Infrastructure - Roads	Transport	Upgrade	26,406	26,406	26,406	29,453	(3,047)	Completed
CF27	Sealing of Cemetery Carpark / T	Infrastructure - Roads	Community Amenities	Upgrade	53,095	53,095	53,095	51,132	1,963	Completed
<b>Plant replacement program</b>										
04252	Toyota Prado CEO Vehicle	Plant & Equipment	Administration	Renewal	75,000	61,500	61,500	61,479	21	Completed
04259	Small/Med Hybrid Finance Mana	Plant & Equipment	Administration	New	35,000	-	-	-	-	Removed
CP24	New Backhoe Loader	Plant & Equipment	Transport	Renewal	260,585	260,585	260,585	260,585	-	Completed
CP25	Prime Mover Hino Motors C/F PO 8959	Plant & Equipment	Transport	Renewal	221,830	221,830	221,830	222,353	(523)	Completed
CP26	Mitsubishi Triton 4 door C/F PO 9034	Plant & Equipment	Transport	Renewal	44,933	44,933	44,933	44,194	739	Completed
CP27	Mitsubishi Triton GLX MR6W20 C/F PO 9035	Plant & Equipment	Transport	Renewal	32,644	32,644	32,644	32,893	(249)	Completed
CP28	Mitsubishi Triton GLX MR6W20 C/F PO 9036	Plant & Equipment	Transport	Renewal	32,644	32,644	32,644	32,144	500	Completed
CP29	Mitsubishi Triton GLX MR6W20 C/F PO 9037	Plant & Equipment	Transport	Renewal	32,644	32,644	32,644	32,893	(249)	Completed
CP30	Isuzu D-Max MY23 4x4	Plant & Equipment	Transport	Renewal	47,668	47,668	47,668	48,096	(428)	Completed
CP31	Isuzu D-Max MY23 4x2	Plant & Equipment	Transport	Renewal	33,708	33,708	33,708	34,136	(428)	Completed
CP34	EV Charging Station	Plant & Equipment	Transport	New	-	13,260	13,260	6,595	6,665	Completed
CP33	Slasher Latham Golf club	Plant & Equipment	Transport	Renewal	38,000	30,990	30,990	30,990	-	Completed
CP35	Sign Trailer SAM	Plant & Equipment	Transport	New	25,000	25,000	25,000	27,857	(2,857)	Completed
I006	Caron Dam Tank	Infrastructure - Other	Economic Services	New	48,000	48,000	48,000	43,477	4,523	Completed
					10,205,173	9,314,558	9,314,558	5,419,608	3,894,950	

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Plant and equipment</b>									
PE221	1PJ Toyota Prado 2022	48,021	56,815	8,794	0	48,738	56,818	8,080	0
PE05	JCB Backhoe 2017	29,269	41,858	12,589	0	29,269	41,858	12,589	0
PE04	1AID284 Mits Triton 2017	0	15,000	15,000	0	0	9,503	9,503	0
PE06	1HXV307 Mits Triton 2016	0	15,000	15,000	0	0	7,509	7,509	0
PE016	1IAD331 Mits Triton 2020	9,800	15,000	5,200	0	9,388	8,839	0	(550)
PE03	1IAD337 Mits Triton 2017	500	15,000	14,500	0	92	11,276	11,184	0
PE009	Nissan UD Truck GW26470	0	0	0	0	61,774	54,380	0	(7,394)
5	JETPATCHER				0	36,913	125,395	88,482	0
PE302	Caravan Jayco 1TMS454	29,993	29,639	0	(354)	29,993	29,639	0	(354)
PE301	Caravan Coromal 1TMV806	34,313	29,639	0	(4,674)	34,313	29,639	0	(4,674)
PE304	Caravan Dreamline 1TMZ686	35,130	33,539	0	(1,591)	35,130	33,539	0	(1,591)
PE303	Caravan Kingdom 1TQK181	39,624	27,866	0	(11,758)	39,624	27,866	0	(11,758)
PE313	Caravan New Age 1TRR160	46,018	33,628	0	(12,390)	46,018	33,628	0	(12,390)
PE312	Caravan Jurgens 1TSQ648	38,860	31,633	0	(7,227)	38,858	31,633	0	(7,225)
		<b>311,529</b>	<b>344,617</b>	<b>71,083</b>	<b>(37,995)</b>	<b>410,111</b>	<b>501,523</b>	<b>137,347</b>	<b>(45,936)</b>

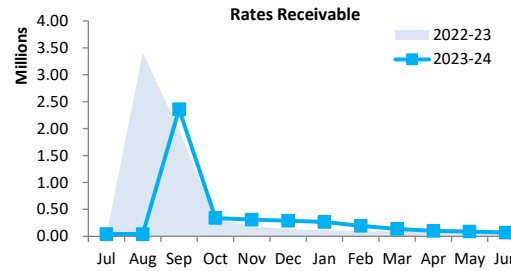




7 RECEIVABLES

Rates receivable

	30 June 2023	30 Jun 2024
Opening arrears previous years	\$ 45,134	\$ 45,134
Levied this year		3,239,524
Less - collections to date	0	(3,213,431)
Gross rates collectable	<u>45,134</u>	<u>71,227</u>
<b>Net rates collectable</b>	<b>45,134</b>	<b>71,227</b>
% Collected	0.0%	97.8%



Receivables - general

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(545)	240,693	11,929	9,849	105,023	366,948
Percentage	(0.1%)	65.6%	3.3%	2.7%	28.6%	
<b>Balance per trial balance</b>						
Sundry debtors						366,948
GST receivable						112,597
<b>Total receivables general outstanding</b>						<b>479,550</b>

Amounts shown above include GST (where applicable)

KEY INFORMATION

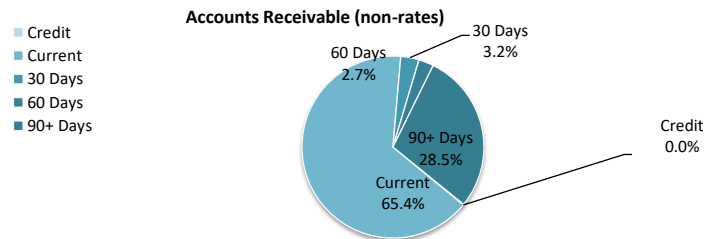
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



**SHIRE OF PERENJORI  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 JUNE 2024**

**OPERATING ACTIVITIES**

**8 OTHER CURRENT ASSETS**

	<b>Opening Balance 1 July 2023</b>	<b>Asset Increase</b>	<b>Asset Reduction</b>	<b>Closing Balance 30 June 2024</b>
	\$	\$	\$	\$
<b>Other current assets</b>				
<b>Inventory</b>				
Stock inventories	136,308	0	(9,205)	127,103
<b>Total other current assets</b>	<b>136,308</b>	<b>0</b>	<b>(9,205)</b>	<b>127,103</b>

**Amounts shown above include GST (where applicable)**

**KEY INFORMATION**

**Inventory**

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

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

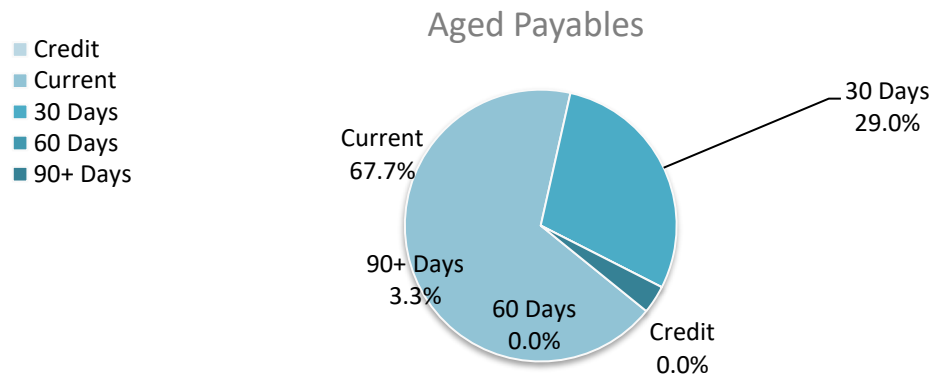
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	71,840	30,759	0	3,547	106,146
Percentage	0.0%	67.7%	29.0%	0.0%	3.3%	
<b>Balance per trial balance</b>						
Payables, current	0	171,678	0	0	0	171,678
ATO liabilities	0	47,473	0	0	0	47,473
Prepaid rates	0	31,312	0	0	0	31,312
Licencing	0	1,561	0	0	0	1,561
<b>Total payables general outstanding</b>						<b>252,024</b>

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



10 RATE REVENUE

General rate revenue

RATE TYPE	Rate in	Number of	Rateable	Rate	Budget	Total	Rate	YTD Actual	Total
	\$ (cents)	Properties	Value	Revenue	Interim	Revenue	Revenue	Interim	Revenue
				\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>									
Townsite	0.092127	106	1,159,333	107,973	0	107,973	107,973	0	107,973
Mining	0.092127	1	3,144,000	289,648	0	289,648	289,647	1,012	290,659
<b>Unimproved value</b>									
Rural	0.014395	258	155,050,000	2,231,945	0	2,231,945	2,231,945	0	2,231,945
Mining	0.307900	39	2,600,348	800,647	0	800,647	800,647	13,952	814,599
Exploration	0.209410	35	268,702	56,269	0	56,269	56,269	0	56,269
<b>Sub-Total</b>		<b>439</b>	<b>162,222,383</b>	<b>3,486,482</b>	<b>0</b>	<b>3,486,482</b>	<b>3,486,482</b>	<b>14,964</b>	<b>3,501,445</b>
<b>Minimum payment</b>									
<b>Gross rental value</b>									
Townsite	389	32	27,601	11,281	0	11,281	11,281	0	11,281
Mining	389	2	20	389	0	389	389	0	389
<b>Unimproved value</b>									
Rural	0	11	102,300	4,279	0	4,279	4,279	0	4,279
Mining	0	7	2,801	2,723	0	2,723	2,723	0	2,723
Exploration	0	24	23,162	9,725	0	9,725	9,725	0	9,725
<b>Sub-total</b>		<b>76</b>	<b>155,884</b>	<b>28,397</b>	<b>0</b>	<b>28,397</b>	<b>28,397</b>	<b>0</b>	<b>28,397</b>
Discount						(320,553)			(317,861)
<b>Amount from general rates</b>						<b>3,194,326</b>			<b>3,211,981</b>
Ex-gratia rates						27,543	27,543		27,543
<b>Total general rates</b>						<b>3,221,869</b>			<b>3,239,524</b>

11 BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2023	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
CHA Housing	96	17,219	0	0	(17,219)	(17,219)	-0	0	836	(836)
John Street Subdivision	98	153,087	0	0	(26,572)	(26,572)	126,515	126,515	(10,215)	(10,215)
New Loan Housing	100	0	1,000,000	1,000,000	0	0	1,000,000	1,000,000	0	0
<b>Total</b>		<b>170,306</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>(43,791)</b>	<b>(43,791)</b>	<b>1,126,515</b>	<b>1,126,515</b>	<b>(9,379)</b>	<b>(11,051)</b>
Current borrowings		43,791					0			
Non-current borrowings		126,515					1,126,515			
		<b>170,306</b>					<b>1,126,515</b>			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

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.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

## 12 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 June 2024
		\$	\$	\$	\$	\$
<b>Other current liabilities</b>						
<b>Other liabilities</b>						
Contract liabilities		166,762	0	1,918,686	(1,044,513)	1,040,935
Capital grant/contributions liabilities		0	0	31,511	(18,000)	13,511
<b>Total other liabilities</b>		166,762	0	1,950,197	(1,062,513)	1,054,446
<b>Employee Related Provisions</b>						
Employee provisions		233,540	0	0	0	233,540
<b>Total Provisions</b>		233,540	0	0	0	233,540
<b>Total other current liabilities</b>		<b>400,302</b>	<b>0</b>	<b>1,950,197</b>	<b>(1,062,513)</b>	<b>1,287,986</b>

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13 and 14

### KEY INFORMATION

#### Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

#### Employee Related Provisions

##### Short-term employee benefits

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

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

##### Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

#### Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

#### Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Program	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
		Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD Budget	YTD Revenue
		1 July 2023		(As revenue)	30 Jun 2024	30 Jun 2024	Revenue	Budget	Actual
		\$	\$	\$	\$	\$	\$	\$	
<b>Grants and subsidies</b>									
DFES Operating Grant	Law, Order & Public Safety	0	0	0	0	0	38,000	38,112	
Direct Grant	Transport	0	0	0	0	0	273,328	273,328	
Grants Commission Grant	General purpose funding	0	0	0	0	0	71,635	1,519,774	
Untied Road Grant	General purpose funding	0	0	0	0	0	52,923	1,100,408	
Doantion Bush Telegraph Committee	General purpose funding	0	13,511	0	13,511	13,511	0	0	
Volunteers & Seniors Grants	Community Services	0	0	0	0	0	8,000	12,000	
National Australia Day Council	Community Services		8,000	(8,000)	0	0	0	0	
Main Roads Street Lighting Subsidy	Transport	0	0	0	0	0	3,100	3,214	
NACC Wake of Storm Tree Planting	Recreation and Culture		10,000	(10,000)	0	0	10,000	10,000	
		<b>0</b>	<b>31,511</b>	<b>(18,000)</b>	<b>13,511</b>	<b>13,511</b>	<b>456,986</b>	<b>2,956,836</b>	

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Program	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
		Liability	Increase in	Decrease in	Liability	Current	Adopted	YTD	YTD
		1 July 2023	Liability	Liability	30 Jun 2024	Liability	Budget	Budget	Revenue
		(As revenue)			Revenue		Actual		
		\$	\$	\$	\$	\$	\$	\$	
<b>Capital grants and subsidies</b>									
LR&CIP Funding	General Purpose Funding	0	540,935	0	540,935	0	1,259,956	1,259,956	204,406
Department of Industry (Evacuation Centre Grant)	General Purpose Funding	2,288	0	(2,288)	(0)	0	0	0	0
Grant Income - DWER	Law, Order & Public Safety	0	0	0	0	0	62,754	62,754	0
Capital Grant - DFES	Housing	0	200,000	(200,000)	0	0	0	0	0
Housing capital grant	Housing	119,226	439,351	(558,577)	0	0	1,012,933	1,012,933	1,022,188
Grant Income	Community Amenities	0	500,000	0	500,000	0	500,000	500,000	0
Regional Road Group Funding	Transport	45,248	200,000	(243,422)	1,826	0	443,864	443,864	423,565
Roads To Recovery Funding	Transport	0	0	0	0	0	534,940	534,940	593,377
Mid West Secondary Grain Freight Network Grant	Transport	0	0	0	0	0	2,206,000	2,206,000	0
Grant Community Water Caron Dam	Other Economic Services	0	0	0	0	0	63,738	63,738	63,738
DWER RWP AA Dams Grant	Economic Svices	0	38,400	(38,400)	(0)	0	0	0	38,400
		<b>166,762</b>	<b>1,918,686</b>	<b>(1,042,687)</b>	<b>1,042,760</b>	<b>0</b>	<b>6,084,185</b>	<b>6,084,185</b>	<b>2,345,674</b>



**SHIRE OF PERENJORI  
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**15 TRUST FUND**

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening	Amount	Amount	Closing
	Balance			Received
	1 July 2023			30 Jun 2024
	\$	\$	\$	\$
Mount Gibson Public Benefit Fund	312,937	2,438	(38,486)	276,889
	<b>312,937</b>	<b>2,438</b>	<b>(38,486)</b>	<b>276,889</b>

**SHIRE OF PERENJORI  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 JUNE 2024**

**16 BUDGET AMENDMENTS**

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

Description	Council Resolution	Classification	Non Cash	Increase in	Decrease in	Amended Budget
			Adjustment	Cash	Available Cash	Running Balance
			\$	\$	\$	\$
<b>Budget adoption</b>	240824.18	Surplus/(Deficit)				151,782
Audited Finances Deficit		Opening Surplus/Deficit			(13,880)	137,902
Operating Revenue		Operating revenue		47,098		185,000
Operating Expenditure		Operating expenses			(1,899,385)	(1,714,385)
Non Cash amounts		Non cash item		1,913,264		198,879
Capital Grants		Capital revenue			(188,974)	9,905
Proceeds from Asset Disposal		Capital revenue		62,617		72,522
Capital Works		Operating expenses			(332,589)	(260,067)
Transfer to Reserves		Capital expenses		279,386		19,319
Transfer from Reserves		Operating revenue		121,165		140,484
Repayment of Borrowings		Capital expenses		11,298		151,782
				<b>2,434,828</b>	<b>(2,434,828)</b>	<b>0</b>

## 12.2 SCHEDULE OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 JUNE 2024

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM 0082
<b>Report Date:</b>	25 July 2024
<b>Disclosure of Interest:</b>	
<b>Voting Requirements:</b>	Simple Majority
<b>Author:</b>	Domenica Curtin – Senior Finance Officer
<b>Responsible Officer:</b>	Ally Bryant – Finance Manager
<b>Attachments:</b>	<a href="#">12.2.1 - Accounts for Payment 30 June 2024</a> <a href="#">12.2.2 - Corporate Credit Card Statement 30 June 2024</a> <a href="#">12.2.3 - Corporate Credit Card Breakdown 30 June 2024</a>

### Summary

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

### Background

Council delegates authority to the Chief Executive Officer annually:

To make payments from Trust, Reserve and Municipal Fund;

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

### Legal Compliance

*Local Government Act 1995*

S6.5. Accounts and records

Local Government (Financial Management) Regulations 1996

R11. Payments, procedures for making etc.

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

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

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

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

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

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

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

(a) the payee's name; and

(b) the amount of the payment; and

(c) the date of the payment; and

(d) sufficient information to identify the transaction.

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

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

(i) the payee's name; and

(ii) the amount of the payment; and

(iii) sufficient information to identify the transaction; and

(b) the date of the meeting of the council to which the list is to be presented.

(3) A list prepared under sub-regulation (1) or (2) is to be —

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

**Policy Implications**

Nil

**Council Policy Compliance**

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

**Financial Implications**

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

**Strategic Community Plan**

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

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

**Consultation**

Paul Anderson – Chief Executive Officer

Ally Bryant – Finance Manager

**Officer Comment**

Accounts paid for the month ending 30 June 2024.

<b>Municipal Account</b>	
EFT 17690 - 17817	\$1,709,871.49
Direct Debits	\$78,874.86
Cheques	\$0.00
Corporate MasterCard	\$4,823.47
Bank Fees	\$ 475.17
<b>Total</b>	<b>\$1,789,221.52</b>

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

Totalling **\$1,789,221.52** from *Municipal* and *Trust Accounts* for the month ending **30 June 2024**.

**OFFICER RECOMMENDATION**

<b>Council Resolution Number:</b>	
<b>Moved:</b>	<b>Seconded:</b>
<p><b>That the cheques and electronic payments as per the attached schedules of accounts for payment totaling \$1,789,221.52 (One million, seven hundred and eighty nine thousand, two hundred and twenty one dollars and fifty two cents) be accepted.</b></p>	
<b>Motion put and carried / lost</b>	
<b>For:</b>	
<b>Against:</b>	

**Shire of Perenjori  
Local Government Act 1995  
Accounts for Payment for Month Ended 30<sup>th</sup> June 2024**

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
474	03/06/2024	EFT GST - EFTPOS FEES WITH GST	EFTPOS FEES WITH GST	M		238.47
474	03/06/2024	EFT GST - EFTPOS FEES WITH GST	EFTPOS FEES WITH GST	M		236.70
EFT17818	14/06/2024	ABROLHOS STEEL	16mm re bar - PJ1530 & PJ1524 Graders	M		96.36
EFT17819	14/06/2024	ACOT500 PTY LTD	LED amber beacon- PJ1512 Howard Porter water trailer	M		308.00
EFT17820	14/06/2024	ALL DECOR	Supply and install blinds - Eco 2	M		3,552.00
EFT17821	14/06/2024	APPLIED SATELLITE TECHNOLOGY AUSTRALIA PTY LTD	Monthly Subscription & AST Service Fee	M		78.43
EFT17822	14/06/2024	AUSTRALIA POST	Postage fees for month of May 2024	M		97.02
EFT17823	14/06/2024	AUSTRALIAN TAXATION OFFICE	Bas for May 2024	M		36,494.00
EFT17824	14/06/2024	AVON WASTE	Waste Collection Services for May 2024	M		3,638.25
EFT17825	14/06/2024	BLUEHILL COURIERS	Freight services for May 2024 - Geraldton Runs (Mechanic)	M		523.60
EFT17826	14/06/2024	BOB WADDELL & ASSOCIATES PTY LTD	Rates Services - Wk ended 31/05/24	M		1,361.25
EFT17827	14/06/2024	BOC LIMITED	Boc monthly container fees - May 2024	M		91.99
EFT17828	14/06/2024	CANINE CONTROL	Ranger Services – December 23, May & June 24	M		3,520.00
EFT17829	14/06/2024	CHILD SUPPORT AGENCY	Payroll deductions	M		265.55
EFT17830	14/06/2024	CNW PTY LTD	Exhaust fan - Unit 1, North Rd (C/Park), LED Bulkhead – Village	M		392.48
EFT17831	14/06/2024	COLIN MURRICE BRYANT	Travel - Forum/Council 30/05/24	M		108.91
EFT17832	14/06/2024	CORSIGN WA	Various Traffic Signage	M		1,933.80
EFT17833	14/06/2024	DANIEL KEVIN BRADFORD	Travel - Forum/Council 30/05/24	M		93.07

**Shire of Perenjori**  
**Local Government Act 1995**  
**Accounts for Payment for Month Ended 30<sup>th</sup> June 2024**

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
EFT17834	14/06/2024	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BSL Fees collected for May 2024	M		729.37
EFT17835	14/06/2024	DONGARA MID WEST WASTE	Pumping of septic tank- 21 Hesford Street & CVP Units x 3	M		5,250.00
EFT17836	14/06/2024	GERALDTON MOWER & REPAIR SPECIALIST	Battery belt & 300S battery - Stihl Chainsaw	M		476.00
EFT17837	14/06/2024	GERALDTON TOYOTA	15 000Km Service - Toyota Corolla	M		245.00
EFT17838	14/06/2024	GFG TEMP ASSIST	Design & Construct Supermarket building - Paul Owen support 2.5hrs	M		308.00
EFT17839	14/06/2024	GREAT SOUTHERN FUEL	3 x 205L drum dolly, Samoa drum pump - Tools	M		1,780.00
EFT17840	14/06/2024	GREENFIELD TECHNICAL SERVICES	Management of Sealed Pavement Construction Works - RFT 03-2324	M		3,148.20
EFT17841	14/06/2024	HAINES SIGNS	Laminated Print on ACM - Water tank sign	M		671.00
EFT17842	14/06/2024	HILLE THOMPSON & DELFOS	Amalgamation of Lots 5-7 Fowler St, Perenjori & undertake survey & prepare plan	M		6,793.00
EFT17843	14/06/2024	IKONYX MEDICAL SERVICES PTY LTD	Annual Retainer Medical Services - June 2024	M		2,291.66
EFT17844	14/06/2024	INDEPENDENT RURAL PTY LTD	Hardware & Garden supplies 27/05/24-06/06/24	M		1,583.03
EFT17845	14/06/2024	INTEGRATED ICT	Managed Service Agreement x 23 - May 2024	M		9,221.83
EFT17846	14/06/2024	INTERFIRE AGENCIES PTY LTD	BR9 standard helmet with clip on face shield	M		2,249.50
EFT17847	14/06/2024	J'S HARDWARE & GIFTS	Hardware & Garden Supplies - May 2024	M		1,942.85
EFT17848	14/06/2024	JMH MECHANICAL SERVICES	Wheel bearings, bushes -repairs & mntce - PJ1535	M		3,512.63
EFT17849	14/06/2024	KATS RURAL	Painting supplies, key cutting clothesline pvc/poly & wire - C/Park, Wellness Centre, Eco 2	M		512.40
EFT17850	14/06/2024	KINGS WA PTY LTD	Road Train Hire - Resheeting of Dring Rd, Refund Bus Bond	M		25,714.60

**Shire of Perenjori  
Local Government Act 1995  
Accounts for Payment for Month Ended 30<sup>th</sup> June 2024**

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
EFT17851	14/06/2024	LESLIE DEREK HEPWORTH	Travel - Forum/Council 30/05/24	M		29.70
EFT17852	14/06/2024	MAIN STREET HARDWARE COOROW	Key cutting, deadbolt - 9 Hirshauer	M		56.60
EFT17853	14/06/2024	MCL WA GROUP PTY LTD	Extensive clean - PJ1551 JetPatcher	M		7,942.00
EFT17854	14/06/2024	MCLEODS BARRISTERS AND SOLICTORS	Review of Local Laws	M		8,070.15
EFT17855	14/06/2024	MIDWEST TURF SUPPLIES	Fertiliser 40x bags- Oval	M		2,420.00
EFT17856	14/06/2024	MOORA GLASS SERVICE	Flyscreen repairs & replacements - 23 Hesford Street	M		985.00
EFT17857	14/06/2024	O'Driscolls Mechanical Fabrication	Drill Holes on Slasher Bar assembly - Sundry Plant	M		88.00
EFT17858	14/06/2024	OAKSTAR ASSET PTY LTD	Footings - Limestone Wall at Village Green	M		5,500.00
EFT17859	14/06/2024	ON HOLD ON LINE	Monthly on hold messages	M		77.00
EFT17860	14/06/2024	PERENJORI ROADHOUSE	Depot & Admin consumables - May 2024	M		171.33
EFT17861	14/06/2024	PETER EGAN CARPENTRY	Construction of Wheelchair Ramp, entrance feature - ECO2 Various building work including kitchen & bathroom – 36 Livingstone	M		30,440.00
EFT17862	14/06/2024	PJC SERVICES & CO PLUMBING & GAS	Various plumbing works – 21 Hesford, 36 Livingstone, 25 Timmings, 5 Hirshauer	M		1,991.81
EFT17863	14/06/2024	RAMSAY CONSTRUCTIONS PTY LTD	EHO Services for May 2024	M		1,142.50
EFT17864	14/06/2024	RIGHT4THEROAD	Inspection fee - PJ1515	M		482.80
EFT17865	14/06/2024	RJ & LJ KING	2 x Grader, 8 x drive, 8 x trailer, 2 x steer tyres - Various	M		14,323.10
EFT17866	14/06/2024	SHIRE OF MORAWA	Hire of Lawn aerator - PJ Oval	M		270.00
EFT17867	14/06/2024	SIMPLY STONE	Supply & Install Limestone Wall - Village Green	M		9,735.00
EFT17868	14/06/2024	STATEWIDE BEARINGS	Slip Clutch - PJ1599	M		440.00

**Shire of Perenjori  
Local Government Act 1995  
Accounts for Payment for Month Ended 30<sup>th</sup> June 2024**

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
EFT17869	14/06/2024	SUPAGAS	2 x LPG 45kg - C/Park	M		280.00
EFT17870	14/06/2024	TEAM GLOBAL EXPRESS PTY LTD	Freight Charges - 16/05, 17/5 x 3, 20/5	M		707.53
EFT17871	14/06/2024	TOTALLY WORKWEAR	BC Unisex Core Jacket. 1x Small 1x Medium with Shire Logo - Caravan Park Manager	M		157.86
EFT17872	14/06/2024	TREE TECH AUSTRALIA	Removal of trees, stump grinding & chipping - 19 & 21 Hesford St	M		17,985.00
EFT17873	14/06/2024	Tudor House.	3 x flag poles, Australian flag, West Australian Flag & Aboriginal Flag	M		1,915.00
EFT17874	14/06/2024	WATERFORD ENTERPRISES PTY LTD	Bus Bond - refund	M		232.00
EFT17875	14/06/2024	WESTRAC PTY LTD	Blade, Pin & Nut – Wear parts	M		428.95
EFT17876	18/06/2024	CATWEST PTY LTD	Pavement Repair & Asphalt Works - Various	M		1,276,629.01
EFT17877	20/06/2024	ACCWEST	Accounting assistance - FBT Return 23/24	M		965.25
EFT17878	20/06/2024	BOB WADDELL & ASSOCIATES PTY LTD	Rates services for week ended 09/06/2024	M		990.00
EFT17879	20/06/2024	CANINE CONTROL	Ranger Services - 17/06/24	M		880.00
EFT17880	20/06/2024	CHILD SUPPORT AGENCY	Payroll deductions	M		265.55
EFT17881	20/06/2024	CNW PTY LTD	Delay switch & parts - Latham Community Centre	M		409.83
EFT17882	20/06/2024	CORSIGN WA	2 x Sign - Winter sport in Perenjori	M		165.00
EFT17883	20/06/2024	CURLAN HOLDINGS PTY LTD	Contract Financial Services - 22/05 to 18/06/24	M		8,143.69
EFT17884	20/06/2024	E & MJ ROSHER PTY LTD	Kubota blade - Sundry	M		316.01
EFT17885	20/06/2024	GERALDTON LOCK AND KEY SPECIALISTS	Supply and installation of master key system for Shire of Perenjori buildings	M		19,713.08



**Shire of Perenjori  
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Accounts for Payment for Month Ended 30<sup>th</sup> June 2024**

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
EFT17886	20/06/2024	GERALDTON MOWER & REPAIR SPECIALIST	Sundry Items - Battery, chains, loop	M		1,187.00
EFT17887	20/06/2024	GH COUNTRY COURIER	Freight - 4 x pallets trees from Mooreview Nursery	M		660.00
EFT17888	20/06/2024	GNC QUALITY PRECAST	Headwalls various - supply & delivery	M		11,827.20
EFT17889	20/06/2024	GREAT SOUTHERN FUEL	Magnatec SUV 205L oil	M		1,387.95
EFT17890	20/06/2024	HITACHI	Outer cutting edge & 12 x nuts – Wear parts	M		1,009.36
EFT17891	20/06/2024	INDEPENDENT RURAL PTY LTD	2 x Truck Battery - PJ1515	M		1,285.95
EFT17892	20/06/2024	INTEGRATED ICT	Starlink monthly fees - 2 & 4 John Street	M		511.50
EFT17893	20/06/2024	JLT RISK SOLUTIONS PTY LTD	Regional Risk Co-Ordinator Fees June 2024	M		4,584.40
EFT17894	20/06/2024	LANDGATE - VALUATIONS	GRV Valuations - Chargeable	M		74.15
EFT17895	20/06/2024	MARK THORNTON	Bus Bond refund - 06/05/24 Hire date	M		232.00
EFT17896	20/06/2024	MCLEODS BARRISTERS AND SOLICITORS	Legal Fees - Deed of Gift agreement - 47 Russell St, Perenjori	M		766.70
EFT17897	20/06/2024	MICHAEL LUPARDO T/A ALLGLO PAINTING CONTRACTORS	Paint & seal 4 doors - Perenjori CRC. Paint 2 x gable ends & gate - 36 Livingstone	M		2,230.00
EFT17898	20/06/2024	NOVUS AUTOGLASS REPAIRS & REPLACEMENT	Tint Window - Backhoe	M		220.00
EFT17899	20/06/2024	OMNICOM MEDIA GROUP AUSTRLIA PTY LTD (MARKETFORCE)	Advertising - Notice of Proposal to Impose Differential Rates	M		604.20
EFT17900	20/06/2024	PERENJORI ROADHOUSE	Cleaning Supplies for May 2024	M		258.32
EFT17901	20/06/2024	PETER EGAN CARPENTRY	Entrance Feature - Eco 2	M		3,037.10
EFT17902	20/06/2024	PJC SERVICES & CO PLUMBING & GAS	Repair water leak - C/Park Village	M		690.80

**Shire of Perenjori  
Local Government Act 1995  
Accounts for Payment for Month Ended 30<sup>th</sup> June 2024**

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
EFT17903	20/06/2024	R n R Auto Electric	Check & Repair Auto door - PJ1516 Toyota Coaster Bus	M		2,868.80
EFT17904	20/06/2024	REECE PTY LTD	Dura boot roof flashing - 40B Russell St	M		82.63
EFT17905	20/06/2024	REPCO AUTO PARTS	Ryco Fuel Filter - PJ1515 Community Bus	M		32.75
EFT17906	20/06/2024	RJ & LJ KING	1 x Goodyear tyre - PJ1555 Street Sweeper	M		178.20
EFT17907	20/06/2024	TEAM GLOBAL EXPRESS PTY LTD	Freight Services - 31/5/24 Corsign	M		225.04
EFT17908	20/06/2024	TOTALLY WORKWEAR	Oliver Safety Boots - Depot	M		196.60
EFT17909	20/06/2024	WALLACE PLUMBING AND GAS PTY LTD	Replace P trap and rectify water leak - 27 Timmings Street.	M		429.00
EFT17910	20/06/2024	WRIGHT SERVICES WA	Supply & Install fencing & gates - 5 Hirshauer & 25 Timmings	M		34,629.10
EFT17911	20/06/2024	ZED ELECT	Electrical Works - C/Park, 32 Livingstone, Admin	M		1,935.89
EFT17912	27/06/2024	ANDREW FRASER	Cr Travel - Council meeting 20/06/2024	M		28.35
EFT17913	27/06/2024	ASSET SOLUTIONS WA	Quarterly inspection - Nifty 120T	M		1,952.06
EFT17914	27/06/2024	BLACKWOODS	Battery Twin Pack 6.0AH Makita - Tool Replacement	M		388.80
EFT17915	27/06/2024	BOB WADDELL & ASSOCIATES PTY LTD	Rates Services for Week ended 23/06/24	M		783.75
EFT17916	27/06/2024	BURGESS RAWSON (WA) PTY LTD	Water Usage April to June – P&G & Latham Standpipe	M		4,609.83
EFT17917	27/06/2024	CANINE CONTROL	Ranger Services - 20/06/2024 Additional visit	M		880.00
EFT17918	27/06/2024	COLIN MURRICE BRYANT	Cr Travel - Council meeting 20/06/2024	M		108.91
EFT17919	27/06/2024	DANIEL KEVIN BRADFORD	Cr Travel - Council meeting 20/06/2024	M		93.07
EFT17920	27/06/2024	DK & NS BOULDEN	Assorted Eremophila Plants x 42 - delivered to Perenjori	M		420.00

**Shire of Perenjori  
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<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
EFT17921	27/06/2024	E & MJ ROSHER PTY LTD	Oil, fuel, element filters, V belt - PJ1564	M		632.23
EFT17922	27/06/2024	EFTSURE	Set Up Fee EFTSURE	M		1,650.00
EFT17923	27/06/2024	GERALDTON LOCK AND KEY SPECIALISTS	Restricted key cut x 17	M		527.80
EFT17924	27/06/2024	GFG TEMP ASSIST	Project Support June 2024 - Supermarket Building	M		369.60
EFT17925	27/06/2024	GREAT SOUTHERN FUEL	Aluminium Diaphragm Pump - Minor Equipment	M		2,490.61
EFT17926	27/06/2024	GREENFIELD TECHNICAL SERVICES	Management & support of RFT 03-2324	M		1,178.10
EFT17927	27/06/2024	HITACHI	AC Compressor - PJ1577	M		1,423.84
EFT17928	27/06/2024	INLANDER PTY LTD	8000 x farm trees & shrubs includes site visits, planting & site prep - Golf Course Tree Revegetation	M		11,000.00
EFT17929	27/06/2024	JAPANESE TRUCK & BUS SPARES	Fan belt & wiper blades - PJ1549	M		192.80
EFT17930	27/06/2024	JMH MECHANICAL SERVICES	N120 Battery - PJ1578	M		551.10
EFT17931	27/06/2024	JUDE SUTHERLAND	Presidents Allowance - 2nd & Final instalment 23/24	M		10,475.12
EFT17932	27/06/2024	LESLIE DEREK HEPWORTH	Deputy President Allowance - 2nd & final instalment 2023/24	M		2,639.08
EFT17933	27/06/2024	MCINTOSH & SONS	Oil filters, mirror & freight - PJ1563	M		531.45
EFT17934	27/06/2024	MICHAEL LUPARDO T/A ALLGLO PAINTING CONTRACTORS	Remove signage, sand, undercoat & apply 2 coats gloss to doors - Perenjori Swimming Pool	M		3,300.00
EFT17935	27/06/2024	MORAWA REFRIGERATION	Supply & install 1 x v belt & aircon repair – 34 Livingstone Street	M		330.00
EFT17936	27/06/2024	NAPA	Oil Filter - 2PJ	M		18.37
EFT17937	27/06/2024	NATIONAL DRILLING EQUIPMENT	Hex tails, End protectors left & right hand – Wear parts	M		3,350.50
EFT17938	27/06/2024	PERENJORI AGRICULTURAL SOCIETY	Mt Gibson Public Benefit Trust Grant - Round 22	M		25,000.00

**Shire of Perenjori  
Local Government Act 1995  
Accounts for Payment for Month Ended 30<sup>th</sup> June 2024**

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
EFT17939	27/06/2024	PERENJORI MEDICAL CENTRE	Pippa Clark - Pre-Employment Medical 13/06/2024	M		336.15
EFT17940	27/06/2024	PETER EGAN CARPENTRY	Inspection & repairs of gutters, eaves, gables - PJ Masonic Lodge	M		3,190.00
EFT17941	27/06/2024	PJC SERVICES & CO PLUMBING & GAS	Repair Septic retic for the ATU - PECC	M		558.80
EFT17942	27/06/2024	REECE PTY LTD	Dura combination s&p traps & uni - 36 Livingstone Street	M		59.07
EFT17943	27/06/2024	REPCO AUTO PARTS	2 x wiper blades - 2PJ, Spanner set - Tools	M		190.09
EFT17944	27/06/2024	RJ & LJ KING	4 x Kumho tyres, 4 x Toyo tyres - PJ1572/PJ1562/PJ1567/1500PJ	M		3,845.27
EFT17945	27/06/2024	RSM AUSTRALIA PTY LTD	Lodgement of 2024 FBT Return	M		649.00
EFT17946	27/06/2024	SINCH MESSAGEMEDIA	Message Media - Monthly fee	M		151.80
EFT17947	27/06/2024	TEAM GLOBAL EXPRESS PTY LTD	Freight Charges - Hitachi/Winc/Corsign 07/06, Hitachi 13/06	M		285.07
EFT17948	27/06/2024	W.A. HINO SALES & SERVICE	Belt set & wipers - PJ1549	M		305.23
EFT17949	27/06/2024	WALLACE PLUMBING AND GAS PTY LTD	Back flow testing - Various sites	M		2,615.00
EFT17950	27/06/2024	WESTRAC PTY LTD	Mirror AS 185-3874 - PJ1502	M		371.31
EFT17951	27/06/2024	WINC AUSTRALIA PTY LIMITED	Monthly copier metre charges - 20/05/24 to 24/06/24	M		1,928.81
EFT17952	27/06/2024	ZED ELECT	Electrical works – various locations	M		15,983.35
DD14854.1	04/06/2024	AWARE SUPER	Payroll deductions	M		10,114.89
DD14854.2	04/06/2024	THE RL & JMA RYAN SUPERANNUATION FUND	Superannuation contributions	M		602.63
DD14854.3	04/06/2024	AUSTRALIAN RETIREMENT TRUST (SUPER SAVINGS)	Superannuation contributions	M		517.34
DD14854.4	04/06/2024	AUSTRALIAN SUPER	Superannuation contributions	M		2,535.88

**Shire of Perenjori  
Local Government Act 1995  
Accounts for Payment for Month Ended 30<sup>th</sup> June 2024**

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
DD14854.5	04/06/2024	REST INDUSTRY SUPERANNUATION	Superannuation contributions	M		160.53
DD14854.6	04/06/2024	HOST PLUS SUPER	Superannuation contributions	M		386.16
DD14854.7	04/06/2024	PRIME SUPER PTY LTD	Superannuation contributions	M		203.96
DD14854.8	04/06/2024	MERCER SUPER TRUST	Superannuation contributions	M		296.95
DD14854.9	04/06/2024	AMP SUPER FUND	Superannuation contributions	M		278.22
DD14863.1	13/06/2024	BANKWEST MASTERCARD	Mastercard Purchases 23/04/24 to 24/05/24	M		4,823.47
DD14865.1	03/06/2024	WESTNET	Monthly Internet Charges - June 2024	M		123.90
DD14865.2	03/06/2024	NODE ONE	N1 Business Fibre - June 24	M		1,100.00
DD14867.1	05/06/2024	RMS (Aust) P/L	RMS Online Fees	M		66.02
DD14867.2	05/06/2024	SYNERGY	Electricity usage - Caravan Park & Managers Residence 21/02/24 to 23/04/24	M		1,767.40
DD14869.1	06/06/2024	SYNERGY	Street Lights Electricity Usage - 25/03-24/04/24	M		2,890.73
DD14872.1	10/06/2024	TELSTRA CORPORATION LIMITED	Internet charges to 15/05/24	M		3,181.79
DD14872.2	10/06/2024	RMS (Aust) P/L	RMS Cloud & Support	M		445.50
DD14872.3	10/06/2024	SYNERGY	Aquatic Centre - Electricity usage	M		643.16
DD14878.1	17/06/2024	SG FLEET AUSTRALIA PTY LIMITED	CESM - Ford Ranger lease	M		2,175.23
DD14878.2	17/06/2024	BOND ADMINISTRATOR	Housing Bonds	M		2,700.00
DD14881.1	18/06/2024	AWARE SUPER	Payroll deductions	M		9,878.87
DD14881.2	18/06/2024	THE RL & JMA RYAN SUPERANNUATION	Superannuation contributions	M		981.41

**Shire of Perenjori**  
**Local Government Act 1995**  
**Accounts for Payment for Month Ended 30<sup>th</sup> June 2024**

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
		FUND				
DD14881.3	18/06/2024	AUSTRALIAN RETIREMENT TRUST (SUPER SAVINGS)	Superannuation contributions	M		452.58
DD14881.4	18/06/2024	AUSTRALIAN SUPER	Superannuation contributions	M		2,300.66
DD14881.5	18/06/2024	REST INDUSTRY SUPERANNUATION	Superannuation contributions	M		173.18
DD14881.6	18/06/2024	HOST PLUS SUPER	Superannuation contributions	M		365.17
DD14881.7	18/06/2024	PRIME SUPER PTY LTD	Superannuation contributions	M		231.32
DD14881.8	18/06/2024	MERCER SUPER TRUST	Superannuation contributions	M		296.95
DD14881.9	18/06/2024	AMP SUPER FUND	Superannuation contributions	M		278.22
DD14899.1	25/06/2024	SYNERGY	Street Lights - 25th April to 25th May 2024	M		1,597.26
DD14901.1	27/06/2024	BOND ADMINISTRATOR	Housing Bond Lodgement	M		1,928.00
DD14904.1	14/06/2024	REFUEL AUSTRALIA	Fuel Card Purchases for month May 2024	M		30,200.95
			<b>TOTAL</b>			<b>1,794,044.99</b>

RECEIVED 27 JUN 2024

Account Name **SHIRE OF PERENJORI**

Period **25 May 24 - 21 Jun 24**

Facility Limit **\$20,000**

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



173BC3F 000027 (053N)

CARD ADMINISTRATOR  
SHIRE OF PERENJORI  
PO BOX 22  
PERENJORI WA 6620

**YOUR ACCOUNT SUMMARY**

<b>Opening Balance</b>	<b>\$4,823.47</b>
Purchases	\$3,978.51
Withdrawals	\$0.00
(Cash Advances & Balance Transfers)	
Interest & Other Charges	\$0.00
Payments & Other Credits	\$5,023.47 CR
<b>Closing Balance</b>	<b>\$3,778.51</b>

**PAYMENT REQUIRED**

Account Name	<b>SHIRE OF PERENJORI</b>
Account Number	<b>5586 0290 5107 7410</b>
Payment Due Date	11 Jul 24
Minimum Payment	\$75.57
For details on how to make payments please see over	

**YOUR CARDHOLDER ACTIVITY SUMMARY**

Name	Account	Spending Limit	Purchases & Withdrawals	Interest & Other Charges	Payments & Other Credits
BILLING ACCOUNT	5586029051077410		\$0.00	\$0.00	\$4,823.47 CR
ANDERSON,PAUL G	5586022001171920	\$15,000.00	\$446.97	\$0.00	\$0.00
COMERFORD,NOLA L	5586025801166792	\$5,000.00	\$3,531.54	\$0.00	\$200.00 CR
<b>TOTAL</b>		<b>\$20,000.00</b>	<b>\$3,978.51</b>	<b>\$0.00</b>	<b>\$5,023.47 CR</b>

**YOUR INTEREST RATES**

Purchases	17.99% p.a.	Balance Transfers	17.99% p.a.	Cash Advances	17.99% p.a.
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**YOUR TRANSACTION SUMMARY**

Date	Description	Debit	Credit
13 JUN 24	PERIODICAL PAYMENTS 06		\$4,823.47
<b>Total</b>		<b>\$0.00</b>	<b>\$4,823.47 CR</b>



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Account Number 5586 0220 0117 1920

Period 25 May 24 - 21 Jun 24

Monthly Spend Limit \$15,000

SUMMARY OF YOUR SPEND	
Purchases	\$446.97
Cash Advances & Balance Transfers	\$0.00

173BC3F 000027 (053N)

MR PAUL GREGORY ANDERSON  
SHIRE OF PERENJORI  
PO BOX 22  
PERENJORI WA 6620

YOUR TRANSACTION SUMMARY

Date	Description			Debit	Credit
29 MAY 24	SQ *DAPHNE'S TIMELESS	PERENJORI	WA	\$205.00	
01 JUN 24	GARMIN	EASTERN CREEK	AUS	\$90.45	
01 JUN 24	BUNNINGS 323000	ROCKINGHAM		\$66.10	
02 JUN 24	BUNNINGS 323000	ROCKINGHAM		\$39.52	
09 JUN 24	BUNNINGS 323000	ROCKINGHAM		\$45.90	
<b>Total</b>				<b>\$446.97</b>	<b>\$0.00</b>



173BC3F 000027 000201



RECEIVED 27 JUN 2024

Account Number **5586 0258 0116 6792**

Period **25 May 24 - 21 Jun 24**

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

SUMMARY OF YOUR SPEND	
Purchases	<b>\$3,331.54</b>
Cash Advances & Balance Transfers	<b>\$0.00</b>

173BC3F 000027 (053N)

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

**YOUR TRANSACTION SUMMARY**

Date	Description			Debit	Credit
27 MAY 24	HOTEL AT BOOKING.COM	SYDNEY	AUS	\$200.00	
27 MAY 24	HOTEL AT BOOKING.COM	SYDNEY	AUS		\$200.00
27 MAY 24	HOTEL AT BOOKING.COM	SYDNEY	AUS	\$400.00	
28 MAY 24	PERENJORI SHIRE	PERENJORI		\$15.70	
28 MAY 24	ELITE OFFICE FURN	BANKSTOWN	NSW	\$1,517.00	
29 MAY 24	GERALDTON FLORAL STU	GERALDTON	WA	\$45.00	
04 JUN 24	EZI*AUSTRALIAS GOLDEN	PERTH	AUS	\$355.25	
04 JUN 24	SUN CITY BATTERIES	GERALDTON	WA	\$225.00	
09 JUN 24	DOUBLEVIEW FRESH IGA	DOUBLEVIEW	WA	\$44.60	
12 JUN 24	SONIC HEALTHPLUS	CANNING VALE	WA	\$222.20	
13 JUN 24	PERENJORI HOTEL	PERENJORI	WA	\$149.87	
19 JUN 24	SONIC HEALTHPLUS	CANNING VALE	WA	\$77.00	
19 JUN 24	CURRENCY PRESS	STRAWBERRY HI	NSW	\$199.92	
19 JUN 24	SQ *DAPHNE'S TIMELESS	PERENJORI	WA	\$80.00	
<b>Total</b>				<b>\$3,531.54</b>	<b>\$200.00 CR</b>

**Shire of Perenjori  
CREDIT CARD SUMMARY ONLY**

**Corporate Mastercard - 25 May 2024 to 21 June 2024 - Paul Anderson - CEO**

DATE	DESCRIPTION	ACCOUNT DESCRIPTION	PERSON CONTACTING SELLER	AMOUNT
29/05/2024	Daphne's Timeless Treats	Shire meetings, Afternoon tea - Shane Love meeting, Council	Admin Officer	\$ 205.00
1/06/2024	Garmin	Monthly GPS - Graders	MIS	\$ 90.45
1/06/2024	Bunnings	Shower head & fitting - 4 John St	CEO	\$ 66.10
2/06/2024	Bunnings	Data charger & USB cable - 4 John St	CEO	\$ 39.52
2/06/2024	Bunnings	Shower arm - 4 John St	CEO	\$ 45.90
<b>CEO Corporate Credit Card Purchases for 25 May 24 to 21 June 24</b>				<b>\$ 446.97</b>

**Corporate Mastercard - 25 May 2024 to 21 June 2024 - Nola Comerford - MCCA**

DATE	DESCRIPTION	ACCOUNT DESCRIPTION	PERSON CONTACTING SELLER	AMOUNT
27/05/2024	Karrinyup Waters Resort	Accommodation for Dangerous Goods Training - S Spencer	HR	\$ 200.00
27/05/2024	Karrinyup Waters Resort	Credit incorrect amount - Accommodation for Dangerous Goods Training - S Spencer	HR	-\$ 200.00
27/05/2024	Karrinyup Waters Resort	Accommodation for Dangerous Goods Training - S Spencer	HR	\$ 400.00
28/05/2024	Department of Transport	Vehicle license renewal - PJ1546	CSO	\$ 15.70
28/05/2024	Elite Office Furniture	Reception Counter - Perenjori CRC	MCCA	\$ 1,517.00
29/05/2024	Geraldton Floral Studio	Freight for wreaths - Anzac Day	CDO	\$ 45.00
4/06/2024	Australia's Golden Outback	Subscription for 24/25FY	MCCA	\$ 355.25
4/06/2024	Sun City Batteries	Battery for DFES Vehicle - 1HIP871 - Rick Ryan	CSO	\$ 225.00
9/06/2024	Doubleview IGA	Council meeting refreshments	MCCA	\$ 44.60
12/06/2024	Sonic Healthplus	Pre-employment Medical - C Scharf	Admin Officer	\$ 222.20
13/06/2024	Perenjori Hotel	Meals & refreshments - Dinner with Auditors	MCCA	\$ 149.87
19/06/2024	Sonic Healthplus	D&A - C Scharf	Admin Officer	\$ 77.00
19/06/2024	Currency Press	Scripts for Stage Play 'I'm with Her'	MCCA	\$ 199.92
19/06/2024	Daphne's Timeless Treats	Morning tea - Allan Ramsay & admin	CSO	\$ 80.00
<b>MCCA Corporate Credit Card Purchases for 25 May 24 to 21 June 24</b>				<b>\$ 3,331.54</b>
<b>Total Payments of Corporate Credit Card</b>				<b>\$ 3,778.51</b>

<b>Interest &amp; Other Charges</b>	<b>\$ -</b>
<b>Grand Total</b>	<b>\$ 3,778.51</b>

### 12.3 ADOPTION OF 2024/2025 STATUTORY BUDGET

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM 0339
<b>Report Date:</b>	25 July 2024
<b>Disclosure of Interest:</b>	
<b>Voting Requirements:</b>	Absolute Majority
<b>Author:</b>	Ally Bryant – Finance Manager
<b>Responsible Officer:</b>	Paul Anderson – Chief Executive Officer
<b>Attachments:</b>	<a href="#">12.3.1 – Draft 2024/2025 Annual Budget Including Fees &amp; Charges</a> <a href="#">12.3.2 – Budget Information Document</a>

#### Summary

The 2024/2025 Draft Annual Budget for the year ending June 2025 is prepared with intention to deliver on strategies adopted by Council.

This document is submitted to Council for formal consideration and adoption.

#### Background

A final draft of the 2024/25 Annual Budget has been prepared for consideration based on the principles contained within the Community Strategic Plan and Corporate Business Plan.

Further information previously provided to Council and considered for the budget include:

- Fees & Charges Schedule
- Plant Replacement Program
- Roads Program
- Capital Expenditure
- Councillor Payments

Major projects that have been included in the capital works program include:

Project	Amount \$	Strategic Plan Outcomes Addressed
<i>Strategy: An inclusive community and a great place to live for all ages and stages of life</i>		
Support for Latham Bowls Club CSRFF grant	184,428	1.1
Upgrade of Library software	10,600	1.3
Installation of Pump Track	150,000	1.1
<i>Strategy: Eco-friendly, attractive and well-maintained towns, surrounded by outstanding natural beauty, landscapes, flora and fauna to be protected and enjoyed.</i>		
Implement road program in accordance with Council's adopted Plans and budget process	4,765,292	2.6
Upgrade of Latham Tip	50,000	2.2
Installation of niche wall at Latham Cemetery	10,000	2.8
Upgrade of radio broadcasting equipment	60,000	2.3
<i>Strategy: A diverse economy, with flourishing businesses offering a suite of trades, services and retail offerings</i>		
Community Hub project	3,503,070	3.1
Caravan Park Chalet upgrades	30,000	3.2
Construction of two 4x2 houses for the purpose of State Government Officer housing	1,200,000	3.1
<i>Strategy: A strong and diverse Council working closely with the proactive and involved community</i>		
Installation of payroll software	60,000	4.6
Installation of onsite server	50,000	4.6
Renewal of Shire Plant and Equipment	846,600	4.6

## **Statutory Environment**

The Annual Budget has been prepared in accordance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*. It also complies with relevant Australian Accounting Standards.

Pursuant to Section 6.2 of the *Local Government Act 1995*, the Budget for the Municipal Fund must be prepared and adopted by an absolute majority of Council by 31 August each year.

Section 5.63 (1)(b) The Local Government Act 1995 specifically excludes the need for Elected Members to “Declare a Financial Interest” in imposing a rate, charge or fee. The Section reads as follows: “5.63(1) Sections 5.65, 5.70 and 5.71 do not apply to a relevant person who has any of the following interests in a matter – (b) an interest arising from the imposition of any rate, charge or fee by the local government”. Additionally, the declaration provisions of the Act do not apply to Council business reimbursements or to Members sitting fees. Any other interest, be it Financial, Proximity or Impartiality must be declared.

Divisions 5 and 6 Local Government Act 1995 refer to the setting of budgets and raising of rates and charges. The Local Government (Financial Management) Regulations 1996 details the form and content of the budget. The 2024/25 Draft Annual Budget as presented is considered to meet statutory requirements.

Regulation 34(5) Local Government (Financial Management) Regulations 1996 requires each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS (Australian Accounting Standards), to be used in statements of financial activity for reporting material variances.

## **Policy Implications**

The following Council Policy applies:

- Policy 4003 – Managing Council Budgets

## **Consultation**

Elected Members

Paul Anderson, Chief Executive Officer

Marty Noordhof, Manager Infrastructure Services

Nola Comerford, Manager Corporate & Community Services

Finance team, Shire of Perenjori

## **Financial Implications**

The Annual Budget determines how funds will be allocated for the forthcoming financial year.

A summary of key financial data is:

- Opening surplus of \$3.127 million
- Operating revenue of \$8.123 million
- Operating expenditure of \$14.576 million
- Non-operating grants of \$5.661 million
- Capital Expenditure program of \$11.040 million
- Net transfers from Reserves of -\$1.096 million after transferring in \$0.090 million for interest received

## **Strategic Community Plan**

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

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

## **Officer Comment**

The budget includes rate revenue increase of 5% for the 2024/25 financial year. It should be noted that whilst the total rates raised will increase by 5% there has also been a reduction in the discount for early payment of rates from the 10% to 7.5%. Individual property results may vary as a result of changes to valuations. The Nett yield will also vary dependent upon the take-up of the discount offered by Council for early payment of rates.

The Local Government Act 1995 requires that the Annual Budget is prepared and adopted no later than 31 August each financial year.

**OFFICER RECOMMENDATION**

**Council Resolution Number:**

**Moved:**

**Seconded:**

**That Council resolves to:**

**1. 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, Council adopts the attached Municipal Fund Budget for the Shire of Perenjori for the 2024/25 financial year, which includes the following:**

- Statement of Comprehensive Income by Nature and Type
- Statement of Cash Flows
- Statement of Financial Activity
- Notes to and Forming Part of the Budget
- Transfers to and from Reserves Account

**2. Adopt the following differential general and minimum rates in accordance with Sections 6.32, 6.33 and 6.35 of the Act:**

<b>Rates Category</b>	<b>Minimum Rate</b>	<b>Rate in the \$</b>	<b>Proposed Yield</b>
UV Rural	408	1.2152	\$ 2,348,190
UV Mining	408	29.5015	\$ 842,643
GRV Townsites	408	7.6182	\$ 124,801
GRV Mining	408	10.7240	\$ 304,433
UV Exploration	408	17.9321	\$ 70,470
<b>TOTAL YIELD</b>			<b>\$ 3,690,537</b>

**3. Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 64(2) of the Local Government (Financial Management) Regulations 1996, adopt the following due dates for the payment in full by instalments:**

**Option 1 – Pay in Full and Obtain Discount (To be confirmed by Council)**

**Due Date** Monday 30 September 2024

**Option 2 – Pay in Full**

**Due Date** Monday 30 September 2024

**Option 3 – Pay in Four Instalments**

**1<sup>st</sup> Instalment Due** Monday 30 September 2024

**2<sup>nd</sup> Instalment Due** Monday 2 December 2024

**3<sup>rd</sup> Instalment Due** Monday 3 February 2025

**4<sup>th</sup> Instalment Due** Thursday 3 April 2025

**4. Pursuant to Section 6.51(1) of the Local Government Act 1995, adopt an interest rate of 7% for rates (and service charges) and costs of proceedings to recover such charges that remain unpaid after becoming due and payable.**

**5. Pursuant to section 6.46 of the Local Government Act 1995, Council offers a discount of 7.5% where the minimum levy does not apply. Ratepayers must pay their rates in full, including arrears, waste and service charges, on or before 30 September 2024 to be eligible for this discount.**

**6. Pursuant to section 6.16 of the Local Government Act 1995, Council adopts the Fees & Charges Schedule 24/25.**

**7. Pursuant to section 5.99 of the Local Government Act 1995 and regulation 34 of the Local Government (Administration) Regulations 1996, Council endorses the individual annual fees for Elected Members adopted 18 April 2024.**

**8. In accordance with Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, the level to be used in statements of financial activity in 2024-25 for reporting material variances shall be 10% or \$10,000, whichever is the greater.**

**Motion put and carried / lost by Absolute Majority**

**For:**

**Against:**

[Next Item](#)

**SHIRE OF PERENJORI**  
**ANNUAL BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**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.

**SHIRE OF PERENJORI**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE YEAR ENDED 30 JUNE 2025**

	Note	2024/25 Budget	2023/24 Actual	2023/24 Budget
<b>Revenue</b>		\$	\$	\$
Rates	2(a)	3,441,290	3,239,524	3,232,632
Grants, subsidies and contributions		761,033	2,956,836	422,886
Fees and charges	14	969,267	974,086	731,910
Interest revenue	9(a)	141,800	203,934	120,500
Other revenue		2,807,579	500,446	352,800
		8,120,969	7,874,826	4,860,728
<b>Expenses</b>				
Employee costs		(3,574,760)	(3,086,984)	(3,418,008)
Materials and contracts		(4,699,209)	(2,955,005)	(2,710,039)
Utility charges		(392,725)	(380,282)	(393,200)
Depreciation	6	(5,391,127)	(4,850,648)	(3,482,000)
Finance costs	9(c)	(66,784)	(5,820)	(46,051)
Insurance		(193,475)	(200,640)	(185,800)
Other expenditure		(222,158)	(425,570)	(244,994)
		(14,540,238)	(11,904,949)	(10,480,092)
		(6,419,269)	(4,030,123)	(5,619,364)
Capital grants, subsidies and contributions		5,660,979	2,345,674	6,318,159
Profit on asset disposals	5	2,500	137,347	169,302
Loss on asset disposals	5	(35,875)	(45,936)	0
		5,627,604	2,437,085	6,487,461
<b>Net result for the period</b>		<b>(791,665)</b>	<b>(1,593,038)</b>	<b>868,097</b>
<b>Other comprehensive income for the period</b>				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
<b>Total other comprehensive income for the period</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>Total comprehensive income for the period</b>		<b>(791,665)</b>	<b>(1,593,038)</b>	<b>868,097</b>

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



**SHIRE OF PERENJORI**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30 JUNE 2025**

	Note	2024/25 Budget	2023/24 Actual	2023/24 Budget
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
<b>Receipts</b>				
Rates		\$ 3,441,290	\$ 3,216,431	\$ 3,232,632
Grants, subsidies and contributions		(293,413)	4,426,391	165,534
Fees and charges		969,267	974,086	731,910
Interest revenue		141,800	203,934	120,500
Goods and services tax received		0	(88,746)	0
Other revenue		2,807,579	500,446	352,800
		7,066,523	9,232,542	4,603,376
<b>Payments</b>				
Employee costs		(3,574,760)	(3,058,423)	(3,418,008)
Materials and contracts		(4,699,209)	(4,047,003)	(2,710,039)
Utility charges		(392,725)	(380,282)	(393,200)
Finance costs		(66,784)	(11,051)	(46,051)
Insurance paid		(193,475)	(200,640)	(185,800)
Other expenditure		(222,158)	(425,570)	(244,994)
		(9,149,111)	(8,122,969)	(6,998,092)
<b>Net cash provided by (used in) operating activities</b>	4	(2,082,588)	1,109,573	(2,394,716)
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Payments for purchase of property, plant & equipment	5(a)	(5,780,769)	(2,777,392)	(4,178,461)
Payments for construction of infrastructure	5(b)	(5,259,721)	(2,642,215)	(4,926,361)
Capital grants, subsidies and contributions		5,660,979	2,345,674	6,318,159
Proceeds from sale of property, plant and equipment	5(a)	151,300	501,523	282,000
<b>Net cash (used in) investing activities</b>		(5,228,211)	(2,572,410)	(2,504,663)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
Repayment of borrowings	7(a)	(57,921)	(43,791)	(55,089)
Proceeds from new borrowings	7(a)	2,000,000	1,000,000	1,000,000
<b>Net cash provided by financing activities</b>		1,942,079	956,209	944,911
<b>Net (decrease) in cash held</b>		(5,368,720)	(506,628)	(3,954,468)
Cash at beginning of year		7,297,146	7,803,774	7,803,774
<b>Cash and cash equivalents at the end of the year</b>	4	<b>1,928,426</b>	<b>7,297,146</b>	<b>3,849,306</b>

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

**SHIRE OF PERENJORI**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**OPERATING ACTIVITIES**

**Revenue from operating activities**

	Note	2024/25 Budget	2023/24 Actual	2023/24 Budget
General rates	2(a)(i)	\$ 3,441,290	\$ 3,239,524	\$ 3,232,632
Grants, subsidies and contributions		761,033	2,956,836	422,886
Fees and charges	14	969,267	974,086	731,910
Interest revenue	9(a)	141,800	203,934	120,500
Other revenue		2,807,579	500,446	352,800
Profit on asset disposals	5	2,500	137,347	169,302
		<b>8,123,469</b>	<b>8,012,173</b>	<b>5,030,030</b>

**Expenditure from operating activities**

Employee costs		(3,574,760)	(3,086,984)	(3,418,008)
Materials and contracts		(4,699,209)	(2,955,001)	(2,710,039)
Utility charges		(392,725)	(380,282)	(393,200)
Depreciation	6	(5,391,127)	(4,850,648)	(3,482,000)
Finance costs	9(c)	(66,784)	(5,820)	(46,051)
Insurance		(193,475)	(200,640)	(185,800)
Other expenditure		(222,158)	(425,570)	(244,994)
Loss on asset disposals	5	(35,875)	(45,936)	0
		<b>(14,576,113)</b>	<b>(11,950,881)</b>	<b>(10,480,092)</b>

Non cash amounts excluded from operating activities

	3(c)	5,424,502	4,759,237	3,312,698
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**Amount attributable to operating activities**

		<b>(1,028,142)</b>	<b>820,529</b>	<b>(2,137,364)</b>
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**INVESTING ACTIVITIES**

**Inflows from investing activities**

Capital grants, subsidies and contributions		5,660,979	2,345,674	6,318,159
Proceeds from disposal of assets	5	151,300	501,523	282,000
		<b>5,812,279</b>	<b>2,847,197</b>	<b>6,600,159</b>

**Outflows from investing activities**

Payments for property, plant and equipment	5(a)	(5,780,769)	(2,777,392)	(4,178,461)
Payments for construction of infrastructure	5(b)	(5,259,721)	(2,642,215)	(4,926,361)
		<b>(11,040,490)</b>	<b>(5,419,607)</b>	<b>(9,104,822)</b>

**Amount attributable to investing activities**

		<b>(5,228,211)</b>	<b>(2,572,410)</b>	<b>(2,504,663)</b>
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**FINANCING ACTIVITIES**

**Inflows from financing activities**

Proceeds from new borrowings	7(a)	2,000,000	1,000,000	1,000,000
Transfers from reserve accounts	8(a)	1,954,214	673,216	501,600
		<b>3,954,214</b>	<b>1,673,216</b>	<b>1,501,600</b>

**Outflows from financing activities**

Repayment of borrowings	7(a)	(57,921)	(43,791)	(55,089)
Transfers to reserve accounts	8(a)	(767,898)	(326,476)	(395,254)
		<b>(825,819)</b>	<b>(370,267)</b>	<b>(450,343)</b>

**Amount attributable to financing activities**

		<b>3,128,395</b>	<b>1,302,949</b>	<b>1,051,257</b>
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**MOVEMENT IN SURPLUS OR DEFICIT**

<b>Surplus at the start of the financial year</b>	3	3,127,958	3,576,890	3,590,770
Amount attributable to operating activities		(1,028,142)	820,529	(2,137,364)
Amount attributable to investing activities		(5,228,211)	(2,572,410)	(2,504,663)
Amount attributable to financing activities		3,128,395	1,302,949	1,051,257
<b>Surplus/(deficit) remaining after the imposition of general rates</b>	3	<b>0</b>	<b>3,127,958</b>	<b>0</b>

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

**SHIRE OF PERENJORI  
FOR THE YEAR ENDED 30 JUNE 2025  
INDEX OF NOTES TO THE BUDGET**

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**SHIRE OF PERENJORI**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**1 BASIS OF PREPARATION**

The annual budget is a forward looking document and has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

**Local Government Act 1995 requirements**

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996* prescribe that the annual budget be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from *AASB 16* which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this annual budget have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the annual 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 controls resources to carry on its functions have been included in the financial statements forming part of this annual budget.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 11 to the annual budget.

**2023/24 actual balances**

Balances shown in this budget as 2023/24 Actual are estimates as forecast at the time of preparation of the annual budget and are subject to final adjustments.

**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.

**Comparative figures**

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

**Rounding off figures**

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

**Statement of Cashflows**

Investing and financing transactions that do not require the use of cash or cash equivalents shall be excluded from a statement of cash flows. Such transactions shall be disclosed elsewhere in the financial statements in a way that provides all the relevant information about these investing and financing activities.

**Initial application of accounting standards**

During the budget year, the below revised Australian Accounting Standards and Interpretations are expected to be compiled, become mandatory and be applicable to its operations.

- AASB 2020-1 Amendments to Australian Accounting Standards
    - Classification of Liabilities as Current or Non-current
  - AASB 2022-5 Amendments to Australian Accounting Standards
    - Lease Liability in a Sale and Leaseback
  - AASB 2022-6 Amendments to Australian Accounting Standards
    - Non-current Liabilities with Covenants
  - AASB 2023-1 Amendments to Australian Accounting Standards
    - Supplier Finance Arrangements
  - AASB 2023-3 Amendments to Australian Accounting Standards
    - Disclosure of Non-current Liabilities with Covenants: Tier 2
- It is not expected these standards will have an impact on the annual budget.

- AASB 2022-10 Amendments to Australian Accounting Standards
  - Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities, became mandatory during the budget year. Amendments to AASB 13 *Fair Value Measurement* impacts the future determination of fair value when revaluing assets using the cost approach. Timing of future revaluations is defined by regulation 17A of *Local Government (Financial Management) Regulations 1996*. Impacts of this pronouncement are yet to be quantified and are dependent on the timing of future revaluations of asset classes. No material impact is expected in relation to the 2024-25 statutory budget.

New accounting standards for application in future years  
 The following new accounting standards will have application to local government in future years:

- AASB 2014-10 Amendments to Australian Accounting Standards
  - Sale or Contribution of Assets between an Investor and its Associate or Joint Venture
- AASB 2021-7c Amendments to Australian Accounting Standards
  - Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections [deferred AASB 10 and AASB 128 amendments in AASB 2014-10 apply]
- AASB 2022-9 Amendments to Australian Accounting Standards
  - Insurance Contracts in the Public Sector
- AASB 2023-5 Amendments to Australian Accounting Standards
  - Lack of Exchangeability

It is not expected these standards will have an impact on the annual budget.

**Judgements, estimates and assumptions**

The preparation of the annual 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.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- estimation of fair values of land and buildings and investment property
- impairment of financial assets
- estimation uncertainties and judgements made in relation to lease accounting
- estimated useful life of assets
- estimation of provisions
- estimation of fair value of leases

**SHIRE OF PERENJORI**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**2. RATES AND SERVICE CHARGES**

**(a) Rating Information**

Rate Description	Basis of valuation	Rate in	Number of properties	Rateable value	2024/25	2024/25	2024/25	2023/24	2023/24
					Budgeted rate revenue	Budgeted interim rates	Budgeted total revenue	Actual total revenue	Budget total revenue
		\$		\$	\$	\$	\$	\$	\$
<b>(i) General rates</b>									
Townsite	Gross rental valuation	0.076182	110	1,488,241	113,377	0	113,377	107,973	106,806
Mining	Gross rental valuation	0.107240	1	2,835,000	304,025	0	304,025	290,659	289,647
Rural	Unimproved valuation	0.012152	259	192,865,500	2,343,702	0	2,343,702	2,231,945	2,231,945
Mining	Unimproved valuation	0.295015	40	2,849,358	840,603	0	840,603	814,599	800,648
Exploration	Unimproved valuation	0.179321	35	329,274	59,046	0	59,046	56,269	56,269
<b>Total general rates</b>			445	200,367,373	3,660,753	0	3,660,753	3,501,445	3,485,315
<b>(j) Minimum payment</b>									
		<b>Minimum</b>							
		\$							
Townsite	Gross rental valuation	408	28	15,466	11,424	0	11,424	11,281	12,448
Mining	Gross rental valuation	408	1	20	408	0	408	389	389
Rural	Unimproved valuation	408	11	98,700	4,488	0	4,488	4,279	4,279
Mining	Unimproved valuation	408	5	2,741	2,040	0	2,040	2,723	2,723
Exploration	Unimproved valuation	408	28	27,837	11,424	0	11,424	9,725	9,725
<b>Total minimum payments</b>			73	144,764	29,784	0	29,784	28,397	29,564
<b>Total general rates and minimum payments</b>									
			518	200,512,137	3,690,537	0	3,690,537	3,529,842	3,514,879
<b>(k) Ex-gratia rates</b>									
Ex Grtia CBH					27,543		27,543	27,543	24,890
					3,718,080	0	3,718,080	3,557,385	3,539,769
Discounts (Refer note 2(f))							(276,790)	(317,861)	(307,137)
<b>Total rates</b>					3,718,080	0	3,441,290	3,239,524	3,232,632

The Shire did not raise specified area rates for the year ended 30th June 2025.

All rateable properties within the district used predominately for non-rural purposes are rated according to their Gross Rental Valuation (GRV), all other properties are rated according to their Unimproved Valuation (UV).

The general rates detailed for the 2024/25 financial year have been determined by Council on the basis of raising the revenue required to meet the estimated deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than general 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.

**SHIRE OF PERENJORI**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**2. 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.

<b>Instalment options</b>	<b>Date due</b>	<b>Instalment plan admin charge</b>	<b>Instalment plan interest rate</b>	<b>Unpaid rates interest rates</b>
		\$	%	%
<b>Option one</b>				
Discount on General F	30/09/2024	0	0.0%	7.0%
<b>Option two</b>				
Single full payment	30/09/2024	0	0.0%	7.0%
<b>Option three</b>				
First instalment	30/09/2024	0	0.0%	7.0%
Second instalment	2/12/2024	12	5.5%	7.0%
Third instalment	3/02/2025	12	5.5%	7.0%
Fourth instalment	3/04/2025	12	5.5%	7.0%

	<b>2024/25 Budget revenue</b>	<b>2023/24 Actual revenue</b>	<b>2023/24 Budget revenue</b>
	\$	\$	\$
Instalment plan admin charge revenue	1,300	1,290	0
Instalment plan interest earned	2,500	2,352	0
Unpaid rates and service charge interest earned	4,000	5,429	0
	<b>7,800</b>	<b>9,071</b>	<b>0</b>

**SHIRE OF PERENJORI**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**2. 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**

<b>Description</b>	<b>Characteristics</b>	<b>Objects</b>	<b>Reasons</b>
UV Rural	Pastoral land with predominantly rural use of land	To obtain a fair contribution to the revenue requirements of the Shire	This allows for a fair contribution to the revenue requirements of the Shire at a sustainable level.
UV Mining	Covers all: Mining Leases Prospecting Licences Retention Licences General Purpose Leases Other Licences and Permits	To ensure that mining contributes reasonably to the maintenance of the Shire's assets and	To attain equity amongst those who will bear the burden of the rates and obtain a reasonable contribution from the mining sector for the general level of infrastructure and services provided by Council.
Exploration	Exploration Licences	To ensure the reasonable contribution of these	To attain equity amongst those who will bear the burden of

**(d) Variation in Adopted Differential Rates to Local Public Notice**

The following rates and minimum payments were previously set out in the local public notice giving notice of the intention to charge differential rates.

<b>Differential general rate or general rate</b>	<b>Proposed Rate in \$</b>	<b>Adopted Rate in \$</b>	<b>Reasons for the difference</b>
UV Rural	0.01510	0.01215	Update to valuations from Landgate
UV Mining	0.32120	0.29502	Update to valuations from Landgate
GRV Townsites	0.09839	0.07618	Update to valuations from Landgate
GRV Mining	0.09670	0.10724	Update to valuations from Landgate
Eploration	0.18870	0.17932	Update to valuations from Landgate

**SHIRE OF PERENJORI  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2025**

**2. RATES AND SERVICE CHARGES (CONTINUED)**

**(e) Service Charges**

The Shire did not raise service charges for the year ended 30th June 2025.

**(f) Early payment discounts**

<b>Rate, fee or charge to which discount is granted</b>	<b>Type</b>	<b>Discount %</b>	<b>Discount (\$)</b>	<b>2024/25 Budget</b>	<b>2023/24 Actual</b>	<b>2023/24 Budget</b>	<b>Circumstances in which discount is granted</b>
Discount for prompt payment	Rate	7.5%		\$ 276,790	\$ 317,861	\$ 307,137	When full payment is made prior to due date
				276,790	317,861	307,137	

**(g) Waivers or concessions**

The Shire does not anticipate any waivers or concessions for the year ended 30th June 2025.



**SHIRE OF PERENJORI**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**3. NET CURRENT ASSETS**

**(a) Composition of estimated net current assets**

**Current assets**

Cash and cash equivalents  
 Receivables  
 Inventories

**Less: current liabilities**

Trade and other payables  
 Contract liabilities  
 Long term borrowings  
 Employee provisions

**Net current assets**

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

**Net current assets used in the Statement of Financial Activity**

Note	2024/25 Budget 30 June 2025	2023/24 Actual 30 June 2024	2023/24 Budget 30 June 2024
	\$	\$	\$
4	1,928,426	7,297,146	3,849,306
	583,686	583,686	1,098,631
	127,103	127,103	136,308
	2,639,215	8,007,935	5,084,245
	(688,593)	(688,593)	(1,716,789)
	0	(1,054,446)	
7	(2,000,000)	(57,921)	(988,702)
	(233,540)	(233,540)	(267,966)
	(2,922,133)	(2,034,500)	(2,973,457)
	(282,918)	5,973,435	2,110,788
3(b)	282,918	(2,845,477)	(2,110,788)
	0	3,127,958	0

**(b) 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 Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

**Adjustments to net current assets**

Less: Cash - reserve accounts  
 Add: Current liabilities not expected to be cleared at end of year  
 - Current portion of borrowings  
 - Current portion of employee benefit provisions held in reserve

**Total adjustments to net current assets**

8	(1,950,622)	(3,136,938)	(3,367,456)
	2,000,000	57,921	988,702
	233,540	233,540	267,966
	282,918	(2,845,477)	(2,110,788)

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

**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.

**(c) Non-cash amounts excluded from operating activities**

The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

**Adjustments to operating activities**

Less: Profit on asset disposals  
 Add: Loss on asset disposals  
 Add: Depreciation

**Non cash amounts excluded from operating activities**

Note	2024/25 Budget 30 June 2025	2023/24 Actual 30 June 2024	2023/24 Budget 30 June 2024
	\$	\$	\$
5	(2,500)	(137,347)	(169,302)
5	35,875	45,936	0
6	5,391,127	4,850,648	3,482,000
	5,424,502	4,759,237	3,312,698

**SHIRE OF PERENJORI  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2025**

**3. NET CURRENT ASSETS**

**(e) MATERIAL ACCOUNTING POLICIES**

**CURRENT AND NON-CURRENT CLASSIFICATION**

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 or 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 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. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

**PREPAID RATES**

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

**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 contributes to a number of superannuation funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

**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 resale is classified as current except where it is held as non-current based on the Shire's intentions to release for sale.

**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.

**CONTRACT LIABILITIES**

Contract liabilities represent the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

**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 grants, contributions, reimbursements, and goods sold and services performed in the ordinary course of business.

Trade and other receivables are recognised initially at the amount of consideration that is unconditional, unless they contain significant financing components, when they are recognised at fair value.

Trade receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

**PROVISIONS**

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

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

**EMPLOYEE BENEFITS**

**Short-term employee benefits**

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

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the determination of the net current asset position.

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the determination of the net current asset position.

**Other long-term employee benefits**

Long-term employee benefits provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**CONTRACT ASSETS**

Contract assets primarily relate to the Shire's right to consideration for work completed but not billed at the end of the period.

**SHIRE OF PERENJORI**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**4. 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	2024/25 Budget	2023/24 Actual	2023/24 Budget
	\$	\$	\$
Cash at bank and on hand	(22,196)	4,160,208	3,849,306
Term deposits	1,950,622	3,136,938	0
<b>Total cash and cash equivalents</b>	<b>1,928,426</b>	<b>7,297,146</b>	<b>3,849,306</b>
Held as			
- Unrestricted cash and cash equivalents	(22,196)	4,160,208	481,850
- Restricted cash and cash equivalents	1,950,622	3,136,938	3,367,456
3(a)	1,928,426	7,297,146	3,849,306
<b>Restrictions</b>			
The following classes of assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:			
- Cash and cash equivalents	1,950,622	3,136,938	3,367,456
	1,950,622	3,136,938	3,367,456
The assets are restricted as a result of the specified purposes associated with the liabilities below:			
Financially backed reserves	8	1,950,622	3,136,938
		1,950,622	3,367,456
<b>Reconciliation of net cash provided by operating activities to net result</b>			
<b>Net result</b>	(791,665)	(1,593,038)	868,097
Depreciation	6	5,391,127	4,850,648
(Profit)/loss on sale of asset	5	33,375	(91,411)
(Increase)/decrease in receivables		0	(260,573)
(Increase)/decrease in contract assets		0	730,605
(Increase)/decrease in inventories		0	9,205
Increase/(decrease) in payables		0	(1,108,687)
Increase/(decrease) in contract liabilities		(1,054,446)	887,684
Increase/(decrease) in employee provisions		0	30,814
Capital grants, subsidies and contributions		(5,660,979)	(2,345,674)
<b>Net cash from operating activities</b>	<b>(2,082,588)</b>	<b>1,109,573</b>	<b>(2,394,716)</b>

**MATERIAL 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 3 - 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.

SHIRE OF PERENJORI  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2025

5. PROPERTY, PLANT AND EQUIPMENT

The following assets are budgeted to be acquired and/or disposed of during the year.

	2024/25 Budget						2023/24 Actual						2023/24 Budget					
	Additions	In-kind Additions	Disposals - Net Book Value	Disposals - Sale Proceeds	Disposals - Profit	Disposals - Loss	Additions	In-kind Additions	Disposals - Net Book Value	Disposals - Sale Proceeds	Disposals - Profit	Disposals - Loss	Additions	In-kind Additions	Disposals - Net Book Value	Disposals - Sale Proceeds	Disposals - Profit	Disposals - Loss
<b>(a) Property, Plant and Equipment</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Land - freehold land	20,000					0					0	20,000						0
Buildings - non-specialised	4,774,070					0	1,905,066				0	3,179,705						0
Furniture and equipment	140,099					0	38,110				0	854,656						0
Plant and equipment	846,600		(184,675)	151,300	2,500	(35,875)	834,216		(410,111)	501,523	137,347	(45,935)	124,100		(112,698)	282,000	169,302	0
<b>Total</b>	<b>5,780,769</b>	<b>0</b>	<b>(184,675)</b>	<b>151,300</b>	<b>2,500</b>	<b>(35,875)</b>	<b>2,777,392</b>	<b>0</b>	<b>(410,111)</b>	<b>501,523</b>	<b>137,347</b>	<b>(45,935)</b>	<b>4,178,461</b>	<b>0</b>	<b>(112,698)</b>	<b>282,000</b>	<b>169,302</b>	<b>0</b>
<b>(b) Infrastructure</b>																		
Infrastructure - roads	4,765,293					0	2,247,452				0	4,612,479						0
Infrastructure - footpaths						0	70,791				0	0						0
Infrastructure Other	494,428					0	323,972				0	313,882						0
<b>Total</b>	<b>5,259,721</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,642,215</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,926,361</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>11,040,490</b>	<b>0</b>	<b>(184,675)</b>	<b>151,300</b>	<b>2,500</b>	<b>(35,875)</b>	<b>5,419,607</b>	<b>0</b>	<b>(410,111)</b>	<b>501,523</b>	<b>137,347</b>	<b>(45,935)</b>	<b>9,104,822</b>	<b>0</b>	<b>(112,698)</b>	<b>282,000</b>	<b>169,302</b>	<b>0</b>

MATERIAL 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.

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.

SHIRE OF PERENJORI  
CAPITAL BUDGET WORKINGS  
2024-25 BUDGET

CAPITAL ACQUISITIONS - DETAILED

Job - Account	Job/Account Description	Asset Class	Type	Program	Proposed Budget	Reserve	Grants	Proceeds of Sale	Loan	Own Source	Comments
FE03	Altus Payroll	Furniture & Equipment	Governance	New	70,000	70,000					C/F 23/24
BC27	Master Key System	Buildings	Governance	New	5,000					5,000	C/F 23/24
FE04	Library Software	Furniture & Equipment	Recreation and Culture	New	10,600	10,600					C/F 23/24
FE09	Server - Inhouse	Furniture & Equipment	Administration	New	50,000	50,000					
FE08	Admin Printer	Furniture & Equipment	Administration	New	9,499					9,499	Purchase outright
HC28	Additional Housing Timmings & Hirshauer	Buildings	Housing	New	36,000					36,000	Complete Landscaping CF/23/24
I009	Latham Bowls Green	Infrastructure - Other	Recreation and Culture	Upgrade	184,428		61,623			122,805	61,623 CSRFF 50,00 Latham Club 72805 Own Source
I002	Community Hub Project	Buildings	Economic Services	New	3,503,070	1,550,000	1,071,756		800,000	81,314	LRCIP Phase 4A, DFES, Mt Gib Reserve Tender \$3,006,062 additional works \$497,008
LA01	Purchase of Industrial Land	Land	Community Amenities	New	20,000					20,000	C/F 23/24
BC19	Chalet 3&4 Caravan Park	Buildings	Economic Services	Upgrade	30,000					30,000	
I008	Latham Refuse Site	Infrastructure - Other	Community Amenities	Upgrade	50,000					50,000	
I012	Radio Broadcasting	Infrastructure - Other	Recreation and Culture	Upgrade	60,000					60,000	
HC33	Demolition of Gifted Property	Infrastructure - Other	Housing	Upgrade	40,000					40,000	
I011	Niche Wall Latham Cemetery	Infrastructure - Other	Community Amenities	New	10,000					10,000	
HC32	GROH Housing 2 x 3x2 houses	Buildings	Housing	New	1,200,000				1,200,000		
I010	Pump Track	Infrastructure - Other	Recreation and Culture	New	150,000		100,000			50,000	Grant will need to be sourced
<b>Road Program</b>											
RRG141A	Warriedar Coppermine Rd SLK 6.5-7.3	Infrastructure - Roads	Transport	Upgrade	446,500		297,667			148,833	RRG Job
RRG049A	Syson Rd SLK 6.00-9.00	Infrastructure - Roads	Transport	Renewal	228,798		153,333			75,465	RRG Job
RRG165	Carnamah Perenjori Rd SLK 21.39-23.42	Infrastructure - Roads	Transport	Renewal	219,817		215,568			4,249	RRGFunds 97k LRCIP Funds 118,568
R2R094	Oversby Rd	Infrastructure - Roads	Transport	Renewal	207,146		207,146			-	R2R
R2R014	Grant Rd	Infrastructure - Roads	Transport	Renewal	152,789		152,789				R2R
R2R009	Hill Rd	Infrastructure - Roads	Transport	Renewal	261,255		261,255				R2R
R2R123	Crossing Rd Reconstruct/reseal	Infrastructure - Roads	Transport	Renewal	417,220		320,285			96,935	R2R and Own source
RC196	Iona Rd Reseal	Infrastructure - Roads	Transport	Renewal	18,810					18,810	Own Source
RC005	Lochada Rd	Infrastructure - Roads	Transport	Renewal	148,860		148,860				LRCIP Phase 4b
RC001	Bowgada Rd	Infrastructure - Roads	Transport	Renewal	62,373		62,373				LRCIP Phase 4b
12008	MSGFN - Boundary Rd	Infrastructure - Roads	Transport	Upgrade	2,433,491		2,433,491				MSGFN Job
12008	MSGFN - Hill Rd	Infrastructure - Roads	Transport	Upgrade	168,233		168,233				MSGFN Job
<b>Plant replacement program</b>											
04259	Small SUV	Plant & Equipment	Administration	Renewal	40,000			15,000		25,000	
CP36	Utility - Works Crew	Plant & Equipment	Transport	Renewal	65,000			16,300		48,700	
CP37	Works Supervisors Utility	Plant & Equipment	Transport	Renewal	65,000			25,000		40,000	
CP39	New Truck	Plant & Equipment	Transport	Renewal	360,000	250,000		50,000		60,000	
CP40	Tri Axle Water Tank	Plant & Equipment	Transport	Renewal	150,000			45,000		105,000	
CP41	Multi Tyre Roller Attachment	Plant & Equipment	Transport	New	70,000					70,000	
CP42	Multi Tyre Roller Attachment	Plant & Equipment	Transport	New	70,000					70,000	
CP38	Bobcat Trailer	Plant & Equipment	Transport	New	20,000					20,000	
CP34	EV Charging Station	Plant & Equipment	Transport	New	6,600		6,600				C/F from 23/24

23614 Leave reserve

11,040,490	1,954,214	5,660,979	151,300	2,000,000	1,297,610
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**SHIRE OF PERENJORI**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**6. DEPRECIATION**

**By Class**

Buildings - non-specialised
Furniture and equipment
Plant and equipment
Infrastructure - roads
Infrastructure - footpaths
Infrastructure - parks and ovals
Other infrastructure Airfield
Infrastructure Other

**By Program**

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

<b>2024/25 Budget</b>	<b>2023/24 Actual</b>	<b>2023/24 Budget</b>
\$	\$	\$
785,088	711,006	761,000
2,747	2,755	
663,231	521,498	560,000
3,439,508	3,156,809	1,671,000
27,029	24,807	24,000
305,912	281,505	322,000
23,142	21,242	24,000
144,470	131,026	120,000
<b>5,391,127</b>	<b>4,850,648</b>	<b>3,482,000</b>
139,335	129,318	125,000
117,325	108,027	146,000
32,656	29,972	34,000
76,000	69,753	80,000
175,000	155,319	171,000
29,030	21,848	47,000
587,450	540,246	599,000
3,580,241	3,287,612	1,852,000
204,710	187,886	198,000
449,380	320,667	230,000
<b>5,391,127</b>	<b>4,850,648</b>	<b>3,482,000</b>

**MATERIAL 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:

<b>Asset Class</b>	<b>Useful life</b>
Furniture and equipment	4 to 30 years
Plant and equipment	5 to 15 years
- asphalt surfaces	25 years
Gravel roads	
Footpaths - slab	50 years
Water supply piping and drainage systems	not depreciated
Airfield & Other Infrastructure	10-50 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.

SHIRE OF PERENJORI  
 NOTES TO AND FORMING PART OF THE BUDGET  
 FOR THE YEAR ENDED 30 JUNE 2025

7. BORROWINGS

(a) Borrowing repayments

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

Purpose	Loan Number	Institution	Interest Rate	Budget Principal 1 July 2024	2024/25 Budget New Loans	2024/25 Budget Principal Repayments	Budget Principal outstanding 30 June 2025	2024/25 Budget Interest Repayments	Actual Principal 1 July 2023	2023/24 Actual New Loans	2023/24 Actual Principal Repayments	Actual Principal outstanding 30 June 2024	2023/24 Actual Interest Repayments	Budget Principal 1 July 2023	2023/24 Budget New Loans	2023/24 Budget Principal Repayments	Budget Principal outstanding 30 June 2024	2023/24 Budget Interest Repayments	
CHA Housing				\$ 0	\$	\$	\$ 0	\$	\$ 17,219	\$	\$ (17,219)	\$ 0	\$ (377)	\$	\$	\$	\$ (17,219)	\$ (17,219)	\$ (836)
John Street Subdivision				126,515		(28,456)	98,059	(8,450)	153,087		(26,572)	126,515	(5,443)				(26,572)	(26,572)	(10,215)
Council Housing				1,000,000		(29,465)	970,535	(58,334)	0	1,000,000		1,000,000			1,000,000	(11,298)	988,702		(35,000)
Shop Development				0	800,000		800,000					0						0	
GROH Housing				0	1,200,000		1,200,000					0						0	
				1,126,515	2,000,000	(57,921)	3,068,594	(66,784)	170,306	1,000,000	(43,791)	1,126,515	(5,820)	0	1,000,000	(55,089)	944,911		(46,051)

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.

**SHIRE OF PERENJORI**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**7. BORROWINGS**

**(b) New borrowings - 2024/25**

Particulars/Purpose	Institution	Loan type	Term (years)	Interest rate	Amount borrowed budget	Total interest & charges	Amount used budget	Balance unspent
					\$	\$	\$	\$
GROH Housing	WATC	Fixed Interest	10	4.88%	1,200,000	333,000	1,200,000	0
Shop Development	WATC	Fixed Interest	10	4.88%	800,000	222,000	800,000	0
					2,000,000	555,000	2,000,000	0

**(c) Unspent borrowings**

The Shire had no unspent borrowing funds as at 30th June 2024 nor is it expected to have unspent borrowing funds as at 30th June 2025.

**(d) Credit Facilities**

	2024/25 Budget	2023/24 Actual	2023/24 Budget
	\$	\$	\$
<b>Undrawn borrowing facilities credit standby arrangements</b>			
Bank overdraft limit			
Bank overdraft at balance date			
Credit card limit	22,000	20,000	20,000
Credit card balance at balance date	0	(1,722)	0
<b>Total amount of credit unused</b>	22,000	18,278	20,000
<b>Loan facilities</b>			
Loan facilities in use at balance date	3,068,594	1,126,515	944,911

**MATERIAL ACCOUNTING POLICIES**

**BORROWING COSTS**

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

Borrowings fair values are based on discounted cash flows using a current borrowing rate.



**SHIRE OF PERENJORI**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**8. RESERVE ACCOUNTS**

**(a) Reserve Accounts - Movement**

	2024/25 Budget				2023/24 Actual				2023/24 Budget			
	Opening Balance	Transfer to	Transfer (from)	Closing Balance	Opening Balance	Transfer to	Transfer (from)	Closing Balance	Opening Balance	Transfer to	Transfer (from)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by council</b>												
(a) Leave reserve	75,054	2,255	(23,614)	53,695	85,545	3,895	(14,386)	75,054	85,545	2,360		87,905
(b) Plant reserve	403,638	209,057	(250,000)	362,695	593,196	210,442	(400,000)	403,638	593,196	321,224	(400,000)	514,420
(c) Refuse reserve	177,740	103,690		281,430	227,137	9,433	(58,830)	177,740	227,137	5,716	(15,000)	217,853
(d) Swimming Pool reserve	134,688	103,362		238,050	129,693	4,995		134,688	129,693	3,027		132,720
(e) Road & Rehabilitation reserve	35,567	902		36,469	34,018	1,549		35,567	34,018	939		34,957
(f) Housing reserve	264,726	6,560		271,286	444,485	20,241	(200,000)	264,726	444,485	12,266		456,751
(g) Mt Gibson Infrastructure reserve	1,539,326	49,000	(1,550,000)	38,326	1,483,275	56,051		1,539,326	1,473,399	37,681		1,511,080
(h) Tourism Accomodation reserve	93,669	2,378		96,047	90,678	2,991		93,669	90,678	1,812		92,490
(i) Water Reserve	199,086	5,002		204,088	191,503	7,583		199,086	191,503	4,595		196,098
(j) IT Communication reserve	213,444	105,330	(130,600)	188,174	204,148	9,296		213,444	204,148	5,634	(86,600)	123,182
(k) Community Infrastructure Reserve	0	180,362		180,362	0			0	0			0
	3,136,938	767,898	(1,954,214)	1,950,622	3,483,678	326,476	(673,216)	3,136,938	3,473,802	395,254	(501,600)	3,367,456

**(b) Reserve Accounts - 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	Ongoing	To be used to -: fund long service leave requirements.
(b) Plant reserve	Ongoing	To be used for -: purchase of major plant.
(c) Refuse reserve	Ongoing	To be used for -: future landfill sites.
(d) Swimming Pool reserve	Ongoing	To be used for -: refurbishment and upgrade swimming pool facilities.
(e) Road & Rehabilitation reserve	Ongoing	To be used for -: roads, gravel and airport infrastructure.
(f) Housing reserve	Ongoing	To be used for -: maintenance, upgrade and additional housing requirements.
(g) Mt Gibson Infrastructure reserve	30/06/2025	To be used for -: supporting the acquisition, restoration, extension or improvement of infrastructure assets limited to public buildings, recreational facilities, parks and gardens, power supply, water supply, land drainage or roads as per agreement.
(h) Tourism Accomodation reserve	Ongoing	To be used for -: costs associated with the caravan park.
(i) Water Reserve	Ongoing	To be used for -: increasing and maintaining all aspects of water capacity within the Shire.
(j) IT Communication reserve	Ongoing	To be used for -: IT costs associated with future requirements.
(k) Community Infrastructure Reserve	Ongoing	To be used for -: Purpose of acquisition, restoration, extension and improvement of community infrastructure owned by or located within the Shire.

**SHIRE OF PERENJORI**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**9. OTHER INFORMATION**

**The net result includes as revenues**

**(a) Interest earnings**

	<b>2024/25 Budget</b>	<b>2023/24 Actual</b>	<b>2023/24 Budget</b>
	\$	\$	\$
Investments	135,000	195,758	115,000
Late payment of fees and charges *	300	395	5,500
Other interest revenue	6,500	7,781	0
	<u>141,800</u>	<u>203,934</u>	<u>120,500</u>

\* The Shire has resolved to charge interest under section 6.13 for the late payment of any amount of money at 7%.

**The net result includes as expenses**

**(b) Auditors remuneration**

Audit services	50,200	38,590	41,500
Other services	3,750	2,670	5,000
	<u>53,950</u>	<u>41,260</u>	<u>46,500</u>

**(c) Interest expenses (finance costs)**

Borrowings (refer Note 7(a))	66,784	5,820	46,051
	<u>66,784</u>	<u>5,820</u>	<u>46,051</u>

**(d) Write offs**

General rate	1,000	1,440	0
	<u>1,000</u>	<u>1,440</u>	<u>0</u>

**SHIRE OF PERENJORI**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**10. ELECTED MEMBERS REMUNERATION**

	<b>2024/25 Budget</b>	<b>2023/24 Actual</b>	<b>2023/24 Budget</b>
	\$	\$	\$
<b>Elected member C King</b>			
President's allowance	0	5,219	20,875
Meeting attendance fees	0	5,081	5,126
ICT expenses	0	0	455
Travel and accommodation expenses	0	386	1,216
	0	10,686	27,672
<b>Elected member J Sutherland</b>			
President's allowance	21,710	15,656	0
Deputy President's allowance	0	1,305	5,219
Meeting attendance fees	5,285	5,563	7,479
ICT expenses	305	305	453
Travel and accommodation expenses	1,214	677	1,214
	28,514	23,506	14,365
<b>Elected member L Hepworth</b>			
Deputy President's allowance	5,427	3,914	
Meeting attendance fees	7,715	7,418	7,479
ICT expenses	305	305	453
Travel and accommodation expenses	1,214	782	1,214
	14,661	12,419	9,146
<b>Elected member C Bryant</b>			
Meeting attendance fees	7,715	7,418	7,479
ICT expenses	305	305	453
Travel and accommodation expenses	1,214	2,069	1,214
	9,234	9,792	9,146
<b>Elected member D Bradford</b>			
Meeting attendance fees	7,715	7,418	7,479
ICT expenses	305	305	453
Travel and accommodation expenses	1,214	994	1,214
	9,234	8,717	9,146
<b>Elected member A Fraser</b>			
Meeting attendance fees	7,715	7,418	7,479
ICT expenses	305	305	453
Travel and accommodation expenses	1,214	340	1,214
	9,234	8,063	9,146
<b>Elected member D Sparkman</b>			
Meeting attendance fees	7,715	7,418	7,479
ICT expenses	305	305	453
Travel and accommodation expenses	1,214	89	1,214
	9,234	7,812	9,146
<b>Elected member B Campbell</b>			
Meeting attendance fees	7,715	5,563	0
ICT expenses	305	225	0
Travel and accommodation expenses	1,214	0	0
	9,234	5,788	0
<b>Total Elected Member Remuneration</b>			
	89,345	86,783	87,767
<b>President's allowance</b>			
President's allowance	21,710	20,875	20,875
<b>Deputy President's allowance</b>			
Deputy President's allowance	5,427	5,219	0
<b>Meeting attendance fees</b>			
Meeting attendance fees	51,575	53,297	40,261
<b>Child care expenses</b>			
Child care expenses	0	0	14,958
<b>ICT expenses</b>			
ICT expenses	2,135	2,055	3,173
<b>Travel and accommodation expenses</b>			
Travel and accommodation expenses	8,498	5,337	8,500
	89,345	86,783	87,767

**SHIRE OF PERENJORI**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**11. TRUST FUNDS**

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

<b>Detail</b>	<b>Balance 30 June 2024</b>	<b>Estimated amounts received</b>	<b>Estimated amounts paid</b>	<b>Estimated balance 30 June 2025</b>
	\$	\$	\$	\$
Mt Gibson Public Benefit Trust	276,889	2,100	(100,000)	178,989
	276,889	2,100	(100,000)	178,989

SHIRE OF PERENJORI  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2025

12. REVENUE AND EXPENDITURE

(a) Revenue and Expenditure Classification

**REVENUES**

**RATES**

All rates levied under the *Local Government Act 1995*. Includes general, differential, specific area rates, minimum payment, interim rates, back rates, ex-gratia rates, less discounts offered.

Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

**GRANTS, SUBSIDIES AND CONTRIBUTIONS**

All amounts received as grants, subsidies and contributions that are not capital grants.

**CAPITAL 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.

**REVENUE FROM CONTRACTS WITH CUSTOMERS**

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

**FEES AND CHARGES**

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees.

Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

**SERVICE CHARGES**

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. Regulation 54 of the Local Government (*Financial Management*) *Regulations 1996* identifies the charges which can be raised. These are television and radio broadcasting, underground electricity and neighbourhood surveillance services and water.

Exclude rubbish removal charges which should not be classified as a service charge. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**INTEREST REVENUE**

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 cannot be classified under the above headings, includes dividends, discounts, rebates etc.

**PROFIT ON ASSET DISPOSAL**

Gain on the disposal of assets including gains on the disposal of long-term investments.

**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.

Note *AASB 119 Employee Benefits* provides a definition of employee benefits which should be considered.

**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 (such as telephone and internet charges), 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 and rental or lease expenditures.

**UTILITIES (GAS, ELECTRICITY, WATER)**

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.

**DEPRECIATION ON NON-CURRENT ASSETS**

Depreciation and amortisation expenses raised on all classes of assets.

**FINANCE COSTS**

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 levies including DFES levy and State taxes. Donations and subsidies made to community groups.

**SHIRE OF PERENJORI**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**12. REVENUE AND EXPENDITURE**

**(b) Revenue Recognition**

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

<b>Revenue Category</b>	<b>Nature of goods and services</b>	<b>When obligations typically satisfied</b>	<b>Payment terms</b>	<b>Returns/Refunds/Warranties</b>	<b>Determination of transaction price</b>	<b>Allocating transaction price</b>	<b>Measuring obligations for returns</b>	<b>Timing of Revenue recognition</b>
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
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
Waste management	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance.	None	Adopted by council annually	Based on timing of entry to facility	Not applicable	On entry to facility
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

**SHIRE OF PERENJORI**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**13. PROGRAM INFORMATION**

**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's Community Vision, and for each of its broad activities/programs.

**OBJECTIVE**

**ACTIVITIES**

**Governance**

GOVERNANCE

Expenses associated with provision of services to members of council and elections. Also included are costs associated with computer

**General purpose funding**

GENERAL PURPOSE FUNDING

Rates and associated revenues, general purpose government grants, interest revenue and other miscellaneous revenues such as commission

**Law, order, public safety**

LAW ORDER, PUBLIC SAFETY

Enforcement of Local Laws, fire prevention, animal control and provision of ranger services.

**Health**

HEALTH

Health inspection services, food quality control, mosquito control and contributions towards provision of medical health services.

**Education and welfare**

GENERAL PURPOSE FUNDING

Donations to local education facilities, Perenjori Early Childhood Centre.

**Housing**

HOUSING

Provision of maintenance for staff and private housing.

**Community amenities**

COMMUNITY AMENITIES

Rubbish collection services, operation and maintenance of refuse sites, cemetery maintenance and flood mitigation, public convenience

**Recreation and culture**

RECREATION AND CULTURE

Maintenance of halls, swimming pool, recreation centres, parks and gardens, ovals and various reserves, operation of library services.

**Transport**

TRANSPORT

Maintenance of roads, drainage, footpaths, parking facilities, traffic control, street cleaning and maintenance of airstrip.

**Economic services**

ECONOMIC SERVICES

Tourism, community development, pest control, building services, caravan parks and private works.

**Other property and services**

OTHER PROPERTY AND SERVICES

Plant works, plant overheads and stock of materials.

**SHIRE OF PERENJORI**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**14. FEES AND CHARGES**

	<b>2024/25 Budget</b>	<b>2023/24 Actual</b>	<b>2023/24 Budget</b>
	\$	\$	\$
<b>By Program:</b>			
Governance		2	500
General purpose funding	2,100	2,303	500
Law, order, public safety	5,100	5,782	1,100
Health	476	642	3,900
Housing	257,913	168,079	145,000
Community amenities	43,840	39,018	38,360
Recreation and culture	1,650	1,579	1,200
Transport	7,650	7,679	5,150
Economic services	586,038	698,564	511,200
Other property and services	64,500	50,438	25,000
	<b>969,267</b>	<b>974,086</b>	<b>731,910</b>

The subsequent pages detail the fees and charges proposed to be imposed by the local government.



## SCHEDULE OF FEES & CHARGES 2024/2025

STATUTORY or COUNCIL	FEES AND CHARGES	GST	24/25
<b>GENERAL PURPOSE FUNDING</b>			
	<b>RATES</b>		
C	Rates Property Enquiry	10%	\$ 54.00
C	Rates Orders and Requisitions	10%	\$ 81.00
C	Rates 4 Instalment Plan Admin Fee	Nil	\$ 36.00
<b>GOVERNANCE</b>			
	<b>ADMINISTRATION GENERAL</b>		
C	Photocopying - A4 per sheet	10%	\$ 0.70
C	Photocopying - A3 per sheet	10%	\$ 0.90
C	Dishonoured cheque fee (Cost plus 25%)	10%	Cost plus 25%
	<b>FREEDOM OF INFORMATION</b>		
<i>Freedom of Information fees as per the Freedom of Information Regulations 1993 Schedule 1 (As per Freedom of information Act 1992)</i>			
S	Freedom of Information Act (FOI) Application Fee	Nil	as per Act
S	FOI - Labour in processing application / per hour	Nil	as per Act
S	FOI - Labour in supervising access / per hour	Nil	as per Act
S	FOI - Labour in photocopying / per hour	Nil	as per Act
S	FOI - Photocopying A4 per sheet	Nil	as per Act
<b>LAW, ORDER &amp; PUBLIC SAFETY</b>			
	<b>ANIMAL CONTROL</b>		
	<b>DOG REGISTRATIONS</b>		
S	<i>These Fees are set by the Dog Act 1976 and Regulations</i>	Nil	as per Act
S	Kennel License (As per Dogs Local Law)	Nil	\$ 45.00
	<b>CAT REGISTRATIONS</b>		
S	<i>These Fees are set by the Cat Act 2011 and Regulations</i>	Nil	as per Act
C	Impounding of Animal (Cat or dog)	10%	\$ 123.00
C	Sustenance per day (Cat or dog)	10%	\$ 22.00
C	Destruction of Animal (Cat or dog)	10%	Cost plus 25%
C	Cat Traps - refundable hire bond no daily charge (1 week limit)	10%	\$ 60.00
C	Fox Traps - Refundable hire bond no daily charge (1 week limit)	10%	\$ 60.00

## SCHEDULE OF FEES & CHARGES 2024/2025

STATUTORY or COUNCIL	FEES AND CHARGES	GST	24/25
<b>HEALTH</b>			
<b>HEALTH (PUBLIC BUILDING) AMENDMENTS</b>			
S	Fee equal to the cost of considering application up to maximum per act.	Nil	as per Act
<b>TREATMENT OF SEWAGE AND DISPOSAL OF EFFLUENT AND LIQUID WASTE</b>			
S	<i>These fees are as fixed by the Health (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Amendment Regulations 2004</i>	Nil	as per Act
<b>Food Premises - all ex GST (Food Act 2008)</b>			
	<b>Registration</b> All premises including mobile and itinerant Annual renewal fee:		
C	High Risk Premises	Nil	\$ 248.00
C	Medium Risk Premises	Nil	\$ 214.00
C	Low Risk Premises	Nil	\$ 124.00
<b>LODGING HOUSE</b>			
C	Lodging House Application Fee (As per Health Local Law)	10%	\$ 225.00
C	Lodging House Per Annum Fee (As per Health Local Law)	10%	\$ 199.00
<b>Home Based Business: (Regulatory Fee)</b>			
S	New application	Nil	\$ 222.00
S	Renewal	Nil	\$ 75.00

## SCHEDULE OF FEES & CHARGES 2024/2025

STATUTORY or COUNCIL	FEES AND CHARGES	GST	24/25
<b>HOUSING</b>			
<b>STAFF HOUSING</b>			
C	Housing Rental as per employee housing policy and agreement	Nil	per agreement
<b>OTHER HOUSING</b>			
	<i>Rent chargeable when houses are not occupied by employees of the Shire</i>		
	<i>Charges to take effect upon renewal of Lease Agreements</i>		
C	60 Crossing St (Caravan Park Manager)	Nil	per agreement
C	19 Hesford St	Nil	\$ 278.00
C	21 Hesford St	Nil	\$ 275.00
C	23 Hesford St (Joint Venture income assessed up to maximum)	Nil	\$ 275.00
C	7 Hirshauer St	Nil	\$ 285.00
C	5 Hirshauer St	Nil	\$ 285.00
C	9 Hirshauer St (GROH Housing)	Nil	per agreement
C	2 John St	Nil	\$ 295.00
C	4 John St	Nil	\$ 295.00
C	8A John St	Nil	\$ 211.00
C	8B John St	Nil	\$ 211.00
C	3 Livingstone St	Nil	\$ 283.00
C	11A Livingstone St	Nil	\$ 109.00
C	11B Livingstone St	Nil	\$ 109.00
C	24 Livingstone St	Nil	\$ 283.00
C	32 Livingstone St (Joint Venture income assessed up to maximum)	Nil	\$ 275.00
C	34 Livingstone St (Joint Venture income assessed up to maximum)	Nil	\$ 275.00
C	36 Livingstone St (Joint Venture income assessed up to maximum)	Nil	\$ 275.00
C	1/137 North Rd	Nil	\$ 223.00
C	2/137 North Rd	Nil	\$ 223.00
C	38A Russell St (Income assessed up to maximum)	Nil	\$ 232.00
C	38B Russell St (Income assessed up to maximum)	Nil	\$ 232.00
C	40A Russell St	Nil	\$ 232.00
C	40B Russell St	Nil	\$ 232.00
C	42A Russell St (Income assessed up to maximum)	Nil	\$ 232.00
C	42B Russell St (Income assessed up to maximum)	Nil	\$ 232.00
C	50 Russell St	Nil	\$ 294.00
C	59 Russell St	Nil	\$ 289.00
C	25 Timmings St	Nil	\$ 285.00
C	27 Timmings St (Eco House 2)	Nil	\$ 310.00

## SCHEDULE OF FEES & CHARGES 2024/2025

STATUTORY or COUNCIL	FEES AND CHARGES	GST	24/25
<b>COMMUNITY AMENITIES</b>			
<b>HOUSEHOLD REFUSE</b>			
C	Collection x 1 240lt Sulo Bin (Domestic and Commercial)	Nil	\$ 377.00
C	Eligible pensioner - 50% discount	Nil	\$ 188.50
<b>ASBESTOS WASTE DISPOSAL</b>			
C	Asbestos (Wrapped) (minumum charge)	10%	\$ 130.00
C	Asbestos (Wrapped) (per/m3)	10%	\$ 200.00
<b>Additional Building:</b>			
C	Demolition / Builders Waste (per/m3)	10%	\$ 50.00
<b>BURIAL FEES</b>			
C	Burial	10%	\$ 1,117.00
C	Re-opening of grave	10%	\$ 790.00
C	Niche Wall plaque (Cost plus 25%)	10%	Cost plus 25%
C	Funeral Directors Licence	10%	\$ 28.00
C	Monumental Mason Licence	10%	\$ 34.00
C	Plot/Niche Wall Reservation Fee	10%	\$ 34.00
<b>TOWN PLANNING FEES</b>			
	<i>The fees for Town Planning are as set under the Planning and Development (Local Government Planning Scheme) Regulations 2000.</i>		as per Act
<b>COMMUNITY BUS</b>			
C	Bond	Nil	\$ 232.00
C	Community Groups/Clubs - up to 300km	10%	No Charge
C	Community Groups/Clubs - over 300km	10%	\$ 0.60
C	Community Bus Hire: Residents - Per Km	10%	\$ 0.60
C	Community Bus Hire: Non Residents - Per Km	10%	\$ 1.43
	<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>		

## SCHEDULE OF FEES & CHARGES 2024/2025

STATUTORY or COUNCIL	FEES AND CHARGES	GST	24/25
<b>RECREATION &amp; CULTURE</b>			
<b>PUBLIC HALLS</b>			
	<i>Waived hire fees of community facilities for Shire of Perenjori not-for-profit organisations</i>		
<b>PERENJORI COMMUNITY HALL</b>			
C	Refundable Bonds for Functions with Alcohol:	No	\$ 269.00
C	Refundable Bonds for Functions without Alcohol:	No	\$ 164.00
	<b>Functions:</b>		
C	Day	10%	\$ 132.00
C	Night	10%	\$ 196.00
C	Hourly Rate	10%	\$ 22.00
	<i>The above hire is inclusive of kitchen facilities</i>		
<b>PERENJORI PAVILION</b>			
C	Refundable Bonds for Functions with Alcohol	10%	\$ 269.00
C	Refundable Bonds for Functions without Alcohol	10%	\$ 164.00
	<b>Functions:</b>		
C	Day	10%	\$ 134.00
C	Night	10%	\$ 199.00
C	Hourly Rate	10%	\$ 22.00
C	Shire of Perenjori NFP, Community and Sporting groups, Perenjori Primary School		FREE
C	Shire of Perenjori community organisations with external funding		75% of total cost
C	Hire for funerals		FREE
	<i>The above hire is inclusive of kitchen facilities</i>		
C	Squash Courts - per hour	10%	\$ 5.80
<b>LATHAM HALL</b>			
C	Refundable Bonds for Functions with Alcohol	Nil	\$ 269.00
C	Refundable Bonds for Functions without Alcohol	Nil	\$ 164.00
	<b>Functions:</b>		
C	Day	10%	\$ 38.00
C	Night	10%	\$ 76.00
C	Shire of Perenjori NFP, Community and Sporting groups, Perenjori Primary School		FREE
C	Shire of Perenjori community organisations with external funding		75% of total cost

## SCHEDULE OF FEES & CHARGES 2024/2025

STATUTORY or COUNCIL	FEES AND CHARGES	GST	24/25
<b>RECREATION &amp; CULTURE</b>			
<b>LATHAM COMMUNITY CENTRE</b>			
C	Refundable Bonds for Functions with Alcohol	Nil	\$ 269.00
C	Refundable Bonds for Functions without Alcohol	Nil	\$ 164.00
	<b>Functions:</b>		
C	Day	10%	\$ 134.00
C	Night	10%	\$ 199.00
C	Hourly Rate	10%	\$ 22.00
C	Shire of Perenjori NFP, Community and Sporting groups, Perenjori Primary School		FREE
C	Shire of Perenjori community organisations with external funding		75% of total cost
C	Hire for funerals		FREE
	<i>The above hire is inclusive of kitchen facilities</i>		
<b>CHAIR HIRE</b>			
C	Refundable Bond on return	10%	\$ 111.00
C	Hire Fee (per chair) *	10%	\$ 2.50
C	Trestle Hire (per trestle) *	10%	\$ 13.00
	<i>*Charge only for outside hall hire</i>		
<b>PA SYSTEM HIRE</b>			
C	Refundable bond on return	10%	\$ 249.00
C	Per day	10%	\$ 66.00
C	Projector hire	10%	\$ 56.00
C	Portable screen hire	10%	\$ 29.00
C	Portable JBL Speaker	10%	\$ 56.00
<b>GYM</b>			
C	Shire of Perenjori residents		FREE
C	Day Charge	10%	\$ 6.50
C	One-month	10%	\$ 23.00
C	Six-months	10%	\$ 103.00
C	Twelve-months	10%	\$ 183.00
<b>SWIMMING POOL</b>			
C	FREE as per Council Decision No. 201022.4		FREE
<b>OTHER CULTURE</b>			
C	Wellness Centre - Rental full day or part thereof - own cleaning required	10%	\$ 26.00
<b>COMMUNITY STAGE</b>			
C	Bond (refundable)	Nil	\$ 528.00
C	Community stage hire – Perenjori Community groups		FREE
C	Community stage hire – Regional Community groups - per event, max 4 days	10%	\$ 543.00
C	Community stage hire – Regional Community groups – weekly	10%	\$ 867.00
C	Inflatable projector screen	10%	\$ 211.00
C	Bond (refundable)	Nil	\$ 317.00

## SCHEDULE OF FEES & CHARGES 2024/2025

STATUTORY or COUNCIL	FEES AND CHARGES	GST	24/25
<b>TRANSPORT</b>			
	<b>TRAFFIC CONTROL</b>		
C	Local Authority Plates (Shire fee only - Dept of Transport charge also)	10%	\$ 28.00
<b>ECONOMIC SERVICES</b>			
	<b>CARAVAN PARK FEES</b> Fees are for a maximum of <b>two persons</b> unless otherwise stated. Additional fee - \$10 per person / night		
C	Powered site - 7 days	10%	\$ 139.00
C	Powered site - 3 nights	10%	\$ 68.00
C	Powered site - per night	10%	\$ 28.00
C	Unpowered site - per night	10%	\$ 17.00
C	Unpowered site - per week	10%	\$ 59.00
	<i>The following accommodation is to be booked in advance and paid by credit card. Less that 24 hours cancellation notice will incur a 10% administration fee. Failure to show will result in full payment.</i>		
<b>ECO HOUSE</b>			
C	Per night (Minimum 3 night stay)	10%	\$ 238.00
C	Per 7-day week	10%	\$ 1,109.00
<b>PARK HOME</b>			
C	Per night (Minimum 2 night stay)	10%	\$ 186.00
C	Per 7-day week	10%	\$ 855.00
<b>CHALETS</b>			
C	Per night (Minimum 2 night stay)	10%	\$ 140.00
C	Per 7-day week	10%	\$ 777.00
<b>ACCOMMODATION VILLAGE (Ensuite Units)</b>			
C	Per night	10%	\$ 111.00
C	Per 7-day week	10%	\$ 611.00
C	Special Rate - Per 7-days if 5 or more units booked by one entity.	10%	\$ 502.00
C	<b>3/71 North Road (Blue Units) per 7-day week</b>	10%	\$ 673.00
C	<b>LOST KEY</b>	10%	\$ 57.00
<b>CARAVAN PARK FACILITIES - Non-Park Residents</b>			
C	Ablution facilities / per person	10%	\$ 10.00

## SCHEDULE OF FEES & CHARGES 2024/2025

STATUTORY or COUNCIL	FEES AND CHARGES	GST	24/25
<b>ECONOMIC SERVICES CON'T</b>			
<b>OTHER SERVICES</b>			
C	Hire of Incubator - per week	10%	\$ 54.00
C	Standpipe Access Card and Replacement Card	Nil	\$ 27.00
C	Water (from standpipe) per Kilolitre - Commercial at cost + 10%	Nil	At cost + 10%
<b>BUILDING CONTROL</b>			
	<i>Fees are set in Building Regulations 2012 - Schedule 2</i>		
S	Applications for Building Permits		as per Reg's
S	Demolition Permit		as per Reg's
S	Occupancy Permit		as per Reg's
S	Building Approval Certificates		as per Reg's
S	Certificate of Design Compliance		as per Reg's
S	Certificate of construction Compliance		as per Reg's
S	Certificate of Building Compliance		as per Reg's
S	Building Service Levy (BSL)		as per Reg's
S	Unauthorised Building Works		as per Reg's
S	Building Construction Industry Training Fund Levy		as per Reg's
<b>Swimming Pools:</b>			
S	Inspections of Pool Enclosures (Building reg. 2012 Reg 53) 4 yearly	Nil	\$ 58.00
<b>OTHER PROPERTY &amp; SERVICES</b>			
<b>Extractive Industries License:</b>			
C	New license	10%	\$ 39.00
C	Renewal	10%	\$ 58.00
<b>PRIVATE WORKS</b>			
C	<b>Hire of Drivable Plant includes operator (No Dry Hire)</b> Private Works based on Cost Plus Admin Charge up to 25%		cost plus admin charge up to 25%
C	Estimated Quotes Provided prior to works		25%
<b>PLANT HIRE CHARGES</b>			
C	Scaffolding / day	10%	\$ 68.00
C	Scaffolding per 7-day week	10%	\$ 334.00
C	Gyprock Lifter / day	10%	\$ 53.00
C	Gyprock Lifter per 7-day week	10%	\$ 267.00
C	Cement Mixer	10%	\$ 40.00
C	Portable Toilet/ day	10%	\$ 70.00
C	Portable Toilet Refundable Bond on return	NIL	\$ 232.00
C	Side Tipper / day	10%	\$ 233.00
C	Plus travel per km	10%	\$ 0.23
C	Low Loader - day rate Dry hire	10%	\$ 252.00
C	Plus travel per km	10%	\$ 0.23
C	Water Tanker / day:	10%	\$ 203.00
C	Plus Travel per km	10%	\$ 0.23
	<i>Small plant - if hired for the weekend charged one day hire and the second day free.</i>		





The Shire of Perenjori

# Annual Budget 2024-2025





## 2024/25 ANNUAL BUDGET

### **CHIEF EXECUTIVE OFFICER'S REPORT**

The Shire's 2024/2025 financial year budget has been developed after taking into consideration the changed and evolving economic and social challenges that are being experienced in Rural communities.

The Council has undertaken a comprehensive review of the Strategic Community Plan and long-term financial plan, and these community objectives and aspirations are incorporated into the 2024/25 and future budgets. However, the Council and community must remain proactive in ensuring any opportunities for betterment and improving the lifestyle that makes the Shire of Perenjori a special place are taken advantage of.

The Council has again considered the rate income required to undertake the current and future aspirations of the Shire and has budgeted for a 5% overall increase in rate revenue in the 2024/2025 year. The Council has also considered the impact of the 10% discount for early payment and reduced this to a payment incentive of 7.5%.

The Valuer General has again significantly increased the value of Rural properties with an average increase in values of 24.39%. This has continued the trend of a 19.96% in 2023/24 and the increase of 22.62% increase in 2022/23 making an average increase in property values of 66.978% over three years.

However, given the limited rate base, the Council will continue to rely on external grant funding from the Federal Government and State Government to maintain the high standard of facilities and services in line with community expectations.

The budget is again being structured to continue a strategy of focusing and clearly identifying current and future operational expenditure and maintenance commitments to ensure sufficient funding is available to maintain the Shire's existing and proposed infrastructure.

The strategy introduced has continued from the 2023/24 year and again has identified a number of outstanding maintenance issues that required additional funding which continues to impact upon the Council's budgets.

As a component of this strategy the Council adopted a 10-year Road works program that identifies and guides the future road expenditure requirements and has been incorporated into this budget and will be updated annually for funding opportunities and budget inclusion. A property maintenance schedule has also been developed and is informing the budget in regard to maintenance required on Council-built assets. The Council has also introduced a plant management system which is guiding and informing the fleet management to ensure that the Council plant assets are maintained and operating in an efficient and effective manner.

The 2024/25 Budget is structured to continue this focus and address the maintenance issues while endeavoring to manage the expenditure required within Council's budgetary constraints. It is the overall aim to put in place proactive maintenance strategies to guide future budgets to a greater degree and ensure assets are maintained to the required standards.

The Council has a significant number of major capital projects that are detailed further in the Budget papers. A majority of these projects are predominately funded by external sources.



## 2024/25 ANNUAL BUDGET

A major component of the capital works is the construction of the supermarket, and the Council has allocated funding of \$3,503,070 in the budget with funding from reserves (\$1,550,000) grants (\$1,071,756) and the remainder from loan funding and Council's own resources.

The Federal and State Government has also allocated the Shire funding of \$2.6 million to the Mid-West Secondary Grain Freight Network project for improvements to Morawa South Road and Boundary Road in the Shire. This funding will greatly improve these roads, provide a safer route for commodity transport throughout the Shire and an economic stimulus whilst the works are being undertaken.

The budget also includes the provision of \$1,200,000 to construct two houses for leasing to the Government Regional Officer Housing scheme. This will provide quality housing for the government employees in Perenjori and provide income for the Council to cover the loans required. It is planned for these loans to be over a ten-year period with the option of continuing the lease arrangement or the houses being made available for Council utilisation.

The Council considers that continuation of building housing in the townsite is seen as a significant contribution to an ongoing investment in the town and the Shire's future.

The Council as always remains cognizant of the expectations of the community in regard to maintaining levels of service delivery and while the cost to provide services is increasing, all current and proposed activities must be closely examined to ensure the whole of life costs are taken into consideration.

The economic situation and inflationary pressures have also placed upward pressure upon the Council's operations in regard to employees' materials expenses and the employment of Staff.

While these external pressures are difficult to contain, the Shire will in the 2024/25 budget continue the review of the standard operations to ensure efficiency measures including, but not limited to, increased monitoring of utility expenses, better utilisation of cost-efficient purchasing practices, review of service to delivery to achieve cost effective outcomes, increased resource sharing, development of forward planning to increase works efficiencies, and increasing staff morale and productivity through greater ownership and responsibility.

The 2024/25 Budget will endeavor to deliver a reduced but more focused capital works program in what remains a difficult and uncertain environment for projects requiring external resources and materials and will still present a significant challenge for the Shire.

The prioritisation and focus on externally funded projects with funding deadlines will be a primary objective, however the ongoing economic objectives and social programs to advance and provide for the community's long-term wellbeing will also be to the forefront where opportunities present themselves.

Paul Anderson  
**Chief Executive Officer**



## 2024/25 ANNUAL BUDGET

### **BUDGET OVERVIEW**

The 2024-25 Budget for the Shire of Perenjori has been developed to achieve a nil surplus at 30 June 2025. The budget has taken into consideration the Shire of Perenjori's Strategic Community Plan, Corporate Business Plan, Long Term Financial Plan and Forward Capital Works Plans.

#### Financial Reporting Legislative Changes

Legislative obligations for the local government reporting framework requires that councils only report the rate setting statement by Nature and Type (not by Program), and that reporting by program is done as a note to the statutory budget.

Details of the proposed budget by program are included later in this document.

#### Balance Carried Forward

The calculation of the balance carried forward has been estimated at \$3.13 million. This carried forward surplus is predominately comprised of the 85% Financial Assistance Grant pre-payment for 2024-25 of \$2.495 million received in June 2024 and an underspend on own source funded capital of \$61,000, underspend on expenditure of \$152,000, increased revenue of \$258,000 and an increase on proceeds from disposals of \$156,000.

#### Revenue from Operating Activities

Operating revenue for 2024-25 is \$8.123 million, slightly up on the 2023-24 pre-audit actual of \$8.012 million and also up on the 2023-24 Budget by \$3.093 million.

#### Expenditure from Operating Activities

Operating expenses are \$14.576 million, an increase of \$2.625 million on the pre-audit amount for 2023-24. The two key movements are in private works and employee costs.

#### Investing Activities

Non-operating grants are supporting an expanded capital expenditure program in 2024-25. Phase 4 Local Community and Road Infrastructure Program funding is driving \$901 thousand of additional projects and Mid-West Secondary Grain Freight Network funding is driving an additional \$2.601 million of additional projects. This is in addition to Regional Road Group and Roads to Recovery funding budgeted for 2024-25.

#### Financing Activities

Two new loans totaling \$2,000,000 have been budgeted to fund additional housing for GROH and the required balance for the new Shop. The utilisation of this source of funding will be assessed by the Council during the year. The forecast positive cash flow is allowing for an expanded transfer to Reserves for the year with \$767,898 being transferred to reserves and \$1,954,214 million transferred out to cover the cost of plant replacement, construction of Shop and upgrade to IT programs during the year.



## 2024/25 ANNUAL BUDGET

### PROGRAM ANALYSIS

#### Income

**General Purpose Funding** operating revenue of \$4.947 million includes General Rates of \$3.441 million. The estimated increase from rate revenue in 2024-25 is 5%. Local Roads and Community Infrastructure funding of \$901,000 and General Purpose Grants of \$372,000 from the Western Australian Local Government Grants Commission are also included.

Financial Assistance Grants contribute significantly to the operations of Council and therefore minimal increases and decreases on the level of payment will continue to impact on the overall funding of operations in future budgets. The Council reviews these grant allocations on a regular basis to ensure the Council is receiving the maximum available and it will be reviewed this financial year.

**Law, Order and Public Safety** revenue of \$232,000 includes a contribution from surrounding councils for the Community Emergency Services Manager.

**Housing** revenue of \$278,000 includes private housing rent and recoveries from staff.

**Community Amenities** revenue of \$500,000 includes grant funding from Cyclone Seroja Local Government Resilience Fund.

**Recreation and Culture** revenue includes grant contribution from Department of Sport and Recreation of \$61,000.

**Transport** revenue includes grant funding from Roads to Recovery, Regional Road Group and Mid West Grain Freight Network.

**Economic Services** revenue mostly includes revenue from the Caravan Park Village of \$360,000.

#### Expenditure

**Governance** costs mostly relate to Council Member services and administration costs allocated. Direct administration costs are allocated in accordance with the principles of activity based costing to the various other Shire functions (including governance).

**General Purpose Funding** costs mostly relate to those for the collection of rates and general financing expenses.

**Law, Order and Public Safety** costs include those relating to the Community Services Emergency Manager of \$207,000, fire prevention \$173,000 and other animal control costs.

**Health** costs mostly relate to the provision of doctors and other medical services.

**Education and welfare** costs are a result of building maintenance expenses for the Early Learning Centre.



## 2024/25 ANNUAL BUDGET

**Housing** relates to the provision of housing accommodation for pensioners, staff and private rentals.

**Community Amenities** costs include those relating to the Community Development function, sanitation and waste management, stormwater drainage, environment protection, public conveniences, cemeteries and town planning.

**Recreation and Culture** includes operating expenditure of \$2 million relating to Shire public facilities, parks and gardens, swimming and other sporting facilities.

**Transport** costs predominantly relate to the maintenance of roads, footpaths, drainage works, parking facilities, traffic control, depot operations, plant purchase and cleaning of streets.

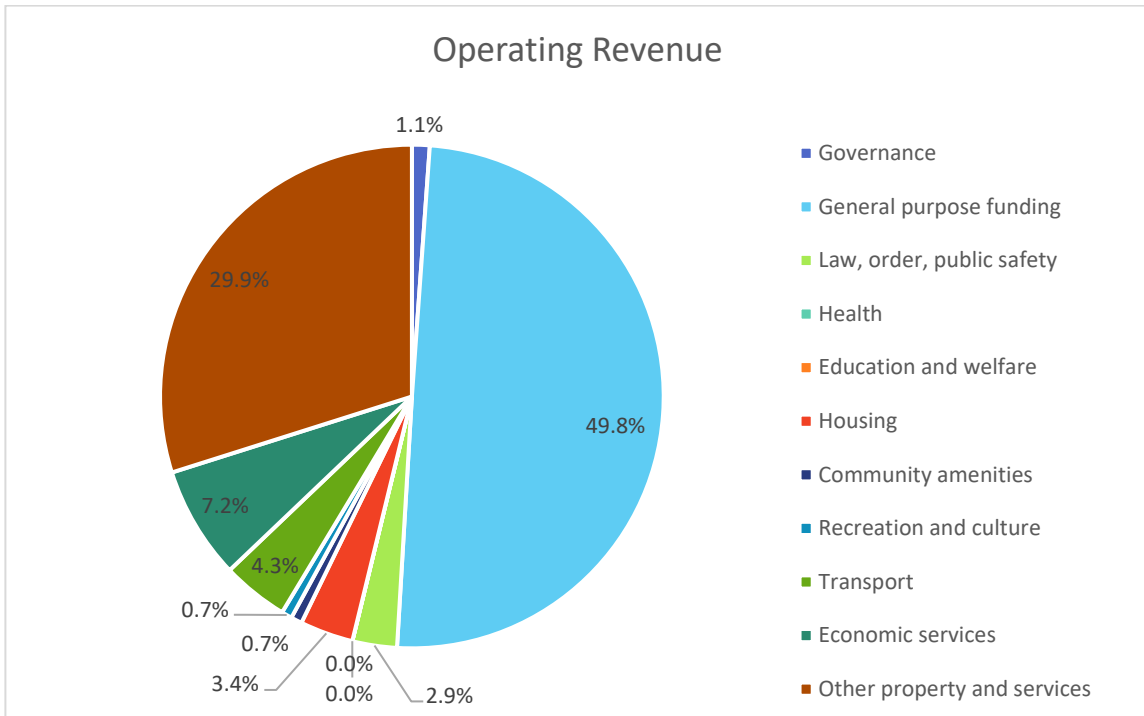
**Economic Services** costs relate to the operations and maintenance of the caravan park and tourism & area promotion.

**Other Property and Services** costs mostly relate to private works activities, which generate revenue to the Shire.

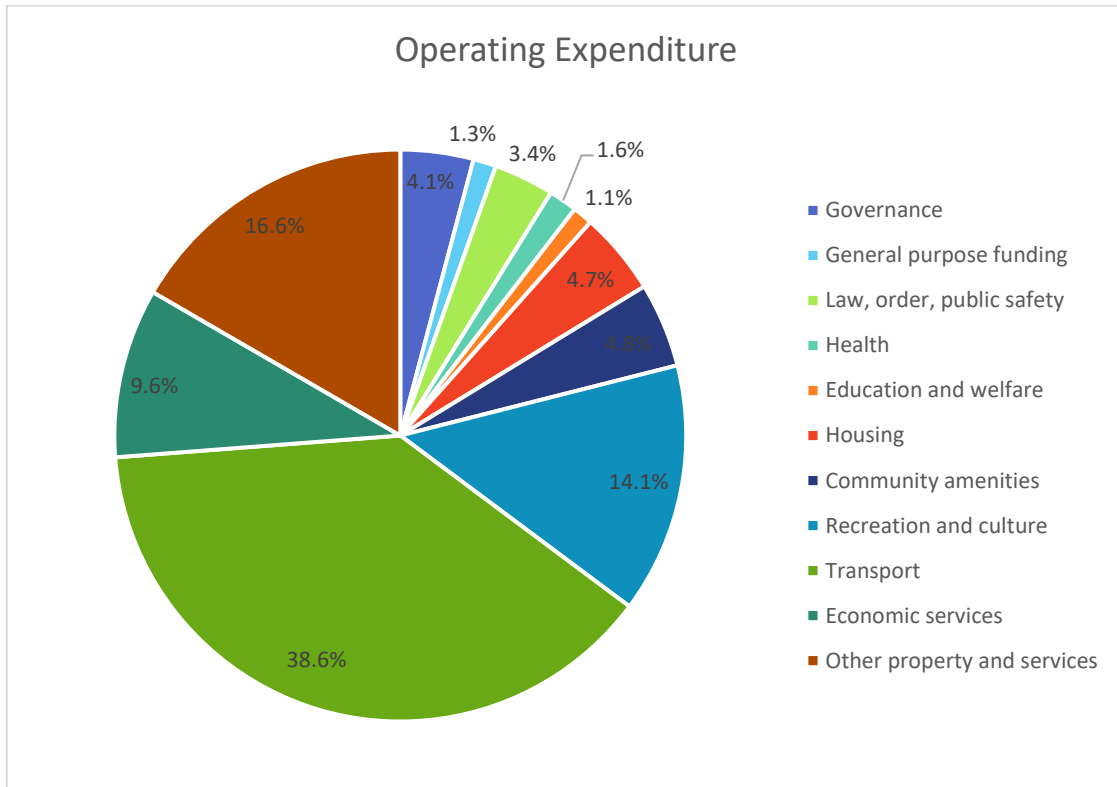


**2024/25 ANNUAL BUDGET**

**BUDGETED OPERATING REVENUE 2024-2025**



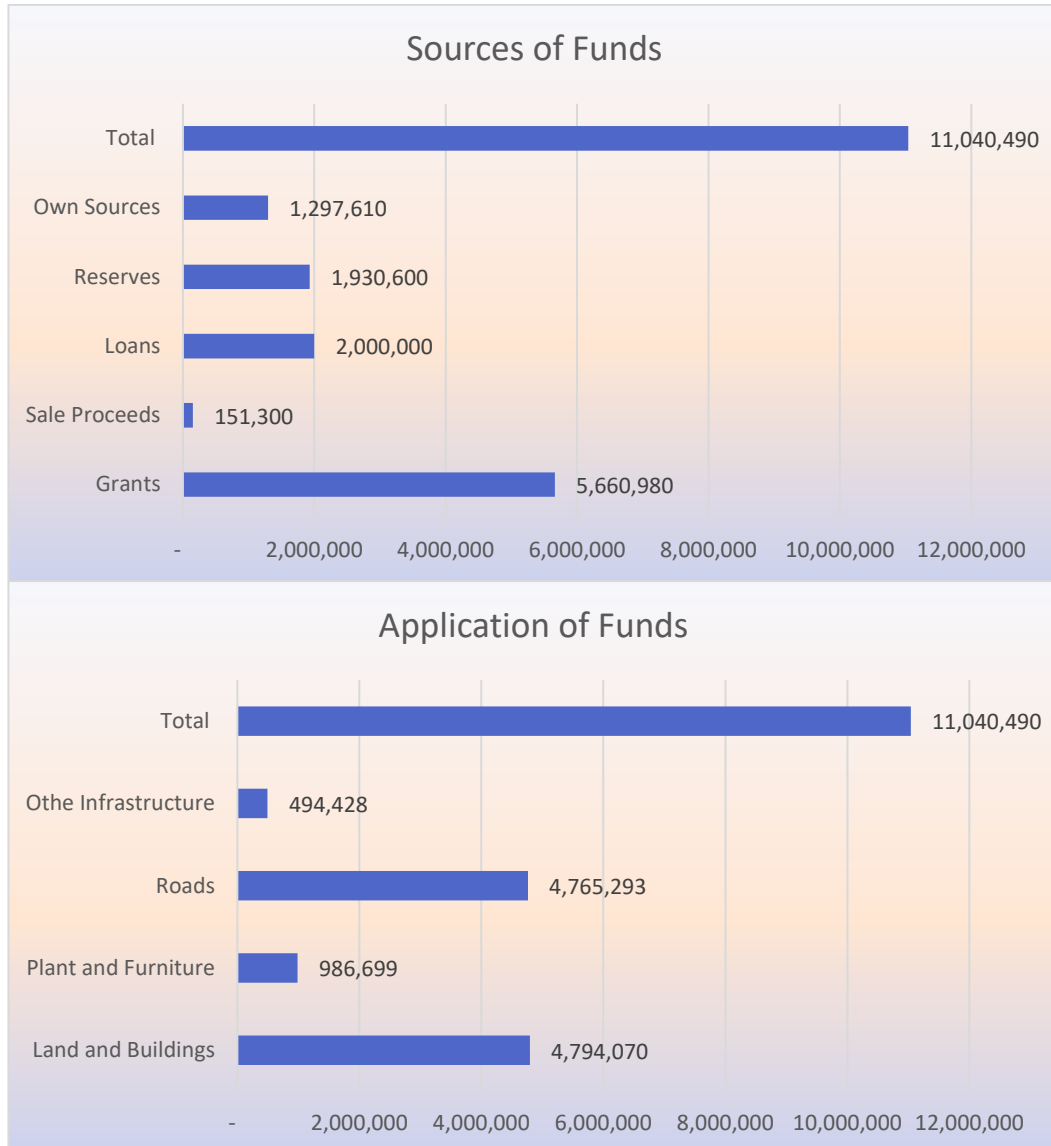
**BUDGETED OPERATING EXPENDITURE 2024-2025**



**BUDGETED CAPITAL EXPENDITURE 2024-2025**



## 2024/25 ANNUAL BUDGET



### NATURE AND TYPE ANALYSIS

**Operating grants and subsidies** are made up of Grants Commission funding of \$371,848 in addition to the \$2.496 million that was paid in advance in June 2024.

**Non-operating grants and subsidies** relate to capital projects shown in the Capital Expenditure Program in this budget and total \$5.6 million. These include Local Community and Road Infrastructure Program funding of \$901 thousand, Mid-West Secondary Grain Freight Network funding of \$2.601 million, Rural Road Grants, Roads to Recovery and other funding of \$2.589 million.

**Fees and charges** revenue is budgeted at \$0.969 million. Main sources of fees and charges revenue is from the collection of rubbish, police licensing and fees for the caravan park.





## 2024/25 ANNUAL BUDGET

**Interest earned revenue** is based on conservative rate estimates with transfers to reserves being undertaken at the end of the year.

**Other revenue** of \$2.807 million includes rebates and expense reimbursements.

**Employee costs** of \$3.574 million for 2024-25 incorporate an increase in direct wages of 3.6% and the superannuation guarantee rate increase from 11% to 11.5%. Employee cost incorporates salary and wages and on costs such as superannuation, staff training and amenities, clothing and safety equipment, workers compensation insurance and leave entitlements. Staff costs have been reviewed and allocated to areas where increased activity is required to maintain levels of service, while minimising any additional costs.

It is important to note that:

- The budget is premised on a full staffing quota of 43 positions with a full time equivalent of 32.
- The increase in budget from the 2023-24 Actual is \$493,000 (14%), and is mostly the result of the pay and super increases and staff movements during 2023-24 resulting in higher employees and lower contract positions

**Materials and Contracts** costs are budgeted to increase to \$4.699 million in 2024-25 to cover an expanded operational works program. This includes additional costs in managing the Mid West Secondary Freight Network for the Shire of Morawa.

**Depreciation** for 2024-25 has been calculated after assessing the residual values and estimated lives on major assets such as road infrastructure and the fair valuation assessment on plant and equipment and furniture and equipment undertaken.

**Interest costs** are the interest incurred from the Shire's loans.

**Insurance** costs have been budgeted at the amounts advised as being the 2024-25 premiums by the Local Government Insurance Scheme.

**Other expenditure** includes sundry administration and member costs which have been budgeted conservatively.



**2024/25 ANNUAL BUDGET**

**STRATEGIC PLANNING**

The Shire’s four-year Corporate Business Plan sets the priorities for the coming year to address the outcomes and objectives of the Shire of Perenjori’s fifteen year Community Strategic Plan.

The table below identifies major projects that have been included in the budget for the coming year, the amount of funding allocated for the project and the strategic outcomes that the project addresses.

The remaining outcomes identified in the Corporate Business Plan for actioning in the 2024-2025 financial year will be funded as part of the day-to-day operations on the Shire.

<b>Project</b>	<b>Amount \$</b>	<b>Strategic Plan Outcomes Addressed</b>
<i>Strategy: An inclusive community and a great place to live for all ages and stages of life</i>		
Support for Latham Bowls Club CSRFF grant	184,428	1.1
Upgrade of Library software	10,600	1.3
Installation of Pump Track	150,000	1.1
<i>Strategy: Eco-friendly, attractive and well-maintained towns, surrounded by outstanding natural beauty, landscapes, flora and fauna to be protected and enjoyed.</i>		
Implement road program in accordance with Council's adopted Plans and budget process	4,765,292	2.6
Upgrade of Latham Tip	50,000	2.2
Installation of niche wall at Latham Cemetery	10,000	2.8
Continue to improve and maintain Council buildings	100,000	2.3
Upgrade of radio broadcasting equipment	60,000	2.3
Townscape projects	40,000	2.7
<i>Strategy: A diverse economy, with flourishing businesses offering a suite of trades, services and retail offerings</i>		
Community Hub project	3,503,070	3.1
Caravan Park Chalet upgrades	30,000	3.2
Construction of two 4x2 houses for government housing	1,200,000	3.1
<i>Strategy: A strong and diverse Council working closely with the proactive and involved community</i>		
Installation of payroll software	60,000	4.6
Installation of onsite server	50,000	4.6
Renewal of Shire Plant and Equipment	846,600	4.6

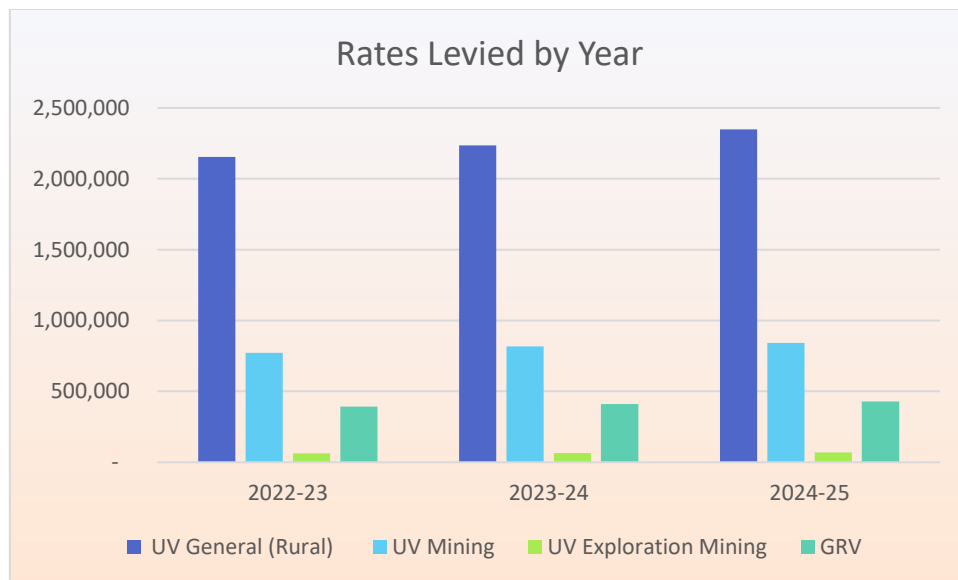
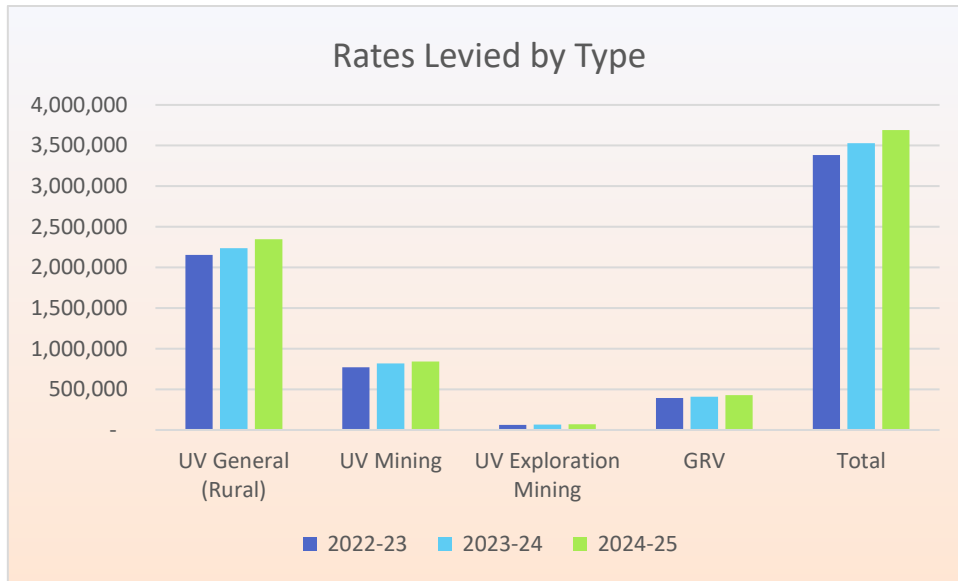


**2024/25 ANNUAL BUDGET**

**RATES**

In order to maintain the level of services and facilities in the coming year, and to keep rates revenue in line with the Shire of Perenjori’s Long Term Financial Plan, the Shire of Perenjori has advertised to increase rate revenue by 5%. This will be subject to any deviations in Gross Rental Valuation and Unimproved Value effective from the 1 July 2025 on which the rate model yield is based. The Council also include a discount of 7.5% for early payment.

**RATES LEVIED COMPARISON 2023/2024 to 2024/2025**





**2024/25 ANNUAL BUDGET**

**REFUSE AND RECYCLING CHARGES**

The residential and commercial rubbish collection fees for 2024-25 will be \$377.00 per property, an increase of \$13.00 on 2023-24. Pensioners will be charged \$188.50 per property in 2024-25, an increase of \$6.50 from 2023-24.

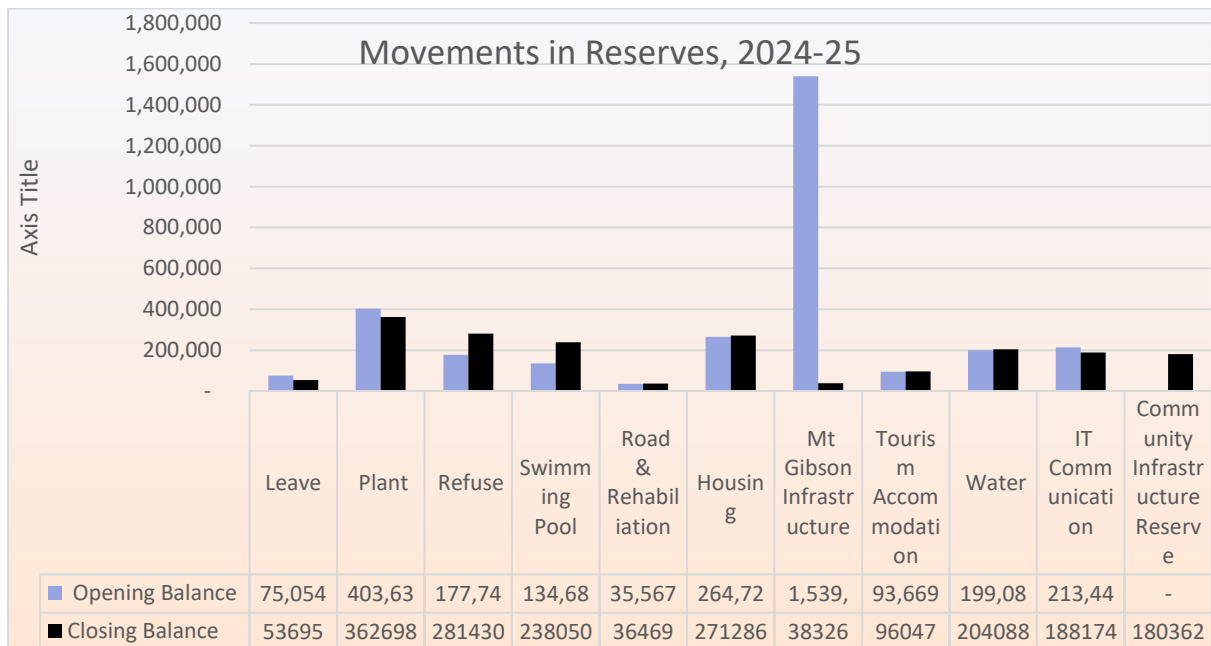
These annual charges total \$36,390 and will assist toward cost recovery for the service and contribute towards the operating costs of the refuse site.

The total costs budgeted for 2024-25 to maintain the refuse site and recycling expenses are \$275,106. An additional \$50,000 has been budgeted to make improvements to the waste disposal process at the Latham and Perenjori sites.

**RESERVE TRANSFERS**

A number of Reserve transfers are budgeted for 2024-25 to put aside funds for future capital activity. Major contributions include \$199,053 to the Plant Reserve, \$100,000 to Refuse Reserve, \$100,000 to Swimming Pool Reserve and \$100,000 to the IT Communication Reserve

Transfers from Reserve accounts include \$1,550,000 for the Community Supermarket, \$250,000 to assist with the purchase of plant, \$130,000 for upgrades to IT Systems and \$23,614 to reimburse operations for staff long service leave.



**LOANS**

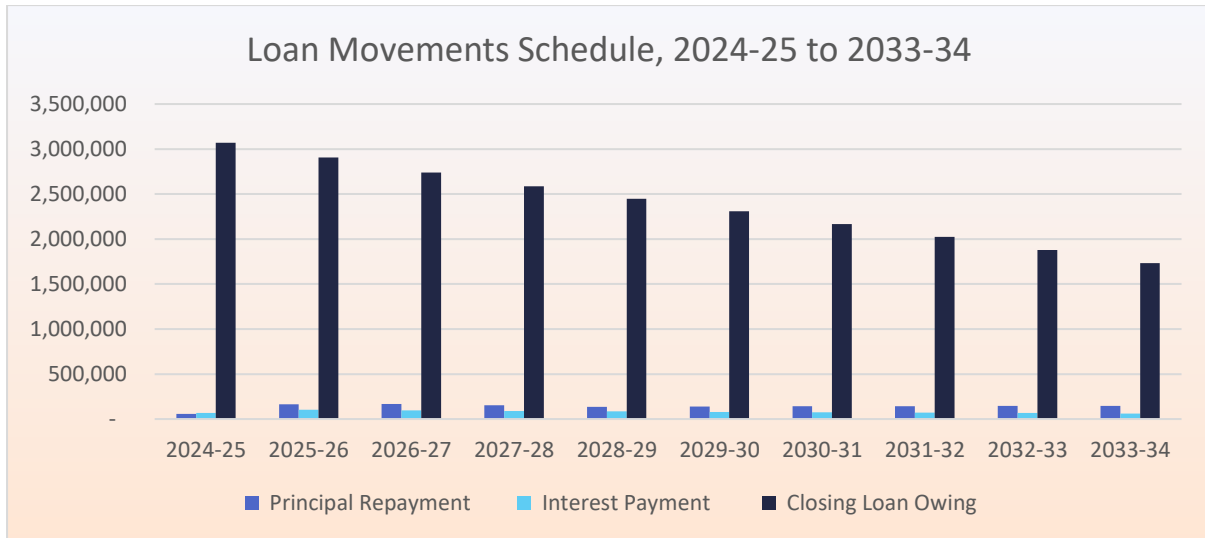
The Shire currently has 2 loans in place:

- Community Housing taken out in May 2024 for a 20yr period.
- The John Street Subdivision loan due for finalisation in January 2028

An additional 2 loans is budgeted for 2024-25, \$800,000 for additional funds to complete the shop development and \$1,200,000 for the purpose of building 2 houses for GROH.



**2024/25 ANNUAL BUDGET**





**2024/25 ANNUAL BUDGET**

Job -					Proposed		Proceeds			Own	
Account	Job/Account Description	Asset Class	Type	Program	Budget	Reserve	Grants	of Sale	Loan	Source	Comments
FE03	Altus Payroll	Furniture & Equipment	Governance	New	70,000	70,000					C/F 23/24
BC27	Master Key System	Buildings	Governance	New	5,000	-				5,000	C/F 23/24
FE04	Library Software	Furniture & Equipment	Recreation and Culture	New	10,600	10,600					C/F 23/24
FE09	Server - Inhouse	Furniture & Equipment	Administration	New	50,000	50,000				-	
FE08	Admin Printer	Furniture & Equipment	Administration	New	9,499					9,499	Purchase outright
HC28	Additional Housing Timmings & Hirshauer	Buildings	Housing	New	36,000					36,000	Complete Landscaping CF/23/24
I009	Latham Bowls Green	Infrastructure - Other	Recreation and Culture	Upgrade	184,428		61,623			122,805	61,623 CSRFF 50,00 Latham Club 72805 Own Source
I002	Community Hub Project	Buildings	Economic Services	New	3,503,070	1,550,000	1,071,756		800,000	81,314	LRCIP Phase 4A, DFES, Mt Gib Reserve Tender \$3,006,062 additional works \$500,000
LA01	Purchase of Industrial Land	Land	Community Amenities	New	20,000					20,000	C/F 23/24
BC19	Chalet 3&4 Caravan Park	Buildings	Economic Services	Upgrade	30,000					30,000	
I008	Latham Refuse Site	Infrastructure - Other	Community Amenities	Upgrade	50,000					50,000	
I012	Radio Broadcasting	Infrastructure - Other	Recreation and Culture	Upgrade	60,000					60,000	
HC33	Demolition of Gifted Property	Infrastructure - Other	Housing	Upgrade	40,000					40,000	
I011	Niche Wall Latham Cemetery	Infrastructure - Other	Community Amenities	New	10,000					10,000	
HC32	GROH Housing 2 x 3x2 houses	Buildings	Housing	New	1,200,000				1,200,000		
I010	Pump Track	Infrastructure - Other	Recreation and Culture	New	150,000		100,000			50,000	Grant will need to be sourced
<b>Road Program</b>											
RRG141A	Warriedar Coppermine Rd SLK 6.5-7.3	Infrastructure - Roads	Transport	Upgrade	446,500		297,667			148,833	RRG Job
RRG049A	Syson Rd SLK 6.00-9.00	Infrastructure - Roads	Transport	Renewal	228,798		153,333			75,465	RRG Job
RRG165	Carnamah Perenjori Rd SLK 21.39-23.42	Infrastructure - Roads	Transport	Renewal	219,817		215,568			4,249	RRGFunds 97k LRCIP Funds 118,568
R2R094	Oversby Rd	Infrastructure - Roads	Transport	Renewal	207,146		207,146			-	R2R
R2R014	Grant Rd	Infrastructure - Roads	Transport	Renewal	152,789		152,789				R2R
R2R009	Hill Rd	Infrastructure - Roads	Transport	Renewal	261,255		261,255				R2R
R2R123	Crossing Rd Reconstruct/reseal	Infrastructure - Roads	Transport	Renewal	417,220		320,285			96,935	R2R and Own source
RC196	Iona Rd Reseal	Infrastructure - Roads	Transport	Renewal	18,810					18,810	Own Source
RC005	Lochada Rd	Infrastructure - Roads	Transport	Renewal	148,860		148,860				LRCIP Phase 4b
RC001	Bowgada Rd	Infrastructure - Roads	Transport	Renewal	62,373		62,373				LRCIP Phase 4b
12008	MSGFN - Boundary Rd	Infrastructure - Roads	Transport	Upgrade	2,433,491		2,433,491				MSGFN Job
12008	MSGFN - Hill Rd	Infrastructure - Roads	Transport	Upgrade	168,233		168,233				MSGFN Job
<b>Plant replacement program</b>											
4259	Small SUV	Plant & Equipment	Administration	Renewal	40,000			15,000		25,000	
CP36	Utility - Works Crew	Plant & Equipment	Transport	Renewal	65,000			16,300		48,700	
CP37	Works Supervisors Utility	Plant & Equipment	Transport	Renewal	65,000			25,000		40,000	
CP39	New Truck	Plant & Equipment	Transport	Renewal	360,000	250,000		50,000		60,000	
CP40	Tri Axle Water Tank	Plant & Equipment	Transport	Renewal	150,000			45,000		105,000	
CP41	Multi Tyre Roller Attachment	Plant & Equipment	Transport	New	70,000					70,000	
CP42	Multi Tyre Roller Attachment	Plant & Equipment	Transport	New	70,000					70,000	
CP38	Bobcat Trailer	Plant & Equipment	Transport	New	20,000					20,000	
CP34	EV Charging Station	Plant & Equipment	Transport	New	6,600		6,600				C/F from 23/24

SHIRE OF PERENJORI			
Budgeted Statement of Financial Activity			
For the 2024-2025 Year			
	COA	Description	Budget
<b>General Purpose Funding</b>			
	<b>Rates</b>		
	<b>Operating Expenditure</b>		
	03000	Rates Written off Expense	\$1,000
	03003	Training & Conferences Expense	\$500
	03004	Advertising Expense	\$500
	03005	Printing & Stationery Expense	\$1,750
	03006	Postage & Freight Expense- Rates	\$500
	03007	Valuation Expenses	\$9,000
	03009	Rates Legal Fees.	\$2,500
	03099	Administration Allocated	\$93,869
	<b>Operating Expenditure Total</b>		<b>\$109,619</b>
<b>General Purpose Funding</b>			
	<b>Rates</b>		
	<b>Operating Income</b>		
	03100	Rates UV	-\$2,343,702
	03101	Rates GRV	-\$113,377
	03102	Minimum Rates UV	-\$4,488
	03103	Minimum Rates GRV Perenjori	-\$6,120
	03104	Minimum Rates GRV Latham	-\$3,264
	03105	Minimum Rates GRV Other Towns	-\$2,040
	03107	GRV Mining Rates	-\$304,025
	03109	ESL Interest	-\$300
	03110	Ex Gratia Rates	-\$27,543
	03115	Rates - UV Mining.	-\$840,603
	03116	Discount Allowed	\$276,790
	03119	Minimum Rates GRV Mining.	-\$408
	03120	Penalty Interest	-\$4,000
	03121	Instalment Fees	-\$1,300
	03123	Instalment Interest	-\$2,500
	03201	Minimum Rates UV Mining	-\$2,040
	03202	Rates - Exploration UV	-\$59,046
	03203	Minimum Rates - Exploration	-\$11,424
	<b>Operating Income Total</b>		<b>-\$3,449,390</b>
<b>General Purpose Funding</b>			
	<b>General Purpose Grants</b>		
	<b>Operating Income</b>		
	03300	Grants Commission Grant	-\$255,553
	03301	Untied Road Grant	-\$116,295
	03302	LR&CIP Funding	-\$901,557
	<b>Operating Income Total</b>		<b>-\$1,273,405</b>

Budgeted Statement of Financial Activity			
For the 2024-2025 Year			
	COA	Description	Budget
<b>General Purpose Funding</b>			
	<b>General Finance</b>		
	<b>Operating Expenditure</b>		
	03400	EFTPOS Fees Expense	\$4,800
	03401	Bank Fees	\$3,000
	03499	Administration Allocated	\$71,419
	<b>Operating Expenditure Total</b>		<b>\$79,219</b>
<b>General Purpose Funding</b>			
	<b>General Finance</b>		
	<b>Operating Income</b>		
	03500	Telenet Saver Interest Received	-\$45,000
	03501	Property Enquires	-\$800
	03503	Community Infrastructure Income	-\$178,845
	<b>Operating Income Total</b>		<b>-\$224,645</b>
	<b>General Purpose Funding Operating Expenditure Total</b>		<b>\$188,838</b>
	<b>General Purpose Funding Operating Income Total</b>		<b>-\$4,947,440</b>



Budgeted Statement of Financial Activity			
For the 2024-2025 Year			
	COA	Description	Budget
<b>Governance</b>			
	<b>Members Of Council</b>		
	<b>Members Of Council</b>		
	04000	Presidents Allowance Expense	\$21,710
	04001	Members Travelling Expense	\$8,500
	04002	Refreshment & Meeting Expense	\$7,000
	04003	Conference Expenses	\$21,500
	04004	Subscriptions Expense	\$13,668
	04005	Insurances Expense	\$1,171
	04006	Members Meeting Payments Expense	\$51,571
	04007	Council Ipad Expenses	\$6,500
	04011	Deputy Presidents Allowance Expense	\$5,427
	04012	Donation Expenditure	\$10,000
	04013	Council Functions Expenses	\$7,000
	04014	Chambers Mntce Expense	\$1,212
	04016	CEO Performance Review	\$8,000
	04019	Members Training Expense	\$10,000
	04020	Council Chamber Cleaning Costs	\$1,409
	04021	Compliance Expense	\$48,000
	04099	Administration Allocated	\$319,711
	<b>Operating Expenditure Total</b>		<b>\$542,379</b>
<b>Governance</b>			
	<b>Administration General</b>		
	<b>Operating Expenditure</b>		
	04200	Administration Salaries	\$647,813
	04201	Superannuation Expense	\$93,893
	04202	Insurances Public Liability Expense	\$24,431
	04205	Regional Risk Co-ordinator Expense	\$12,000
	04208	Printing & Stationery Expense	\$10,000
	04209	Telephone Expense	\$48,313
	04210	Advertising Expense	\$2,000
	04211	Office Equipment Maintenance Expense	\$1,000
	04212	Postage Expense	\$1,000
	04213	Office Expenses Other	\$3,000
	04214	IT & Computer Expense	\$136,832
	04215	Photocopier Expense	\$11,000
	04216	IT Vision Support Fees Expense	\$44,600
	04217	Travelling & Accommodation	\$3,000
	04218	Admin Vehicle Running Expenses	\$53,116
	04219	Conference Expenses	\$11,500
	04220	Audit Fees	\$53,950
	04221	Legal Fees	\$10,000
	04222	Removal Allowance Expense	\$1,000

Budgeted Statement of Financial Activity			
For the 2024-2025 Year			
	COA	Description	Budget
	04224	Training Expenses	\$15,000
	04226	Housing Allocation	\$62,028
	04229	Admin Building & Mntce Expense - JOB	\$21,390
	04230	FBT Expense	\$29,000
	04232	Record Keeping	\$1,000
	04234	CEO Allowance Expense	\$44,100
	04235	Website Maintenance/Upgrade	\$2,000
	04236	Insurances Commercial Crime & Cyber Security	\$5,298
	04237	CEO Recruitment Costs	\$15,000
	04238	Consultant Fees	\$56,000
	04239	Admin Workers Compensation Insurance	\$51,151
	04240	Salaries - CEO	\$174,307
	04241	Superannuation - CEO	\$24,484
	04242	Insurances Accident, Fidelity & Salary Expenses	\$3,682
	04244	Advertsing - New Employee Expense	\$1,000
	04247	Admin Staff Housing Allowance	\$70,127
	04248	Administration Staff Uniforms	\$4,400
	04265	Admin Building Cleaning Expenses	\$12,284
	04266	CEO Professional Development	\$6,000
	04267	Strategic Planning	\$10,000
	04270	Drug & Alcohol Testing	\$1,500
	04290	Depreciation - Admin General	\$21,970
	04291	Depreciation - Admin Buildings	\$92,945
	04299	Allocation to Other Services	-\$1,873,175
	04328	Admin Consumables	\$5,000
	04334	Admin Subscriptions	\$34,560
		<b>Operating Expenditure Total</b>	<b>\$59,499</b>
<b>Governance</b>			
		<b>Administration General</b>	
		<b>Operating Income</b>	
	04301	Sundry Income	-\$1,000
	04304	Reserve Interest Received	-\$90,000
	04307	Reimbursements	-\$500
	04318	LGISWA Scheme Member Dividend	-\$1,000
		<b>Operating Income Total</b>	<b>-\$92,500</b>

Budgeted Statement of Financial Activity			
For the 2024-2025 Year			
	COA	Description	Budget
<b>Governance</b>			
<b>Administration General</b>			
<b>Capital Expenditure</b>			
	04258	Capital - Admin Building	\$5,000
	04259	Capital - Admin Vehicles	\$40,000
	04253	Capital - IT Vision Software.	\$70,000
	04255	Capital - Furniture & Equipment.	\$50,000
	028TT	Transfer to Community Infrastructure Reserve	\$180,362
	005TT	Transfer to Leave Entitlement Reserve	\$2,255
	021TT	Transfer to Mt Gibson Infra Reserve	\$49,000
	<b>Capital Expenditure Total</b>		<b>\$396,617</b>
<b>Administration General</b>			
<b>Capital Revenue</b>			
	021TF	Transfer from Mt Gibson Infrastructure Reserve.	-\$1,550,000
	029TF	Transfer from Leave Reserve	-\$23,614
	<b>Capital Income Total</b>		<b>-\$1,573,614</b>
	<b>Governance Operating Expenditure Total</b>		<b>\$601,878</b>
	<b>Governance Operating Income Total</b>		<b>-\$92,500</b>
	<b>Governance Capital Expenditure Total</b>		<b>\$396,617</b>
	<b>Governance Capital Income Total</b>		<b>-\$1,573,614</b>

Budgeted Statement of Financial Activity			
For the 2024-2025 Year			
	COA	Description	Budget
<b>Law, Order &amp; Public Safety</b>			
<b>Fire Prevention</b>			
<b>Operating Expenditure</b>			
	05002	Volunteer Protective Clothing Expense	\$1,500
	05003	Training Expenses	\$1,000
	05004	Bush Fire Appliances Insurance	\$12,564
	05005	Fire Vehicles Maintenance Expense	\$6,236
	05006	Equipment Maintenance Expense	\$3,000
	05008	Fire Control Expense	\$1,000
	05010	Perenjori Fire Station Building Mntce Exp - JOB	\$6,788
	05011	Latham Fire Station Building Mntce Exp - JOB	\$1,052
	05090	Depreciation - Fire Building Vehicle	\$104,721
	05299	Administration Allocated	\$35,155
	<b>Operating Expenditure Total</b>		<b>\$173,016</b>
<b>Law, Order &amp; Public Safety</b>			
<b>Fire Prevention</b>			
<b>Operating Income</b>			
	05100	DFES Operating Grant	-\$40,732
	05101	ESG Admin Income	-\$4,000
	<b>Operating Income Total</b>		<b>-\$44,732</b>
<b>Law, Order &amp; Public Safety</b>			
<b>Vermin Control</b>			
<b>Operating Expenditure</b>			
	05201	Animal Control Expense	\$28,679
	05399	Administration Allocated	\$32,433
	<b>Operating Expenditure Total</b>		<b>\$61,112</b>
<b>Law, Order &amp; Public Safety</b>			
<b>Vermin Control</b>			
<b>Operating Income</b>			
	05300	Dog Registration Fees	-\$1,000
	05302	Cat Registration Fees	-\$100
	<b>Operating Income Total</b>		<b>-\$1,100</b>

Budgeted Statement of Financial Activity			
For the 2024-2025 Year			
	COA	Description	Budget
<b>Law, Order &amp; Public Safety</b>			
	<b>Other Law &amp; Order</b>		
	<b>Operating Expenditure</b>		
	05599	Administration Allocated	\$43,975
	05609	Depreciation - Other Law & Order	\$12,604
	<b>Operating Expenditure Total</b>		<b>\$56,579</b>
<b>Law, Order &amp; Public Safety</b>			
	<b>Community Emergency Services Management</b>		
	<b>Operating Expenditure</b>		
	05701	CESM Vehicle expenses	\$46,000
	05702	CESM Employee Expense	\$145,531
	05703	CESM - Other Employee Costs	\$14,504
	05704	CESM Conference and training expense	\$1,000
	<b>Operating Expenditure Total</b>		<b>\$207,035</b>
	<b>Operating Income</b>		
	05802	CESM Reimbursements - Other Councils	-\$186,330
			<b>-\$186,330</b>
	<b>Law, Order &amp; Public Safety Operating Expenditure Total</b>		<b>\$497,742</b>
	<b>Law, Order &amp; Public Safety Operating Income Total</b>		<b>-\$232,162</b>

Budgeted Statement of Financial Activity			
For the 2024-2025 Year			
	COA	Description	Budget
<b>Health</b>			
		<b>Health Admin &amp; Inspection</b>	
		<b>Operating Expenditure</b>	
	07002	EHO Expenses	\$15,000
	07003	Health Admin & Inspections Subscriptions	\$396
		<b>Operating Expenditure Total</b>	<b>\$15,396</b>
<b>Health</b>			
		<b>Health Admin &amp; Inspection</b>	
		<b>Operating Income</b>	
	07100	Septic Tank Inspection Fees	-\$236
	07101	Stall Holders Licences	-\$240
		<b>Operating Income Total</b>	<b>-\$476</b>
<b>Health</b>			
		<b>Other Health</b>	
		<b>Operating Expenditure</b>	
	07202	Ambulance Building Mntce Expense - JOB	\$208
	07203	Medical Centre Building Mntce Expense - JOB	\$32,313
	07206	Doctors Software Fees & Computer Maintenance	\$3,788
	07208	Doctor - Practice Support	\$36,000
	07209	Medical Centre Cleaning Costs	\$13,029
	07213	Other Health Expenditure	\$5,000
	07290	Depreciation - Other Health	\$32,656
	07299	Administration Allocated	\$66,867
		<b>Operating Expenditure Total</b>	<b>\$189,861</b>
<b>Health</b>			
		<b>Preventive Services - Pest Control</b>	
		<b>Operating Expenditure</b>	
	07600	Mosquito Control Expense	\$29,489
		<b>Operating Expenditure Total</b>	<b>\$29,489</b>
		<b>Health Operating Expenditure Total</b>	<b>\$234,746</b>
		<b>Health Operating Income Total</b>	<b>-\$476</b>

Budgeted Statement of Financial Activity			
For the 2024-2025 Year			
	COA	Description	Budget
<b>Education &amp; Welfare</b>			
<b>Other Education</b>			
<b>Operating Expenditure</b>			
	08001	Donation Perenjori Primary School Expense	\$3,000
	08003	Achievement Awards - PJ School	\$550
	<b>Operating Expenditure Total</b>		<b>\$3,550</b>
<b>Education &amp; Welfare</b>			
<b>Other Welfare</b>			
<b>Operating Expenditure</b>			
	08502	Youth Activities.	\$12,000
	<b>Operating Expenditure Total</b>		<b>\$12,000</b>
<b>Education &amp; Welfare</b>			
<b>Childcare Centre</b>			
<b>Operating Expenditure</b>			
	08400	Perenjori Early Childhood Building Expenditure - J0	\$34,592
	08453	PECC Centre Building Depreciation	\$76,000
	08499	Administration Allocated	\$39,548
	<b>Operating Expenditure Total</b>		<b>\$150,140</b>
	<b>Education &amp; Welfare Operating Expenditure Total</b>		<b>\$165,690</b>

Budgeted Statement of Financial Activity			
For the 2024-2025 Year			
	COA	Description	Budget
<b>Housing</b>			
		<b>Staff Housing</b>	
		<b>Operating Expenditure</b>	
	09228	Housing Allocation	-\$231,196
	09292	Housing Maintenance Cost - JOBS	\$240,818
	12291	Depreciation - Staff Housing	\$69,155
		<b>Operating Expenditure Total</b>	<b>\$78,777</b>
<b>Housing</b>			
		<b>Housing</b>	
		<b>Operating Income</b>	
	09306	Staff Housing Rent	-\$71,233
	09315	Staff Housing Reimbursements	-\$7,544
		<b>Operating Income Total</b>	<b>-\$78,777</b>
<b>Housing</b>			
		<b>Housing Other</b>	
		<b>Operating Expenditure</b>	
	09232	Loan 99 Interest Expense	\$58,334
	09200	Vacant Land Expense.	\$100
	09291	Housing Maintenance Costs - JOBS	\$268,458
	09293	Housing - Other Expenditure	\$22,348
	09290	Depreciation - Council Housing	\$105,845
	09299	Administration Allocated	\$148,995
		<b>Operating Expenditure Total</b>	<b>\$604,080</b>
<b>Housing</b>			
		<b>Housing Other</b>	
		<b>Operating Income</b>	
	09300	Housing Rent- Private	-\$186,680
	09301	Reimbursements	-\$12,692
		<b>Operating Income Total</b>	<b>-\$199,372</b>
<b>Housing</b>			
		<b>Housing Other</b>	
		<b>Capital Expenditure</b>	
	09286	Capital - Housing Expenditure	\$1,236,000
	09288	Loan 99 Loan Repayment	\$29,465
	09284	Capital - Other Infrastructure	\$40,000
	018TT	Transfer to Housing Reserve	\$6,560
		<b>Capital Expenditure Total</b>	<b>\$1,312,025</b>
		<b>Housing Operating Expenditure Total</b>	<b>\$682,857</b>
		<b>Housing Operating Income Total</b>	<b>-\$278,149</b>
		<b>Housing Capital Expenditure Total</b>	<b>\$1,312,025</b>



Budgeted Statement of Financial Activity			
For the 2024-2025 Year			
	COA	Description	Budget
<b>Community Amenities</b>			
<b>Household Refuse</b>			
<b>Operating Expenditure</b>			
	10001	Refuse Site Mntce Expense - JOBS	\$124,535
	10004	Refuse Collection Expense	\$35,724
	10006	Cardboard Recycling Expenses	\$32,102
	10000	Resfuse Improvements Planning	\$20,000
	10099	Depreciation - Household Refuse	\$4,699
	10199	Administration Allocated	\$58,046
		<b>Operating Expenditure Total</b>	<b>\$275,106</b>
<b>Community Amenities</b>			
<b>Household Refuse</b>			
<b>Operating Income</b>			
	10100	Refuse Collection Fees	-\$36,390
		<b>Operating Income Total</b>	<b>-\$36,390</b>
<b>Community Amenities</b>			
<b>Household Refuse</b>			
<b>Capital Expenditure</b>			
	10136	Capital Expenditure - Other Infrastructure	\$50,000
	009TT	Transfer to Refuse Reserve	\$103,690
		<b>Capital Expenditure Total</b>	<b>\$153,690</b>
<b>Community Amenities</b>			
<b>Town Planning &amp; Regional Development</b>			
<b>Operating Expenditure</b>			
	10202	Town Planning Expense	\$10,000
	10204	Loan 98 Interest Expense	\$8,450
	10298	Administration Allocated	\$83,492
		<b>Operating Expenditure Total</b>	<b>\$101,942</b>
<b>Community Amenities</b>			
<b>Town Planning &amp; Regional Development</b>			
<b>Operating Income</b>			
	10300	Planning Approval Fees	-\$2,000
		<b>Operating Income Total</b>	<b>-\$2,000</b>

Budgeted Statement of Financial Activity			
For the 2024-2025 Year			
	COA	Description	Budget
<b>Community Amenities</b>			
<b>Town Planning &amp; Regional Development</b>			
<b>Capital Expenditure</b>			
	14960	Purchase of Industrial Land.	\$20,000
	16098	Loan 98 Repayment	\$28,456
		<b>Capital Expenditure Total</b>	<b>\$48,456</b>
<b>Community Amenities</b>			
<b>Community Services</b>			
<b>Operating Expenditure</b>			
	04018	Banners in the Terrace Competition	\$500
	04231	CRC Building Mntce Expense - JOB	\$7,930
	10400	Cemetery Maintenance Expense	\$14,639
	10409	Community Function Expense	\$28,108
	10410	CDO Salaries	\$79,715
	10401	Latham Cemetery Expense	\$840
	10411	CDO Superannuation	\$9,167
	10412	CDO Project Expenses	\$23,000
	10416	Town Marketing Costs	\$16,340
	10498	Administration Allocated	\$80,592
	10499	Depreciation - Community Services	\$18,132
	10510	Community Bus Maintenance Expense	\$17,164
		<b>Operating Expenditure Total</b>	<b>\$296,127</b>
<b>Community Amenities</b>			
<b>Community Services</b>			
<b>Operating Income</b>			
	10500	Burial Fees	-\$2,000
	10501	Undertakers Licence	-\$100
	14502	Community Bus Hire	-\$3,300
	10502	Monumental Mason Licence.	-\$50
	10509	Grant Income	-\$512,000
	10505	Sundry Income	-\$2,000
		<b>Operating Income Total</b>	<b>-\$519,450</b>
<b>Community Amenities</b>			
<b>Community Services</b>			
<b>Capital Expenditure</b>			
	00419	Capital - Buildings Expenditure	\$3,503,070
	00418	Capital Expenditure - Other Infrastructure	\$10,000
		<b>Capital Expenditure Total</b>	<b>\$3,513,070</b>

Budgeted Statement of Financial Activity			
For the 2024-2025 Year			
	COA	Description	Budget
<b>Community Amenities</b>			
	<b>Public Conveniences</b>		
	<b>Operating Expenditure</b>		
	10800	Public Conveniences Mntce Expense - JOBS	\$12,516
	10810	Public Conveniences Cleaning Costs	\$10,729
	<b>Operating Expenditure Total</b>		<b>\$23,245</b>
	<b>Community Amenities Operating Expenditure Total</b>		<b>\$696,420</b>
	<b>Community Amenities Operating Income Total</b>		<b>-\$557,840</b>
	<b>Community Amenities Capital Expenditure Total</b>		<b>\$3,715,216</b>

Budgeted Statement of Financial Activity			
For the 2024-2025 Year			
	COA	Description	Budget
<b>Recreation &amp; Culture</b>			
	<b>Public Halls</b>		
	<b>Operating Expenditure</b>		
	11000	Perenjori Hall Mntce Expense - JOBS	\$13,438
	11001	Latham Hall Mntce Expense - JOB	\$7,785
	11005	PJ Hall Cleaning Costs	\$2,987
	11020	Latham CWA Building Maintenance - JOB	\$2,545
	11090	Depreciation - Public Halls	\$36,600
	11099	Administration Allocated	\$69,857
		<b>Operating Expenditure Total</b>	<b>\$133,212</b>
<b>Recreation &amp; Culture</b>			
	<b>Swimming Pool</b>		
	<b>Operating Expenditure</b>		
	11200	Swimming Pool Manager	\$66,228
	11201	Superannuation - Pool Manager	\$5,230
	11202	Other Employee Costs - Pool	\$4,407
	11203	Pool Operating Expense - JOB	\$108,872
	11209	Minor Equipment (Expensed)	\$2,000
	11290	Depreciation - Swimming Pools	\$150,750
	11299	Administration Allocated	\$52,459
	11897	Staff Housing Allocated	\$10,933
		<b>Operating Expenditure Total</b>	<b>\$400,879</b>
<b>Recreation &amp; Culture</b>			
	<b>Swimming Pool</b>		
	<b>Capital Expenditure</b>		
	011TT	Transfer to Swimming Pool Reserve	\$103,362
		<b>Capital Expenditure Total</b>	<b>\$103,362</b>
<b>Recreation &amp; Culture</b>			
	<b>Other Recreation &amp; Sport</b>		
	<b>Operating Expenditure</b>		
	11401	Sports Clubs	\$4,422
	11404	Rec Ground Buildings Expense - JOB	\$54,813
	11405	Latham Community Centre Mntce Expense - JOB	\$43,655
	11407	Parks & Gardens Expense - JOB	\$416,774
	11408	Golf & Bowls Expense - JOB	\$27,000
	11409	Perenjori Oval Expense- JOBS	\$243,126
	11412	PJ Pavillion Cleaning	\$18,395
	11413	Gym Cleaning	\$5,825

Budgeted Statement of Financial Activity			
For the 2024-2025 Year			
	COA	Description	Budget
	11415	PJ Oval Toilets Cleaning Costs	\$6,115
	11416	PJ Oval Toilets Maintenance - JOB	\$4,183
	11421	Gym Equipment Maintenance	\$2,711
	11490	Depreciation - Other Rec & Sport	\$393,245
	11498	Administration Allocated	\$89,140
		<b>Operating Expenditure Total</b>	<b>\$1,309,404</b>
<b>Recreation &amp; Culture</b>			
		<b>Other Recreation &amp; Sport</b>	
		<b>Operating Income</b>	
	11304	Reimbursements	-\$50,000
	11306	Grant - Dept Of Sport & Rec	-\$161,623
	11500	Pavilion Hire Charges	-\$600
	11511	Gym Membership Fees	-\$500
	11522	Latham Camping Donation Received	-\$3,300
		<b>Operating Income Total</b>	<b>-\$216,023</b>
<b>Recreation &amp; Culture</b>			
		<b>Other Recreation &amp; Sport</b>	
		<b>Capital Expenditure</b>	
	11452	Capital Expenditure - Other Infrastructure	\$334,428
		<b>Capital Expenditure Total</b>	<b>\$334,428</b>
<b>Recreation &amp; Culture</b>			
		<b>Libraries</b>	
		<b>Operating Expenditure</b>	
	11601	Library Materials Expense	\$2,300
	11602	Library Amlib Licence & Support	\$1,000
	11699	Administration Allocated	\$54,782
		<b>Operating Expenditure Total</b>	<b>\$58,082</b>
<b>Recreation &amp; Culture</b>			
		<b>Libraries</b>	
		<b>Capital Expenditure</b>	
	11650	Capital - Furniture & Equipment	\$10,600
		<b>Capital Expenditure Total</b>	<b>\$10,600</b>

Budgeted Statement of Financial Activity			
For the 2024-2025 Year			
	COA	Description	Budget
<b>Recreation &amp; Culture</b>			
	<b>Other Culture</b>		
	<b>Operating Expenditure</b>		
	11800	Community Event - Ag Society	\$19,024
	11801	Old Bankwest Building - JOB	\$3,145
	11803	Radio Broadcasting - FM Tower Mntce Expense	\$3,702
	11805	Museum/Tourist Bureau Mntce Expense - JOBS	\$50,074
	11806	The Lodge Mntce Expense - JOB	\$35,997
	11890	Depreciation - Other Culture	\$6,855
	11899	Administration Allocated	\$41,946
	<b>Operating Expenditure Total</b>		<b>\$160,743</b>
<b>Recreation &amp; Culture</b>			
	<b>Other Culture</b>		
	<b>Operating Income</b>		
	11900	Rent - Old Bankwest Building	-\$500
	<b>Operating Income Total</b>		<b>-\$500</b>
	<b>Other Culture</b>		
	<b>Capital Expenditure</b>		
	11851	Capital Expenditure - Other Infrastructure	\$60,000
	<b>Capital Expenditure Total</b>		<b>\$60,000</b>
	<b>Recreation &amp; Culture Operating Expenditure Total</b>		<b>\$2,062,320</b>
	<b>Recreation &amp; Culture Operating Income Total</b>		<b>-\$216,573</b>
	<b>Recreation &amp; Culture Capital Expenditure Total</b>		<b>\$508,390</b>

Budgeted Statement of Financial Activity			
For the 2024-2025 Year			
	COA	Description	Budget
<b>Transport</b>			
		<b>Streets, Roads - Maintenance</b>	
		<b>Operating Income</b>	
	12300	Direct Grant	-\$333,103
	12301	Regional Road Group Funding	-\$548,000
	12302	MRD Street Lighting Subsidy	-\$3,350
	12303	Roads To Recovery Funding	-\$941,475
	12311	Mid West Secondary Grain Freight Network Grant	-\$2,601,724
	12309	Grant - Capital Grant Income	-\$6,600
		<b>Operating Income Total</b>	<b>-\$4,434,252</b>
<b>Transport</b>			
		<b>Streets, Roads - Construction</b>	
		<b>Capital Expenditure</b>	
	12001	Road Construction Expense Council	\$230,043
	12003	Road Construction Expense RRG	\$895,116
	12006	Road Construction R2R	\$1,038,410
	12008	Midwest Secondary Grain Freight Network - Capit	\$2,601,724
		<b>Capital Expenditure Total</b>	<b>\$4,765,293</b>
<b>Transport</b>			
		<b>Streets, Roads - Maintenance</b>	
		<b>Operating Expenditure</b>	
	12200	Street Lighting Expense	\$26,000
	12201	Romans Software Expense	\$10,720
	12240	Depot Mntce Expense	\$123,757
	12252	Transport Depreciation	\$47,040
	12260	General Road Mntce Expense - JOBS	\$1,515,754
	12261	Traffic Signs Expense	\$36,733
	12262	Street Cleaning Expense	\$16,119
	12263	Street Trees Mntce Expense	\$31,489
	12265	Engineers/Consultant.	\$26,000
	12270	Loss on Sale of Assets	\$35,875
	12290	Depreciation - Infrastructure	\$3,508,979
	12299	Administration Allocated	\$124,359
		<b>Operating Expenditure Total</b>	<b>\$5,502,825</b>
<b>Transport</b>			
		<b>Streets, Roads - Maintenance</b>	
		<b>Capital Expenditure</b>	
	12283	Plant & Equipment Purchase	\$156,600
		<b>Capital Expenditure Total</b>	<b>\$156,600</b>

Budgeted Statement of Financial Activity			
For the 2024-2025 Year			
	COA	Description	Budget
<b>Transport</b>			
	<b>Airport</b>		
		<b>Operating Expenditure</b>	
	12400	Perenjori Air Strip Mntce Expense - JOB	\$19,783
	12490	Depreciation - Airport	\$24,222
		<b>Operating Expenditure Total</b>	<b>\$44,005</b>
<b>Transport</b>			
		<b>Road Plant Purchases</b>	
		<b>Operating Income</b>	
	12306	Profit On Sale Of Assets.	-\$2,500
	12307	Proceeds From Sale Of Assets	-\$154,300
	12313	Realisation Of Sale Of Asset.	\$154,300
		<b>Operating Income Total</b>	<b>-\$2,500</b>
<b>Transport</b>			
		<b>Road Plant Purchases</b>	
		<b>Capital Expenditure</b>	
	008TT	Transfer to Plant Replacement Reserve	\$209,057
	017TT	Transfer to Road & Rehab Infra Reserve	\$902
	12320	Capital Expenditure - Plant Purchase	\$650,000
		<b>Capital Expenditure Total</b>	<b>\$859,959</b>
<b>Transport</b>			
		<b>Road Plant Purchases</b>	
		<b>Capital Income</b>	
	008TF	Transfer from Plant Reserve	-\$250,000
		<b>Capital Income Total</b>	<b>-\$250,000</b>



Budgeted Statement of Financial Activity			
For the 2024-2025 Year			
	COA	Description	Budget
<b>Transport</b>			
		<b>Traffic Control</b>	
		<b>Operating Expenditure</b>	
	12600	Administration Allocated	\$77,714
		<b>Operating Expenditure Total</b>	<b>\$77,714</b>
<b>Transport</b>			
		<b>Traffic Control</b>	
		<b>Operating Income</b>	
	12650	Local Authority Plates	-\$150
	12651	DOT Licensing Commissions	-\$7,500
		<b>Operating Income Total</b>	<b>-\$7,650</b>
		<b>Transport Operating Expenditure Total</b>	<b>\$5,624,544</b>
		<b>Transport Operating Income Total</b>	<b>-\$4,444,402</b>
		<b>Transport Capital Expenditure Total</b>	<b>\$5,781,852</b>
		<b>Transport Capital Income Total</b>	<b>-\$250,000</b>

Budgeted Statement of Financial Activity			
For the 2024-2025 Year			
	COA	Description	Budget
<b>Economic Services</b>			
<b>Caravan Park</b>			
<b>Operating Expenditure</b>			
	13100	Caravan Park Salaries	\$94,829
	13101	Caravan Park Superannuation	\$10,905
	13095	Caravan Park Other Employee Costs	\$5,276
	13102	Caravan Park Maintenance Expense - JOB	\$175,840
	13105	C/Park Computer & Software Expense	\$7,000
	13108	CVP Cleaning	\$86,440
	13109	Eco House Maintenance - JOB	\$16,211
	13172	Caravan Park Village Maintenance Expense - JOB	\$52,366
	13175	CVP Village Cleaning Costs	\$143,590
	13177	CP - Low Value Asset Pool	\$5,000
	13399	Administration Allocated	\$99,253
	13898	Staff Housing Allocated GEN	\$19,986
		<b>Operating Expenditure Total</b>	<b>\$716,696</b>
<b>Economic Services</b>			
<b>Caravan Park</b>			
<b>Operating Income</b>			
	13150	Caravan Park Fees (Powered/UnPowered Sites)	-\$45,000
	13152	Caravan Park Parkhome & Chalets - Revenue	-\$80,000
	13185	Caravan Park Village Accommodation Fees.	-\$360,000
	13156	Caravan Park Sundry Income	-\$1,800
	13183	ECO House 1 Fees	-\$3,000
		<b>Operating Income Total</b>	<b>-\$489,800</b>
<b>Economic Services</b>			
<b>Caravan Park</b>			
<b>Capital Expenditure</b>			
	026TT	Transfer to Tourist Accom Reserve	\$2,378
	13194	Caravan Park - Capital.	\$30,000
		<b>Capital Expenditure Total</b>	<b>\$32,378</b>
<b>Economic Services</b>			
<b>Tourism &amp; Area Promotion</b>			
<b>Operating Expenditure</b>			
	13199	Administration Allocated	\$46,773
	13200	Area Promotion Expense	\$5,000
	13201	Townscape Project Expense	\$40,000
	13202	Visitors Centre Officer	\$5,336
	13204	Tourist Sites Mntce Expense	\$42,932
	13209	Tourism Signage Interpretation Exp	\$2,000
	13291	Depreciation - Tourism	\$204,710
		<b>Operating Expenditure Total</b>	<b>\$346,751</b>

Budgeted Statement of Financial Activity			
For the 2024-2025 Year			
	COA	Description	Budget
<b>Economic Services</b>			
	<b>Building Control</b>		
	<b>Operating Expenditure</b>		
	13400	Building Expense	\$2,500
	13499	Administration Allocated	\$48,185
	<b>Operating Expenditure Total</b>		<b>\$50,685</b>
<b>Economic Services</b>			
	<b>Building Control</b>		
	<b>Operating Income</b>		
	13500	Building Permit Fees	-\$3,500
	<b>Operating Income Total</b>		<b>-\$3,500</b>
<b>Economic Services</b>			
	<b>Other Economic Services</b>		
	<b>Operating Expenditure</b>		
	13603	Standpipe Mntce Expense	\$6,000
	13604	Dams Mntce Expense - JOB	\$26,292
	13614	Standpipes Water Expenses	\$78,000
	13699	Administration Allocated	\$45,180
	<b>Operating Expenditure Total</b>		<b>\$155,472</b>
<b>Economic Services</b>			
	<b>Other Economic Services</b>		
	<b>Operating Income</b>		
	13700	Standpipe Water Charges	-\$90,000
	<b>Operating Income Total</b>		<b>-\$90,000</b>
<b>Economic Services</b>			
	<b>Other Economic Services</b>		
	<b>Capital Expenditure</b>		
	020TT	Transfer to Water Reserve	\$5,002
	027TT	Transfer to IT Communication Reserve	\$105,330
	<b>Capital Expenditure Total</b>		<b>\$110,332</b>
<b>Economic Services</b>			
	<b>Other Economic Services</b>		
	<b>Capital Income</b>		
	027TF	Transfer from IT Communications Reserve	-\$130,600
	<b>Capital Income Total</b>		<b>-\$130,600</b>

Budgeted Statement of Financial Activity			
For the 2024-2025 Year			
	COA	Description	Budget
<b>Economic Services</b>			
	<b>Economic Development</b>		
	<b>Operating Expenditure</b>		
	13610	Business Incubator - Operating Expenses.	\$5,534
	13616	Land held for development operating costs - JOBS	\$890
	13899	Administration Allocated	\$120,057
		<b>Operating Expenditure Total</b>	<b>\$126,481</b>
<b>Economic Services</b>			
	<b>Economic Development</b>		
	<b>Operating Income</b>		
	13909	Business Incubator - Rental Income	-\$4,538
		<b>Operating Income Total</b>	<b>-\$4,538</b>
		<b>Economic Services Operating Expenditure Total</b>	<b>\$1,396,085</b>
		<b>Economic Services Operating Income Total</b>	<b>-\$587,838</b>
		<b>Economic Services Capital Expenditure Total</b>	<b>\$142,710</b>
		<b>Economic Services Capital Income Total</b>	<b>-\$130,600</b>

Budgeted Statement of Financial Activity			
For the 2024-2025 Year			
	COA	Description	Budget
<b>Other Property &amp; Services</b>			
<b>Plant Depreciation</b>			
	14490	Depreciation - Plant	\$343,280
	14491	Depreciation Posted to Jobs	-\$343,280
	<b>Plant Depreciation Total</b>		<b>\$0</b>
<b>Other Property &amp; Services</b>			
<b>Private Works</b>			
<b>Operating Expenditure</b>			
	14000	Private Works Expense - JOBS	\$3,557
	14003	Mining Project Expense - JOB	\$42,000
	14004	Private Works Shire of Morawa RTF-MWSFN-01-2	\$2,306,568
	14099	Administration Allocated	\$21,868
	<b>Operating Expenditure Total</b>		<b>\$2,373,993</b>
<b>Other Property &amp; Services</b>			
<b>Private Works</b>			
<b>Operating Income</b>			
	14102	Private Works Income	-\$4,500
	14103	Plant Hire Income	-\$10,000
	14105	Private Works Shire of Morawa Reimbursement M	-\$2,311,568
	14106	Mining Project Income	-\$50,000
	<b>Operating Income Total</b>		<b>-\$2,376,068</b>
<b>Other Property &amp; Services</b>			
<b>Public Works Overheads</b>			
<b>Operating Expenditure</b>			
	14200	Manager of Infrastructure Services	\$220,834
	14201	Superannuation	\$229,558
	14202	Sick & Holiday Pay	\$254,440
	14204	Protective Clothing Expense	\$20,000
	14207	Long Service Leave Expense	\$10,000
	14209	Occupational Health & Safety Expenses	\$15,913
	14210	Staff Training - Wages	\$20,044
	14211	Staff Training - Other	\$30,000
	14212	Pre-placement Medicals Expense	\$2,000
	14213	Workers Compensation Insurance	\$109,580
	14214	Less Allocated to PWO	-\$1,436,915
	14215	Insurance Expenses	\$22,946
	14218	Housing Benefit Expense	\$97,027
	14219	Allowances Expense	\$2,080
	14220	Depot Cleaning	\$2,481
	14221	Depot Admin	\$69,275
	14223	Minor Equipment Expensed	\$8,000
	14225	Staff Housing Allocated	\$138,249
	14227	Depot Vehicle Expenses	\$67,878

Budgeted Statement of Financial Activity			
For the 2024-2025 Year			
	COA	Description	Budget
	14228	Sundry Plant Operating Expenses	\$98,420
	14229	Cleaners Administration Cost	\$4,887
	14402	Tool Replacement	\$4,600
	14415	Freight Charges	\$500
	14230	Building Officers Administration Time	\$6,203
	14231	Building Officers Stock Expenses	\$6,000
		<b>Operating Expenditure Total</b>	<b>\$4,000</b>
<b>Other Property &amp; Services</b>			
		<b>Public Works Overheads</b>	
		<b>Operating Income</b>	
	14506	Sale of Scrap Metal	-\$2,000
	14950	Reimbursements Income	-\$2,000
		<b>Operating Income Total</b>	<b>-\$4,000</b>
<b>Other Property &amp; Services</b>			
		<b>Plant Operating Costs</b>	
		<b>Operating Expenditure</b>	
	14400	Fuels & Oils	\$261,679
	14401	Tyres & Tubes	\$42,750
	14403	Parts	\$79,595
	14404	Plant Repair Wages	\$211,627
	14405	Insurance	\$27,352
	14406	Wearparts	\$6,000
	14407	Licences & Stamp Duty	\$13,500
	14410	Less POC	-\$610,503
		<b>Operating Expenditure Total</b>	<b>\$32,000</b>
<b>Other Property &amp; Services</b>			
		<b>Plant Operating Costs</b>	
		<b>Operating Income</b>	
	14501	Reimbursements	-\$2,000
	14700	Fuel Rebates	-\$30,000
		<b>Operating Income Total</b>	<b>-\$32,000</b>
<b>Other Property &amp; Services</b>			
		<b>Salaries &amp; Wages</b>	
		<b>Operating Expenditure</b>	
	14800	Gross Salary & Wages	\$3,261,489
	14803	Less Salary & Wages Allocated	-\$3,261,489
	14801	Workers Compensation - Wages	\$15,000
		<b>Operating Expenditure Total</b>	<b>\$15,000</b>

Budgeted Statement of Financial Activity			
For the 2024-2025 Year			
	COA	Description	Budget
<b>Other Property &amp; Services</b>			
	<b>Salaries &amp; Wages</b>		
	<b>Operating Income</b>		
	14900	Reimbursement Workers Comp Wages	-\$15,000
	<b>Operating Income Total</b>		-\$15,000
	<b>Other Property &amp; Services Operating Expenditure Total</b>		\$2,424,993
	<b>Other Property &amp; Services Operating Income Total</b>		-\$2,427,068
<b>Total Operating Expenditure</b>			\$14,576,113
<b>Total Operating Income</b>			-\$13,784,448
<b>Total Capital Expenditure</b>			\$11,856,810
<b>Total Capital Income</b>			-\$1,954,214

### **13. Community Development and Services:**

#### **13.1 BUSINESS CONTINUITY RESPONSE PLAN**

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM 0138
<b>Date:</b>	25 July 2024
<b>Disclosure of Interest:</b>	
<b>Voting Requirements:</b>	Simple Majority
<b>Author:</b>	Nola Comerford – Manager Corporate and Community Services
<b>Responsible Officer:</b>	Paul Anderson – Chief Executive Officer
<b>Attachments:</b>	<a href="#">13.1.1 – Business Continuity Plan</a>

#### **Summary**

To seek Council's endorsement of a reviewed and updated Business Continuity Plan.

#### **Background**

The Shire of Perenjori's Risk Management Governance Framework forms the policies and procedures to ensure the commitment and objectives regarding managing uncertainty that may impact the Shire's strategies, goals and objectives.

#### **Statutory Environment**

*Local Government (Audit) Regulations 1996*

*17. CEO to review certain systems and procedures*

*(1) the CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –*

- (a) risk management; and*
- (b) internal control; and*
- (c) legislative compliance.*

*(2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.*

*(3) The CEO is to report to the audit committee the results of that review.*

#### **Policy Implications**

Policy 1027 – Risk Management

#### **Consultation**

Paul Anderson - Chief Executive Officer

Marty Noordhof – Manager Infrastructure Services

Ally Bryant – Finance Manager

#### **Financial Implications**

Nil

#### **Strategic Community Plan**

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

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

#### **Officer Comment**

The purpose of developing a Business Continuity Response Plan is to ensure the continuance of normal operations during and following any critical incident that results in disruption to operational capability. Business Continuity Management (BCM) is critical to responsible management practice and is an important element in the Shire's integrated approach to risk management.

Business Continuity Management deals specifically with business disruption risks.



It is recognised that some events may exceed the capacity of routine management methods and structure. The Plan aims to provide a mechanism for the development of contingent capacity and plans that will enable management to focus on maintaining the Shire's most critical functions, whilst working in a planned way toward eventual restoration of operations and ensuring unaffected operations are able to continue.

**OFFICER RECOMMENDATION**

**Council Resolution Number:**

**Moved:**

**Seconded:**

**That Council receives the Shire of Perenjori Business Continuity Plan as attached to this report.**

**Motion put and carried / lost**

**For:**

**Against:**

[Next Item](#)



Shire of  
**Perenjori**  
Embrace Opportunity

## **Business Continuity Response Plan**

**Record of Reviews**

11 January 2017  
15 December 2022  
25 July 2024

**Adopted**

21 November 2016

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## Document Review

Whenever this document is reviewed and or amended, details must be recorded on this page.

Date	Review Summary
11/01/2017	Adoption
15/12/2022	December 2022 OCM - Council decision number 151222.17

## Abbreviations and Definitions

Term	Definition	Abbreviation
Business Continuity	Is the uninterrupted availability of all key resources supporting essential business functions?	BC
Business Continuity Control Centre	A central point of reference to co-ordinate the response to a business interruption event. To be established at the discretion of the CMT Director.	BCCC
Business Continuity Management	Provides for the availability of processes and resources in order to ensure the continued achievement of critical objectives.	BCM
Business Continuity Plan(s)	A collection of procedures and information that is developed, compiled and maintained in readiness for use in the event of an emergency or disaster.	BCP
Business Process Assessment	A management tool designed to assist in the identification and assessment of criticality of business processes and functions	BPA
Business Impact Analysis	A management level analysis which identifies the impacts of functional loss on the organisation. The BIA provides management with data upon which to base risk mitigation and continuity planning decisions	BIA
Business Interruption Event	An event that by its duration exceeds the Maximum Acceptable Outage and / or has an adverse impact on business objectives and requires the implementation of the BCP or sub plans.	BIE
Non-Critical Function Action Plan	An agreed documented course of action that identifies mitigation, response and recovery actions for business functions identified as non-critical.	Non-Critical Function Action Plan
Critical Function Sub Plan	An agreed documented course of actions to be taken in the event of business function loss. Plan describes the key actions required under preparation, response and recovery phases.	CFSP
Continuity Management Team	An assembly of executive management representatives and other seconded staff formed for the express purpose of responding to an organisational crisis. CMT management structure will overlay all normal management structures during the response process.	CMT
Emergency Event	An event due to an actual or imminent occurrence (such as a fire, cyclone, earthquake, or epidemic which: endangers or threatens to endanger the safety or health of staff or visitors to the organisation destroys or damages, or threatens to destroy or damage, property of the organisation has the capacity to disrupt operations to the extent that it impacts business objectives.	Emergency Event
Maximum Acceptable Outage	The maximum period of time that Council can tolerate the loss of capability of a critical business function, process, asset or IT application.	MAO
Corporate Governance	A system by which the organisation is directed and controlled. Corporate Governance activities are represented as four principal components: direction, executive action, supervision and accountability.	CG
Risk Management	The culture, processes and structures that are directed towards realising potential opportunities whilst managing adverse effects.	RM

# Introduction

## Purpose

The Shire of Perenjori has adopted a comprehensive and integrated approach to the development of a Business Continuity Management Plan. The purpose of this plan is to build organisational capabilities to support the continued achievement of critical business objectives in the face of uncertainty or disruption.

Council recognises that this plan (Business Continuity Plan) in isolation does not build capability, it provides the approach to establishing effective capability. Whilst the plan is important, it is an outcome of the more important planning and analysis process and is a blueprint to kick-start the response to a business interruption event.

This plan identifies the required facilities, technical infrastructure, key responsibilities, and processes that will be required to position the Shire to be able to respond and recover from a business interruption event.

## Objectives

The objectives of the Shire of Perenjori's Business Continuity Framework are to provide a mechanism that enables Council and its officers to:

- Identify business functions that are critical to Council in meeting its business objectives.
- Develop resumption plans based on criticality of business functions rather than geographic location.
- Build resilience within Council's operational framework.
- Identify and document roles and responsibilities for key staff positions.
- Minimise the impact of function loss on stakeholders and the community.

The business continuity plan provides a framework for management and staff to enable them to implement an agreed response process.

## Use of the BCP

This plan should be used in the event of a business interruption event that may impact on the ability of the Shire of Perenjori to deliver business objectives. Managers and staff with responsibility for impacted areas of the business should use the BCP and any relevant sub plans to ensure a consistent and agreed course of action is implemented.

## Assumptions

The BCP is intended to provide guidance to Council officers to assist continuity of service for critical functions, where those officers are not normally responsible for managing the specific function affected. Where the Council officer who is normally responsible for managing the specific function is available, it is assumed that this document will serve as a check document to reduce the possibility for omission of important actions.

## Limitations

It is not the intent of this document or process to develop Information Technology Disaster Recovery (ITDR) plans. This process will however identify from a business perspective the business requirements for Information Technology resources that support the delivery of business-critical function. This information should then be used to inform the development of ITDR plans.

## Audience – Distribution

The intended audience for the Shire of Perenjori Business Continuity Plan is:

- Council
- Senior Staff Team

- Critical Function Sub Plan Managers and Staff

The plan is available to all Managers and staff via the Shire's shared drive and is to be reviewed annually by Senior Staff.

### **Training and Communication**

A key objective of the BCP is to increase the awareness within the Shire of Perenjori of potential business interruption events that could impact Council. The plan outlines the response / recovery protocols associated with such an event. Training and communication will play a key role in achieving this objective.

It will be the responsibility of the various Senior Managers to ensure that the requirements of the BCP are communicated to all staff and that induction/ training programs include reference to business continuity in the context of sound risk management practices.

Managers should be familiar with key deliverables as detailed in the Critical Function Sub Plans and ensure that staff are aware of their roles and responsibilities in the event of a business interruption event.

### **Validation and Testing**

Business Continuity Management is a process, not an event. Once the BCP has been prepared, commitment to a pre-planned, annual test plan and maintenance schedule is required by the Shire to ensure BCP procedures remain viable into the future.

The testing should include all aspects of the BCP, but not necessarily all in one year. Major components (Sub Plans) should be reviewed at least annually. Volatile information such as contact lists, or areas that are constantly undergoing changes, should be validated more frequently.

In addition to the annual test and review of the BCP, any significant changes in the Shire of Perenjori's operations should also trigger a review of the BCP. Version control of the BCP should be coordinated through the CMT – Coordinator.

## Monitoring & Review

Monitoring and reviewing are an integral component of the BCP process. Council recognises and is committed to ensure the following monitoring and review strategy is implemented.

Activity for Review		Accountability	Timeframe
1	Business Continuity Plan (overarching plan)	Continuity Management Team	Monitor annually and action as required
2	Business Continuity Plan Training	Continuity Management Team	Annual training brief or refresher session
3	Business Continuity Plan Exercise	Continuity Management Team	Annual desk top exercise Simulation exercises each 2 years
<b>Asset Services</b>			
4	Critical Function Sub Plans	Sub plan owner	Annual Review
<b>Finance</b>			
5	Critical Function Sub Plans	Sub plan owner	Annual Review
<b>Community &amp; Marketing</b>			
6	Critical Function Sub Plans	Sub plan owner	Annual Review
<b>Human Resource &amp; Risk</b>			
7	Critical Function Sub Plans	Sub plan owner	Annual Review
<b>Development</b>			
8	Critical Function Sub Plans	Sub plan owner	Annual Review



## Overview of Business Function Criticality

Integral to the BCP is the determination of the Maximum Acceptable Outage (MAO) of a particular business process. The loss of a critical business function for a period greater than the MAO will generally result in the establishment of the Continuity Management Team to direct, oversee and support the emergency, continuity and recovery response phases.

The following table summarises the functions as identified as critical, the maximum acceptable outage for that function and what Information Technology services are required to facilitate resumption.

<b>Division/ Group</b>	<b>Assets &amp; Infrastructure</b>	
<b>Business Unit</b>	<b>Critical Function</b>	<b>Max Acceptable Outage</b>
Asset Services	Road access and serviceability (arterial & Collector)	4 hours
	Airport operations	24 hours
	Provision of support to control agencies	2 hours
	Responding to public health hazards	4 hours

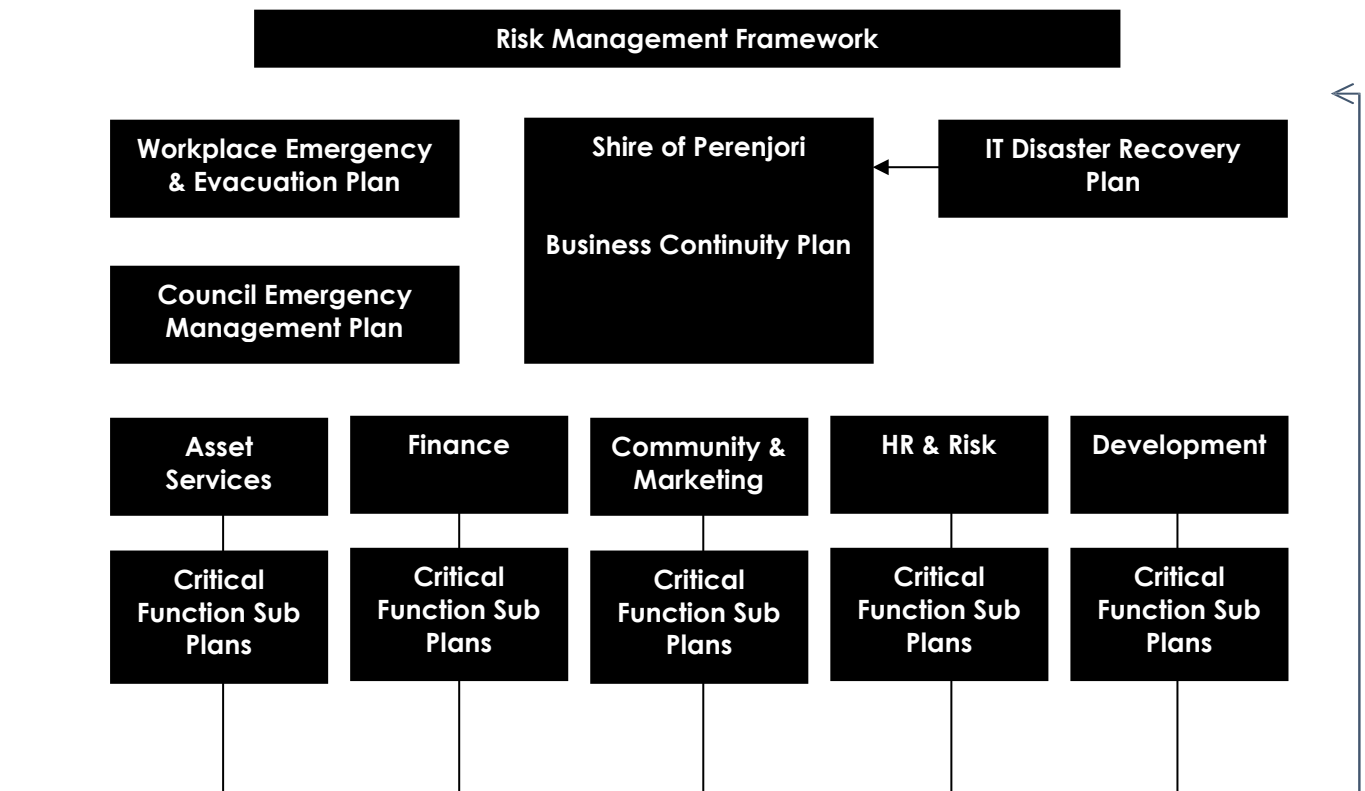
<b>Division/ Group</b>	<b>Business Services</b>	
<b>Business Unit</b>	<b>Critical Function</b>	<b>Max Acceptable Outage</b>
<b>Finance</b>	Payment of Creditors	6 weeks
	ATO BAS/FBT	6 weeks
<b>Business Unit</b>	<b>Critical Function</b>	<b>Max Acceptable Outage</b>
<b>Community &amp; Marketing</b>	Records Management	5 days
	Customer Service	1 day
<b>Business Unit</b>	<b>Critical Function</b>	<b>Max Acceptable Outage</b>
<b>Human Resources &amp; Risk</b>	Payroll	1 day (Tuesday)
<b>Business Unit</b>	<b>Critical Function</b>	<b>Max Acceptable Outage</b>
<b>Development</b>	Applications	4 weeks
	Inspections	5 days

## Scope

The object of the BCP is to ensure that appropriate structures and protocols are in place that enable effective response to a business interruption event that has the potential to impact on Council's objectives. The BCP documents the processes and resources required by the Shire in the delivery of its critical business objectives.

In identifying business continuity risks, the focus is on the building of resilience and response capabilities within business functions that have been identified as critical by the organisation. Treatment options for non-critical functions are also identified and documented within the framework, this ensures that Council has a whole of organisation view when responding to interruption events, as the nature of these events can change rapidly.

The BCP does not cover requirements associated with a workplace emergency (safety) situation. A separate workplace emergency plan that is the responsibility of the Chief Warden / Emergency Services is to be implemented. In all cases of activation of the workplace emergency plan the Chief Warden will brief the Director of the Continuity Management Team of any implications for business continuity as a result of the emergency plan activation.



Business continuity encompasses the identification and risk management of Council’s business processes. It involves a stepping process that seeks to identify, assess control and monitor Council’s business functions. The plan has been developed with consideration given to AS/NZS 5050:2010

Business continuity - Managing disruption-related risk, AS/NZS/ISO 3100:2009 Risk Management- Principles and guidelines and the ANAO Business Continuity Management guidelines – “Keep the wheels in motion”, and Societal Security – Guidelines for incident preparedness and operational continuity management (ISO N022: 2007).

Broadly, the steps in developing the Business Continuity Plan include:

**1. Identify and Assess Business Processes and Functions**

Identify business processes and functions within each individual business unit/section/division. Once the functions are identified an analysis at a whole of organisational level is conducted to determine which functions are critical and require further planning to ensure the ability to respond in the face of a continuity interruption event.

**2. Conduct the Business Impact Analysis (BIA)**

The BIA is conducted on those functions identified as critical within the business process assessment. The BIA is intended to identify the impacts of the function loss on the business including penalties for non-delivery, functional interdependencies, organisational ownership, it also looks at the resources currently required to support the functions and assesses the minimum level of resources required to continue the availability. Importantly the BIA is the tool that is used to determine the Maximum Acceptable Outage (MAO).

**3. Critical Function Sub Plan (CFSP)**

The CFSP identifies the agreed actions that a business process owner will undertake to manage the loss of the function through the emergency, continuity and recovery phases. The sub plan identifies ownership, failure scenarios, and criteria for invoking the plan, agreed courses of actions for emergency, continuity and recovery. The CFSP also allows for targeted messages to be developed for specific function loss.

**4. Overarching Business Continuity Plan (BCP)**

The BCP identifies the responsibilities of key Managers, with particular emphasis on direction setting and effective and timely communication to stakeholders at an organisational level. It is important to recognise that this document provides a flexible framework in which the organisation can plan for disruption of its

critical functions. It does not attempt to identify and plan for every contingency or outage that could occur, it provides a flexible framework for the process owners to identify, plan and develop redundancy for business processes.

#### **5. Test and maintain the BCP**

The BCP will be reviewed annually by the Senior Staff Team, these actions are essential to ensure that it reflects the current practices of the organisation.

Testing of the Critical Function Sub plans and overarching plans will provide management assurance that the plan(s) are effective. The testing regime is based on the following:

- Desktop / paper audit to ensure that the appropriate documents are available and understood.
- Structured “walk through” where a business interruption scenario is played out through a mock recovery; at a divisional or whole of organisation level, and
- Frequency and actions to be undertaken are identified within the monitoring and review section of this document.

# Continuity Management Team

## Roles and Responsibilities CMT

The CMT is established to provide a management mechanism that can ensure reporting lines and responsibilities are clear when the BCP is activated. The focus of the CMT is to manage the business interruption event from a corporate perspective while providing guidance and support to the Managers on site. This process is facilitated by the development of pre-determined courses of actions (Sub plans) thus allowing the CMT to focus on the strategic or whole of business response to the business interruption event. Resilience within the CMT is the responsibility of the CMT. Each position is to have an alternate member identified and trained in the role.

## CMT - Structure

CMT Position	Staff Position	Alternate Staff Position
CMT Director	Chief Executive Officer	Manager Corporate and Community Services
CMT Coordinator	Manager Corporate and Community Services	Executive Assistant
CMT Member	Finance Manager	Finance Officer
CMT Member	Manager Infrastructure Services	Team Leader
CMT Support	Executive Assistant	Customer Service Officer

## Notification – Declaration Process

### Notification

On first becoming aware of a possible business continuity event, the relevant function manager is required to assess the situation and if the event is likely to exceed the agreed “MAO timeframe”, then the CMT Director should be notified immediately by phone and where possible, with a follow-up email or personal briefing detailing the key issues including:

- Nature of the incident – time informed etc.
- Describe business elements impacted (Critical Functions)
- Facility/ equipment impacted
- Staff
- Any response actions implemented (Critical Function Sub Plan)
- Any media involvement/ interest
- Any immediate support requirements

Elements of the BCP (Sub Plans) can be implemented at the local level, where appropriate to address an immediate response requirement even if the event is expected to be resolved within an acceptable period.

### Assessment

On receipt of a notification that will impact business continuity the CMT Director will:

- Formally note details
- Notify other members of the Continuity Management Team (CMT) (consider Telstra conference call)
- Confirm the details of the incident and appropriate media strategies
- Conduct preliminary impact assessment (facility and technology infrastructure)
- Determine if a control centre needs to be opened

- Ensure that the Insurer has been formally notified (if appropriate)

## **Declaration**

The CMT Director is to review the preliminary information and if considered necessary declare a Business Interruption Event.

The CMT Director is to facilitate the draft communications, both internal and external, for discussion at the initial CMT meeting.

## **Control Centre**

On the declaration of a Business Interruption Event by the Director CMT and if deemed appropriate a control centre will be opened. The resourcing and opening of this centre is the responsibility of the CMT coordinator. Given the variable nature of Business Continuity Events, the following sites have been identified and prioritised.

If the incident does not impact on the Council Administration Building:

### **1. Council Administration Building**

If the primary centre is uninhabitable then:

### **2. Backup Centre - Perenjori Pavilion**

## **Dedicated Media Briefing Centre**

The CEO has determined that all media briefing is to be held in the Council Chambers (Perenjori Pavilion if Chambers unavailable).

The Executive Assistant to the CEO is to ensure that either facility is able to be used when required.

## **Business Impact Analysis (BIA)**

Central to ensuring the ongoing viability of the business in an interruption event is the identification of critical business functions, the processes and assets (people & property) that support the delivery of these critical functions and the impact of the loss of the functions on the business are analysed within a Business Impact Analysis. BIA's have been completed for each of the identified critical functions and are contained within the Critical Function Sub Plans.

## **Responsibility Statements**

Responsibility Statements for each position in the CMT and supporting positions have been developed to ensure there are clear and unambiguous directions available for each of the members of the CMT. All responsibility statements are to be approved by the CMT and this action is to be recorded on the statement. On activation of the BCP these statements come into effect.

## **Business Continuity Instructions (BCI)**

Upon declaration of an interruption event the following instructions have been developed to provide assistance. However, any restoration plan developed by the CMT will take precedence over the respective instruction.

- Emergency Contacts
- CMT Sample Meeting Agenda
- Media Enquiry Record Form
- Press Release
- Telephone Redirection Authorisation
- Business Continuity Coordination Centre Checklist

- Pandemic Response Information Guide

## Emergency Contacts

A list of Emergency Contacts has been prepared including all nominated members of the CMT, their designated deputies as well as key external services.

A copy of this listing should be held off premises by respective CMT and members and identified alternates to enable the listing to be referenced in the event that access is denied to the premises.

CMT Position	Staff Position	Alternate Staff Position
CMT Director	Chief Executive Officer	Manager Corporate and Community Services
CMT Coordinator	Manager Corporate and Community Services	Executive Assistant
CMT Member	Finance Manager	Finance Officer
CMT Member	Manager Infrastructure Services	Team Leader (Town Crew)
CMT Support	Executive Assistant	Customer Service Officer

## Initial CMT Meeting

The CMT Director is to call the initial CMT meeting to obtain more detailed information from the relevant business areas impacted, including:

- Staff
- Any associated Emergency Services issues
- Building facilities
- Public relations/ media
- Damage/ security
- Salvage of building and/or IT equipment
- Review and confirmation of delegation of authorities for staff

Ensure all team members understand their responsibilities and their assigned tasks.

During the meeting information will have been gathered by the various CMT members to produce an evaluation of the incident. A formal record of the meeting to be collated by CMT Support person with particular emphasis on items to be actioned. This record needs to be regularly reviewed and updated as additional information comes to hand.

The CMT Director to manage the restoration of business activities in line with the responsibilities defined in the BCP.

## Media Protocols

Due to the nature of the media, the timeliness of reporting in these circumstances is critical. Prompt reporting to, and liaison with, the Continuity Management Team is in the best interests in terms of allowing for the preparation of an appropriate response.

## Authority

The Chief Executive Officer will communicate with the media regarding any operational factors. This extends to contractors and other service providers and agencies and should be communicated in any site contractor agreements.

## **General Statement to Media in the event of a business interruption event**

In the event of a major incident, particularly after-hours, there may be a period of time elapsed before the designated media spokesperson is in a position to respond to media enquiries. Should any staff member be approached by media representatives for a comment they are only authorised to make the following statement:

**"I am sorry, but I am not authorised to make any statement at this time. The appropriate personnel are currently being briefed on the situation and a spokesperson will be available to talk to you shortly"**

*There is no such thing as an "off the record" comment.*

If you cannot immediately refer the journalist to the CEO, please complete the Media Enquiry Record Form. Let the journalist know that someone will return their call promptly.

Provide the CEO with the journalist's details as soon as possible. Also provide any background and relevant information that you have about the event, including how the journalist came to contact you.

## Responsibility Statements

CMT Director			
<b>Position</b>	CMT Director	<b>Staff Position</b>	CEO
<b>During absence this role will be assumed by</b>		MCCS	
<b>Position Statement</b>	<p>The CMT Director is responsible for declaring a business continuity event and invoking the BCP.</p> <p>The CMT Director is required to oversee and manage all resumption activities. During a workplace emergency the Chief Warden has authority until the workplace emergency is resolved and control is returned to the CEO or CMT Director if the BCP is to be activated.</p>		
<b>Knowledge Requirements</b>	<ol style="list-style-type: none"> <li>1. High level of organisation activities and service delivery Priorities.</li> <li>2. Community, Business and Regulatory contacts.</li> </ol>		
<b>Responsibilities</b>	<p>The CMT Director must make decisions as to the best strategy for business resumption based on information received by other CMT members. This strategy is then translated into an action plan by the supporting teams.</p> <p><b>Responsibilities include:</b></p> <ul style="list-style-type: none"> <li>• Maintain working knowledge of BCP &amp; relevant Critical Function</li> <li>• Sub Plans.</li> <li>• Participate in monitor and review activities.</li> <li>• Participate in and ensure appropriate levels of training is undertaken.</li> </ul> <p><b>On Activation:</b></p> <ul style="list-style-type: none"> <li>• Activate the BCP.</li> <li>• Notifying and liaising with stakeholders.</li> <li>• Provide the focal point in communication to the staff, media and public.</li> <li>• Establishing and chairing all CMT meetings (may delegate).</li> <li>• Authorisation of any detailed restoration plan.</li> <li>• Delegate tasks and overseeing resumption activities.</li> <li>• Monitor the gathering of business interruption event information.</li> <li>• Ensure CEO is briefed as required.</li> <li>• Promote the wellbeing and safety of all staff.</li> <li>• Liaise with elected body via the Shire President.</li> </ul>		
<b>Date approved by CMT</b>			



<b>CMT Coordinator</b>			
<b>Position</b>	CMT Coordinator	<b>Staff Position</b>	MCCS
<b>During absence this role will be assumed by</b>		EA	
<b>Position Statement</b>	The CMT Coordinator is required to assist the CMT Director in the management of the business resumption activities. The CMT Coordinator must be familiar with the business continuity plan, Critical function Sub Plans and team responsibilities.		
<b>Knowledge Requirements</b>	<ol style="list-style-type: none"> <li>1. High level knowledge of overarching BCP.</li> <li>2. Understanding of organisation activities and service delivery priorities.</li> <li>3. High level of internal key contacts and accountabilities.</li> </ol>		
<b>Responsibilities</b>	<p>The CMT Coordinator is required to report to the CMT on the currency of individual and business level continuity plans and activities.</p> <p><b>Responsibilities include:</b></p> <ul style="list-style-type: none"> <li>• Pre event coordination of BCP and Sub plans with relevant owners.</li> <li>• Coordination of training for CMT &amp; CMT SG members.</li> <li>• Coordination of testing for the Business Continuity Plan.</li> <li>• Resourcing of Control Centre.</li> </ul> <p><b>On Activation:</b></p> <ul style="list-style-type: none"> <li>• Open Control Centre on direction of CMT Director.</li> <li>• Assisting CMT Director as required.</li> <li>• Notify Insurer and manage the insurance requirements.</li> <li>• Media Functions:</li> </ul> <p>Support the Shire President / CEO to ensure the dedicated media briefing centre is fit for purpose</p>		
<b>Date approved by CMT</b>			

<b>CMT Support</b>			
<b>Position</b>	CMT Support	<b>Staff Position</b>	Executive Assistant
<b>During absence this role will be assumed by</b>		Customer Service Officer	
<b>Position Statement</b>	The CMT Support is responsible for the smooth functioning of the Control Centre (if established) and the administrative needs of the CMT.		
<b>Knowledge Requirements</b>	<ol style="list-style-type: none"> <li>1. High level of internal key contacts and resource knowledge.</li> <li>2. High level of administrative functions and arrangements.</li> </ol>		
<b>Responsibilities</b>	<p><b>Responsibilities include:</b></p> <ul style="list-style-type: none"> <li>• Maintain working knowledge of BCP &amp; relevant Critical Function Sub Plans.</li> <li>• Maintain high level of administration skills.</li> </ul> <p><b>On Activation:</b> If required, assist with the setup of the Control Centre and arranging stationery, equipment etc.</p> <ul style="list-style-type: none"> <li>• Arrange resources to assist CMT members (if required).</li> <li>• Making arrangements for all CMT meetings.</li> <li>• Provide general administrative support (including log of all events and actions, resumption status, CMT members' movements etc.)</li> <li>• Create and maintain a chronological log of meetings and decisions made.</li> </ul>		
<b>Date approved by CMT</b>			

<b>CMT Members</b>			
<b>Position</b>	CMT Members	<b>Staff Positions</b>	MIS, FM
<b>During absence this role will be assumed by</b>		Team Leader, Finance Officer	
<b>Position Statement</b>	<p>A successful Continuity Management Team (CMT) relies on expertise from within the organisation as they are the people that understand the business processes and related risks. Accordingly, the Executive Team members are the designated members of the CMT and charged with implementing the whole of organisation response. However, they still maintain responsibility for the continuity and recovery actions of their individual business units. The business unit activities are undertaken by the function managers in accordance with agreed sub plans.</p>		
<b>Knowledge Requirements</b>	<ol style="list-style-type: none"> <li>1. High level of group activities and service delivery priorities.</li> <li>2. High level knowledge of group critical function sub plans.</li> <li>3. High level knowledge of overarching BCP.</li> </ol>		
<b>Responsibilities</b>	<p><b>Responsibilities include:</b></p> <ul style="list-style-type: none"> <li>• Maintain working knowledge of BCP &amp; relevant Critical Function Sub Plans.</li> <li>• Participate in monitor and review activities</li> <li>• Participate in and ensure appropriate levels of training are undertaken</li> <li>• With Critical Function Sub Plan Managers.</li> </ul> <p><b>On Activation:</b></p> <ul style="list-style-type: none"> <li>• Operate as a member of the CMT.</li> <li>• Ascertain the impact on business unit activities and report to CMT.</li> <li>• Coordination of business unit Critical Function Sub Plan implementation required.</li> <li>• Monitoring implementation against the Business Continuity Plan.</li> <li>• Maintaining information and report on costs to CMT.</li> </ul>		
<b>Date approved by CMT</b>			

# BCI 1 Emergency Contacts Continuity

## Management Team

CMT Position	Staff Position	Contact Details	Alternate Staff Position	Contact Details
<b>CMT Director</b>	Chief Executive Officer	M (W): 0428 352 036 <a href="mailto:ceo@perenjori.wa.gov.au">ceo@perenjori.wa.gov.au</a> <b>Paul Anderson</b>	MCCS	W: 9973 0100 M (W): 0427 731 004 <a href="mailto:mccs@perenjori.wa.gov.au">mccs@perenjori.wa.gov.au</a>
<b>CMT Coordinator</b>	MCCS	W: 9973 0100 M (W): - 0427 731 004 <a href="mailto:mccs@perenjori.wa.gov.au">mccs@perenjori.wa.gov.au</a>	Executive Assistant	W: 9973 0100 <a href="mailto:ea@perenjori.wa.gov.au">ea@perenjori.wa.gov.au</a>
<b>CMT Member</b>	Finance Manager	W: 9973 0110 <a href="mailto:fm@perenjori.wa.gov.au">fm@perenjori.wa.gov.au</a>	Finance Officer	W: 9973 0100 <a href="mailto:finance2@perenjori.wa.gov.au">finance2@perenjori.wa.gov.au</a>
<b>CMT Member</b>	Manager Infrastructure Services	M: 0427 731 002 <a href="mailto:mis@perenjori.wa.gov.au">mis@perenjori.wa.gov.au</a>	Team Leader (Town Crew)	M: 0484 243 896
<b>CMT Support</b>	Executive Assistant	W: 9973 0100 <a href="mailto:ea@perenjori.wa.gov.au">ea@perenjori.wa.gov.au</a>	Customer Service Officer	W: 9973 0100 <a href="mailto:cso@perenjori.wa.gov.au">cso@perenjori.wa.gov.au</a>

## BCI 2 Emergency Contacts External

### Emergency Contacts

Service	Company	Contact Details
CESM	Perenjori	M: - 0438 277 582 P: - 9956 6018 <a href="mailto:richard.ryan@dfes.wa.gov.au">richard.ryan@dfes.wa.gov.au</a> <b>Rick Ryan</b>
Police	Perenjori Police	Emergency: - 000 Non-Emergency: - 9973 0500 P: - 9973 1040
Electricity	Western Power	P: - 13 13 51
Water	Water Corporation	P: - 13 13 75
Fire Emergency Services	DFES Geraldton DFES SES	P: - 9956 6000 P: - 13 33 37 P: - 32 500
Rescue Services	SES Morawa	M: - 132 500
Doctor	Perenjori Medical Centre	P: - 9973 1031
Doctor	Morawa Medical Centre	P: - 9971 1103
Hospital	Morawa Hospital	P: - 9971 0200
Ambulance	St John Ambulance Perenjori Sub Centre	Emergency: - 000 Non-Emergency: - 131 233
CBFC	Perenjori	P: - 9973 1110 M: - 0407 193 837
Local Captain	Jason King	M: - 0427 734 005
Waste Contractor	Avon Waste	P: - 9641 1318
Communication	Telstra	P: - 132 203
Poison	Poisons Information Centre	P: - 131 351

## BCI 2      Continuity Management Team

### Meeting Agenda

#### Initial CMT Meeting

The CMT Director is to call the initial CMT meeting to obtain more detailed information from the relevant business areas impacted, including:

- Staff
- Any associated Emergency Services issues
- Building facilities
- Public relations/ media
- Damage/ security, and
- Salvage of building and/ or IT equipment.

During the meeting information will have been gathered by the various CMT members to produce an evaluation of the incident. A formal record of the meeting to be collated by CMT Support person with particular emphasis on items to be actioned. This record needs to be regularly reviewed and updated as additional information comes to hand.

#### Other Issues for consideration include

- Scheduling of site visit
- Identification of affected departments
- Public notification
- Schedule of staff meetings
- Development of initial plan for operations (short term)
- Allocation of temporary work locations.

## BCI 3 Media Enquiry Record Form

Business Continuity – Media Enquiry Record Form			
Taken by:			
Issue:			
Date:		Time of call:	
Journalist name:			
Contact numbers:			
Media outlet:			
Deadline:			
Publication date:			
Question:			
Taken by:			
Issue:			
Response by:			
Position in KI Council:			
Response:			
Date:		Time:	

## BCI 4 Press Release

On (insert day and date) at approximately (insert time) Council experienced a business interruption event (describe event) as a result of this event the following services are currently impaired:

- Rates
- Water & Sewer
- Roads
- Community Services.

Services that are not impacted by the business interruption include:

- Libraries
- Meals on wheels
- Etc.

Workarounds are currently being put in place in line with Council's Business Continuity Strategy. Council will advise the community via the media once service delivery strategies have been confirmed. Council's contact number remains (insert number) and will be manned from (insert times) until further notice.

Issued by:

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Paul Anderson  
**CHIEF EXECUTIVE OFFICER**  
Shire of Perenjori

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**Time**

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**Date**



## BCI 5 Telephone Redirection Authorisation

Note that telephone redirection has not been setup by Local Government Risk Services.

Indications from Telstra are that clients will need to provide the following information to affect a redirection on phone numbers.

- Company name
- ABN
- Billing Address
- Redirection numbers.

Only Authorised council account holders will be able to authorise effect and will need to be preauthorised.

Emergency Redirections can be obtained with the above information by calling 13 22 55 Telstra Corporate Faults.

The following may be used to confirm your requirements with Telstra:

(Date)  
(Council)  
(Address)  
(Town State Post Code)

The Manager  
Telephone Redirections

Dear Sir/ Madam

The Shire of Perenjori is in the process of activating its Business Continuity Plan in response to a business interruption event.

This email is to request in writing that Telstra immediately redirect the current Shire of Perenjori telephone number 08 9973 0100 to (insert alternate site name and number).

Council will inform Telstra again in writing when a change to this arrangement is required.

If you need clarification or to speak to a Council Representative, please call:

(insert Mobile Number of CMT) member).

Issued by:

---

Paul Anderson  
**CHIEF EXECUTIVE OFFICER**  
Shire of Perenjori

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Date:

# Critical Function Sub Plans

## Assets Infrastructure

### Asset Services:

Road Access & Serviceability		
Prepared by	MIS	Date
Sub Plan Owner	This plan is owned by the Depot who has overall responsibility for this plan. The routine management of the plan is delegated to MIS who has responsibility for ensuring the accuracy and currency of the plan and advising of any changes required.	
Identified Critical Business Functions		
Arterial & collector road access Staff availability		
Overview of Functions (Context)		
Business Impact Analysis		
Business Impact of Function Loss	Penalties for Non-Delivery	Functional Interdependencies
<ul style="list-style-type: none"> <li>Inability to commute between two townships</li> <li>Inability to transport staff and plant</li> </ul>	<ul style="list-style-type: none"> <li>Inability to deploy/ or mobilise staff &amp; plant</li> <li>Non-delivery of community expectations</li> </ul>	<ul style="list-style-type: none"> <li>Lead response agency</li> <li>DEFES</li> </ul>
<ul style="list-style-type: none"> <li>Current Resources Premises/ Equipment/ Staff</li> </ul>	<ul style="list-style-type: none"> <li>Minimum Resources Required</li> </ul>	<ul style="list-style-type: none"> <li>Alternate Manual Process or Work Around</li> </ul>
<ul style="list-style-type: none"> <li>2-way radios</li> <li>Mobile phones</li> <li>Human resources/ staff</li> <li>Plant resources</li> </ul>	<ul style="list-style-type: none"> <li>2-way radios</li> <li>1 pc with internet connection</li> <li>Hazard signage</li> </ul>	<ul style="list-style-type: none"> <li>Detour where applicable</li> </ul>
Road Access & Serviceability		
Disruption Scenario		Max Allowable Outage
<ul style="list-style-type: none"> <li>Vehicle accident</li> <li>Flooding</li> <li>Fire Chemical Spill</li> <li>Storm event (i.e., trees down)</li> </ul>		<ul style="list-style-type: none"> <li>4 hours</li> </ul>

<b>Authority for Invoking Plan</b>		<b>DFES, LG, Police</b>	
<b>Key Decision Makers to be assembled</b>			
<ul style="list-style-type: none"> <li>• CEO</li> <li>• MIS</li> <li>• MCCS</li> <li>• CESM</li> </ul>			
<b>Stakeholders other than process owner</b>			
Internal		External	
<ul style="list-style-type: none"> <li>• CESM</li> <li>• MIS</li> </ul>		<ul style="list-style-type: none"> <li>• DFES</li> <li>• Lead response agency</li> </ul>	
<b>Pre-Event Preparedness Current policies &amp; procedures &amp; access points required to deliver function</b>			
<p>The current policy and procedures for this critical function can be located –</p> <ul style="list-style-type: none"> <li>• Electronic copies: <ul style="list-style-type: none"> <li>• T: Emergency Response</li> </ul> </li> <li>• Hard copies: <ul style="list-style-type: none"> <li>• Emergency Response Package</li> <li>• Hard copy roads maps</li> </ul> </li> </ul>			
<b>Emergency Response Immediate actions required if function is lost.</b>			
<p>On being advised of a business interruption event the following immediate responses should be considered:</p> <ul style="list-style-type: none"> <li>• Refer to emergency response plan &amp; assemble the response team.</li> </ul>			
<b>Continuity Management Actions required to ensure continued availability of the function</b>			
<p>In the event of a business interruption event occurring as identified within the disruption scenario analysis, that exceeds the identified MAO the following responses may be appropriate:</p> <ul style="list-style-type: none"> <li>• Communicate road closed to community, DFES, Local Bush Fire crew, ambulance, schools, daycare, Doctors, surrounding Shires and elected members</li> </ul>			
<b>Road Access &amp; Serviceability</b>			
<b>Communication Considerations</b>			
Internal		External	
<ul style="list-style-type: none"> <li>• Which road(s)</li> <li>• Alternative routes</li> <li>• Estimated outage</li> <li>• When next update will be provided</li> </ul>		<ul style="list-style-type: none"> <li>• See internal</li> </ul>	
<b>Further Treatment/ Action Plans Actions required for continuous improvement</b>			
Treatment/ Action Plan		Position Responsible for development	Target Date
<ul style="list-style-type: none"> <li>• Ongoing revision of emergency response plan for events other than fire, i.e., flood</li> </ul>			

**Airport**

Prepared by	MIS	Date	
Sub Plan Owner	This plan is owned by MIS who has overall responsibility for this plan. The routine management of the plan is delegated to MIS who has responsibility for ensuring the accuracy and currency of the plan and advising of any changes required.		

**Identified Critical Business Functions**

RFDS landing  
DFES deployment

**Overview of Functions (Context)**

**Business Impact Analysis**

Business Impact of Function Loss	Penalties for Non-Delivery	Functional Interdependencies
<ul style="list-style-type: none"> <li>RFDS response</li> <li>Flying/Flyout</li> </ul>	<ul style="list-style-type: none"> <li>Community expectations</li> <li>Mining operations</li> </ul>	<ul style="list-style-type: none"> <li>CASA</li> <li>ATS</li> <li>DFES</li> <li>Lead agency</li> </ul>
<ul style="list-style-type: none"> <li>Current Resources Premises/ Equipment/ Staff</li> </ul>	<ul style="list-style-type: none"> <li>Minimum Resources Required</li> </ul>	<ul style="list-style-type: none"> <li>Alternate Manual Process or</li> <li>Work Around</li> </ul>
<ul style="list-style-type: none"> <li>2 unsealed runways</li> <li>Lighting on taxi way</li> <li>Windsock</li> </ul>	<ul style="list-style-type: none"> <li>Runway lighting (emergency)</li> <li>Windsock</li> <li>1 operational runway</li> </ul>	<ul style="list-style-type: none"> <li>Alternative air strip (possibly Karara)</li> </ul>

**Airport**

Disruption Scenario	Max Allowable Outage
<ul style="list-style-type: none"> <li>Aircraft accident</li> <li>Environmental conditions (i.e., fog)</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> <li>1 day</li> <li>N/A</li> </ul>

<b>Authority for Invoking Plan</b>		<b>MIS</b>	
<b>Key Decision Makers to be assembled</b>			
<ul style="list-style-type: none"> <li>• MIS</li> <li>• CESM</li> <li>• CEO</li> </ul>			
<b>Stakeholders other than process owner</b>			
Internal		External	
<ul style="list-style-type: none"> <li>• CESM</li> </ul>		<ul style="list-style-type: none"> <li>• RFDS</li> <li>• CASA</li> </ul>	
<b>Pre-Event Preparedness Current policies &amp; procedures &amp; access points required to deliver function</b>			
<p>The current policy and procedures for this critical function can be located – Electronic copies:</p> <ul style="list-style-type: none"> <li>• TBA Hard copies:</li> <li>• airport emergency plan.</li> </ul>			
<b>Emergency Response Immediate actions required if function is lost.</b>			
<p>On being advised of a business interruption event the following immediate responses should be considered:</p> <ul style="list-style-type: none"> <li>• Refer to Shire of Perenjori Emergency Management Plan</li> </ul>			
<b>Airport</b>			
<b>Continuity Management Actions required to ensure continued availability of the function</b>			
<p>In the event of a business interruption event occurring as identified within the disruption scenario analysis, that exceeds the identified MAO the following responses may be appropriate:</p> <ul style="list-style-type: none"> <li>• Communication to stakeholders</li> </ul>			
<b>Communication Considerations</b>			
Internal		External	
<ul style="list-style-type: none"> <li>• Event</li> <li>• Anticipated closure timeframe</li> <li>• Services impacted</li> <li>• Time of next status update</li> </ul>		<ul style="list-style-type: none"> <li>• RFDS</li> </ul>	
<b>Further Treatment/ Action Plans Actions required for continuous improvement</b>			
<ul style="list-style-type: none"> <li>• Treatment/ Action Plan</li> </ul>		<ul style="list-style-type: none"> <li>• Position Responsible for development</li> </ul>	<ul style="list-style-type: none"> <li>• Target Date</li> </ul>
<ul style="list-style-type: none"> <li>• Review airport emergency plan</li> <li>• Airport security &amp; safety plan - review</li> </ul>		<ul style="list-style-type: none"> <li>• MIS</li> <li>• MIS</li> </ul>	

**CWMS**

Prepared by	MIS	Date	
Sub Plan Owner	This plan is owned by the MIS who has overall responsibility for this plan. The routine management of the plan is delegated to MIS who has responsibility for ensuring the accuracy and currency of the plan and advising CEO of any changes required.		

**Identified Critical Business Functions**

Removal & processing of liquid waste

**Overview of Functions (Context)**

**Business Impact Analysis**

Business Impact of Function Loss	Penalties for Non-Delivery	Functional Interdependencies
<ul style="list-style-type: none"> <li>Environmental/ public health</li> </ul>	<ul style="list-style-type: none"> <li>Community expectations</li> <li>DER fines</li> <li>Public health implications</li> </ul>	<ul style="list-style-type: none"> <li>EPA</li> <li>WA health</li> </ul>
<ul style="list-style-type: none"> <li>Current Resources Premises/ Equipment/ Staff</li> </ul>	<ul style="list-style-type: none"> <li>Minimum Resources Required</li> </ul>	<ul style="list-style-type: none"> <li>Alternate Manual Process or</li> <li>Work Around</li> </ul>
<ul style="list-style-type: none"> <li>Mobile phones</li> <li>Contract EHO</li> </ul>	<ul style="list-style-type: none"> <li>Contract sewerage removalist</li> </ul>	<ul style="list-style-type: none"> <li>Diesel power pumps</li> </ul>

**Disruption Scenario**

<ul style="list-style-type: none"> <li>Flooding</li> </ul>	<b>Max Allowable Outage</b>
------------------------------------------------------------	-----------------------------

<b>Authority for Invoking Plan</b>	MIS
------------------------------------	-----

**CWMS**

**Key Decision Makers to be assembled**

- CEO
- MIS
- CESM
- EHO

**Stakeholders other than process owner**

Internal	External
<ul style="list-style-type: none"> <li>CESM</li> <li>EHO</li> </ul>	<ul style="list-style-type: none"> <li>WA Health</li> <li>EPA</li> </ul>

**Pre Event Preparedness Current policies & procedures & access points required to deliver function**

The current policy and procedures for this critical function can be located –

Electronic copies: Hard copies:

- Under development

**Emergency Response Immediate actions required if function is lost.**

On being advised of a business interruption event the following immediate responses should be considered:

- Contact liquid waste to be on standby
- EHO to be contacted

**Continuity Management Actions required to ensure continued availability of the function**

In the event of a business interruption event occurring as identified within the disruption scenario analysis, that exceeds the identified MAO the following responses may be appropriate:

- Day care, schools, hotels & food outlets to be notified
- WA Health to be notified
- WA Water to be notified
- EPA to be notified

**CWMS**

**Communication Considerations**

Internal

- Actual cause of issue (power loss, rising mains failure)
- Estimated outage time
- Recommended precautions for community
- Next update timeframe

External

- See internal

**Further Treatment/ Action Plans Actions required for continuous improvement**

Treatment/ Action Plan

Position Responsible for development

Target Date

## Business Services

### Finance

Payment & Creditors			
Prepared by	MCCS	Date	
Sub Plan Owner	This plan is owned by the MCCS who has overall responsibility for this plan. The routine management of the plan is delegated to the Finance Officers who have responsibility for ensuring the accuracy and currency of the plan and advising the MCCS of any changes required.		
Identified Critical Business Functions			
Payment of critical creditors invoices Compliance with statutory ATO requirements			
Overview of Functions (Context)			
Business Impact Analysis			
Business Impact of Function Loss	Penalties for Non-Delivery	Functional Interdependencies	
<ul style="list-style-type: none"> <li>Possible loss of credit ratings</li> </ul>	<ul style="list-style-type: none"> <li>Late payment fees</li> <li>Accounts restricted</li> <li>ATO fines</li> </ul>	<ul style="list-style-type: none"> <li>Financial reports not up to date</li> <li>Possible loss of supply/ resources</li> </ul>	
Current Resources Premises/ Equipment/ Staff	Minimum Resources Required	Alternate Manual Process or Work Around	
<ul style="list-style-type: none"> <li>IT access &amp; equipment (Synergy, internet banking, ATO access)</li> <li>Creditor officer (and their procedures)</li> <li>Accountant</li> <li>Invoices/ Purchase orders</li> </ul>	<ul style="list-style-type: none"> <li>1 PC – could be laptop remotely via VPN</li> <li>Internet to lodge payment</li> </ul>	<ul style="list-style-type: none"> <li>Contract out to another Shire</li> </ul>	
Disruption Scenario			Max Allowable Outage
<ul style="list-style-type: none"> <li>IT outage</li> <li>Major catastrophic event</li> <li>Loss of key finance staff</li> </ul>			<ul style="list-style-type: none"> <li>6 weeks</li> </ul>
Payment & Creditors			
Authority for Invoking Plan			
Key Decision Makers to be assembled			
<ul style="list-style-type: none"> <li>IT support</li> <li>MCCS</li> <li>Accountant/SFO</li> </ul>			



**Stakeholders other than process owner**

Internal	External
<ul style="list-style-type: none"> <li>Audit committee</li> </ul>	<ul style="list-style-type: none"> <li>Creditors (suppliers)</li> <li>ATO</li> <li>Bank West</li> </ul>

**Pre-Event Preparedness Current policies & procedures & access points required to deliver function**

The current policy and procedures for this critical function can be located –  
 Electronic copies:

- T:Drive / Finance
- Hard copies
- Located in finance office

**Emergency Response Immediate actions required if function is lost.**

On being advised of a business interruption event the following immediate responses should be considered:

- Identify possible downtime with key decision makers
- Communicate with creditors/ ATO as necessary

**Continuity Management Actions required to ensure continued availability of the function**

In the event of a business interruption event occurring as identified within the disruption scenario analysis, that exceeds the identified MAO the following responses may be appropriate:

- Consult with key decision makers on appropriate course of action
- Directly contact affected creditors / ATO (depending on time of month)

**Communication Considerations**

Internal	External
<ul style="list-style-type: none"> <li>Ensure purchasing officers are aware of situation i.e., may need to avoid unnecessary purchases</li> <li>Inform Senior Staff</li> </ul>	<ul style="list-style-type: none"> <li>Ensure key creditors are consulted with, to not effect reputation</li> <li>Contact ATO</li> </ul>

**Payment & Creditors**

**Further Treatment/ Action Plans Actions required for continuous improvement**

Treatment/ Action Plan	Position Responsible for development	Target Date
<ul style="list-style-type: none"> <li>Develop detailed procedures to enable other staff to meet ATO requirements</li> </ul>	Finance Officer	

## Community & Marketing

Records Management			
Prepared by	CEO	Date	
Sub Plan Owner	This plan is owned by the CEO who has overall responsibility for this plan. The routine management of the plan is delegated to the Executive Assistant who has responsibility for ensuring the accuracy and currency of the plan and advising the CEO of any changes required.		
Identified Critical Business Functions			
Classification, storage, distribution and retrieval of information. Provide administrator services for Records Management Synergy module.			
Overview of Functions (Context)			
Business Impact Analysis			
Business Impact of Function Loss	Penalties for Non Delivery	Functional Interdependencies	
<ul style="list-style-type: none"> <li>Loss of original records</li> <li>Loss of original records not held on Synergy</li> <li>Records loss which SOPJ are required to have</li> </ul>	<ul style="list-style-type: none"> <li>Loss of information</li> <li>Incorrect information</li> </ul>	<ul style="list-style-type: none"> <li>Synergy records management system</li> <li>Physical records</li> <li>Strong Room, Records room, Depot records room, Data bank offsite, HR-Personnel Files, Development Services</li> </ul>	
Current Resources Premises/ Equipment/ Staff	Minimum Resources Required	Alternate Manual Process or Work Around	
<ul style="list-style-type: none"> <li>1 PC</li> <li>internet connection</li> <li>synergy records management system</li> <li>1 PTE</li> <li>Records management policy and procedure</li> </ul>	<ul style="list-style-type: none"> <li>1 PTE</li> <li>1 PC</li> <li>Access to Synergy</li> <li>Management system</li> <li>Access to records file master</li> </ul>	<ul style="list-style-type: none"> <li>Records management procedures</li> <li>Access to Records File Record Master</li> <li>Access to list of vital records required by SOPJ (list accessed through BCP reports)</li> <li>(could work from depot or aquatic centre)</li> </ul>	

Records Management	
Disruption Scenario	Max Allowable Outage
<ul style="list-style-type: none"> <li>• Fire/Building failure</li> <li>• Loss of staff</li> <li>• Power outage</li> <li>• IT outage</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day – although accessible via Synergy at other sites</li> <li>• 1 hour – procedures &amp; others – staff</li> <li>• 1 day – although accessible via Synergy at other sites</li> <li>• 1 Day</li> </ul>
Authority for Invoking Plan	
Key Decision Makers to be assembled	
<ul style="list-style-type: none"> <li>• CEO</li> <li>• Administration Officer</li> <li>• IT</li> <li>• MCCS</li> </ul>	
Stakeholders other than process owner	
Internal	External
<ul style="list-style-type: none"> <li>• All departments</li> </ul>	<ul style="list-style-type: none"> <li>• IT Vision</li> </ul>
Pre Event Preparedness Current policies & procedures & access points required to deliver function	
<p>The current policy and procedures for this critical function can be located –</p> <p>Electronic copies:</p> <ul style="list-style-type: none"> <li>• Records management policy &amp; procedures held on Synergy</li> <li>• Hard copies:</li> <li>• Records management policy &amp; procedures – held with admin</li> </ul>	
Emergency Response Immediate actions required if function is lost.	
<p>On being advised of a business interruption event the following immediate responses should be considered:</p> <ul style="list-style-type: none"> <li>• Records File Record Master – Updated daily can be accessed electronically</li> <li>• Emergency files located depending on emergency and corresponding BCP sub plan.</li> </ul>	

Records Management
Continuity Management Actions required to ensure continued availability of the function
<p>In the event of a business interruption event occurring as identified within the disruption scenario analysis, that exceeds the identified MAO the following responses may be appropriate:</p> <ul style="list-style-type: none"> <li>• Identify suitable site to run back-up files</li> <li>• Utilise other council trained staff</li> <li>• Manual entries, then type into system when operational</li> <li>• Computer entry, type into spreadsheet</li> <li>• Access to photocopier</li> <li>• Date stamp</li> <li>• Set up temporary file system</li> </ul>
Communication Considerations

Internal	External
<ul style="list-style-type: none"> <li>All departments</li> </ul>	<ul style="list-style-type: none"> <li>Community</li> <li>Business Partners</li> </ul>

**Further Treatment/ Action Plans Actions required for continuous improvement**

Treatment/ Action Plan	Position Responsible for development	Target Date
<ul style="list-style-type: none"> <li>Location of all files identified and available in hardcopy</li> <li>Vital files identified in BCP sub plans and made available in hardcopy to Admin</li> </ul>	Admin	In process

**Customer Service**

Prepared by	MCCS	Date	
Sub Plan Owner	This plan is owned by the MCCS who has overall responsibility for this plan. The routine management of the plan is delegated to the Customer Service Officer who has responsibility for ensuring the accuracy and currency of the plan and advising of any changes required.		

**Identified Critical Business Functions**

Act as liaison between the community and council staff  
 Provide information to the community – email, phone and face to face  
 Receipt money

**Overview of Functions (Context)**

<b>Business Impact Analysis</b>		
<b>Business Impact of Function Loss</b>	<b>Penalties for Non-Delivery</b>	<b>Functional Interdependencies</b>
<ul style="list-style-type: none"> <li>• loss of information between staff and community</li> <li>• money not receipted</li> </ul>	<ul style="list-style-type: none"> <li>• no information provided to community</li> <li>• no money receipted</li> </ul>	<ul style="list-style-type: none"> <li>• Synergy modules</li> <li>• Receipting</li> <li>• Dogs &amp; cats</li> <li>• Infringements</li> <li>• Customer service procedures</li> </ul>
<b>Current Resources Premises/ Equipment/ Staff</b>	<b>Minimum Resources Required</b>	<b>Alternate Manual Process or Work Around</b>
<ul style="list-style-type: none"> <li>• 1 PC</li> <li>• Internet connection</li> <li>• Synergy</li> <li>• 1 PTE</li> <li>• Customer service procedures</li> </ul>	<ul style="list-style-type: none"> <li>• 1 PC</li> <li>• Internet</li> <li>• Synergy</li> <li>• 1 PTE</li> <li>• Customer service procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Telephone – after hours service</li> <li>• Manual receipting</li> <li>• Information website</li> <li>• Liaison officers</li> <li>• Could work from Depot/CRC/Pavilion</li> </ul>
<b>Customer Service</b>		
<b>Disruption Scenario</b>		<b>Max Allowable Outage</b>
<ul style="list-style-type: none"> <li>• Fire/Building failure</li> <li>• Loss of staff</li> <li>• Power outage</li> <li>• IT outage</li> <li>• Bomb Threats</li> </ul>		<ul style="list-style-type: none"> <li>• 4 hours – communication only (1-2 days – customer service)</li> <li>• 4 hours – procedures &amp; other staff</li> <li>• 1 day – although accessible via other sites</li> <li>• 1 day – manual receipting</li> <li>• 4 hours – communication only (1-2 days – customer service)</li> </ul>
<b>Authority for Invoking Plan</b>		
<b>Key Decision Makers to be assembled</b>		
<ul style="list-style-type: none"> <li>• MCCS</li> <li>• CEO, FM, CDO</li> <li>• Customer Service Staff</li> </ul>		
<b>Stakeholders other than process owner</b>		
<b>Internal</b>	<b>External</b>	
<ul style="list-style-type: none"> <li>• All departments</li> </ul>	<ul style="list-style-type: none"> <li>• Elected members</li> <li>• CRC</li> </ul>	

- **Pre Event Preparedness Current policies & procedures & access points required to deliver function**

- The current policy and procedures for this critical function can be located –
- Electronic copies:
  - Customer service procedures held on Synergy
- Hard copies:
  - Customer service procedures

- **Customer Service**

- **Emergency Response Immediate actions required if function is lost.**

- On being advised of a business interruption event the following immediate responses should be considered:
- After hours services notified immediately in case of phone failure
- CRC notified
- Notice provided for community on community board and front & back doors
- Website updated (Latest News)
- Building cleared of community members if required

- **Continuity Management Actions required to ensure continued availability of the function**

- In the event of a business interruption event occurring as identified within the disruption scenario analysis, that exceeds the identified MAO the following responses may be appropriate:
  - Identify suitable site to run if required
  - Utilise other council trained staff
  - Organise receipt books, manual credit card facilities & spreadsheet / Notebooks (recording)
  - Till to be balanced and banked as locked in strong room
  - Information updated for community as and when received
  - After-hours notified

- **Communication Considerations**

- |                                                                                    |                                                                                                                       |
|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Internal</li> </ul>                       | <ul style="list-style-type: none"> <li>• External</li> </ul>                                                          |
| <ul style="list-style-type: none"> <li>• All departments</li> <li>• CRC</li> </ul> | <ul style="list-style-type: none"> <li>• Community</li> <li>• Business Partners</li> <li>• Elected Members</li> </ul> |

- **Further Treatment/ Action Plans Actions required for continuous improvement**

- |                                                                                     |                                                                                          |                                                                 |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Treatment/ Action Plan</li> </ul>          | <ul style="list-style-type: none"> <li>• Position Responsible for development</li> </ul> | <ul style="list-style-type: none"> <li>• Target Date</li> </ul> |
| <ul style="list-style-type: none"> <li>• Manual procedures to be updated</li> </ul> | <ul style="list-style-type: none"> <li>• MCCS</li> </ul>                                 |                                                                 |

## Human Resources & Risk

Payroll			
Prepared by	MCCS	Date	
Sub Plan Owner	This plan is owned by the MCCS who has overall responsibility for this plan. The routine management of the plan is delegated to the Payroll Officer who has responsibility for ensuring the accuracy and currency of the plan and advising the CEO of any changes required.		
Identified Critical Business Functions			
The preparation, processing & transport of council's fortnightly payroll.			
Overview of Functions (Context)			
Business Impact Analysis			
Business Impact of Function Loss	Penalties for Non-Delivery	Functional Interdependencies	
<ul style="list-style-type: none"> <li>Disgruntled employees</li> </ul>	<ul style="list-style-type: none"> <li>Industrial unrest</li> </ul>	<ul style="list-style-type: none"> <li>financial reporting nit up to date</li> <li>statutory requirements not met i.e., superannuation taxation</li> </ul>	
Current Resources Premises/ Equipment/ Staff	Minimum Resources Required	Alternate Manual Process or Work Around	
<ul style="list-style-type: none"> <li>IT access &amp; equipment (Synergy, internet banking, emails)</li> <li>Payroll officer &amp; payroll manual</li> <li>Timesheet</li> </ul>	<ul style="list-style-type: none"> <li>1 PC – could be laptop remotely via VPN</li> <li>Internet on Tuesday</li> </ul>	<ul style="list-style-type: none"> <li>Refer to emergency payroll procedure i.e., run standard pay</li> </ul>	
Disruption Scenario		Max Allowable Outage	
<ul style="list-style-type: none"> <li>IT outage</li> <li>Loss of staff (payroll)</li> <li>Major catastrophic event</li> </ul>		<ul style="list-style-type: none"> <li>Off pay week – minimal affect</li> <li>1 day during pay week</li> </ul>	
Authority for Invoking Plan			
Payroll			
Key Decision Makers to be assembled			
<ul style="list-style-type: none"> <li>IT support</li> <li>Payroll</li> <li>Finance</li> </ul>			

**Stakeholders other than process owner**

Internal	External
<ul style="list-style-type: none"> <li>All employees</li> </ul>	<ul style="list-style-type: none"> <li>Bank</li> </ul>

**Pre Event Preparedness Current policies & procedures & access points required to deliver function**

The current policy and procedures for this critical function can be located –  
 Electronic copies:

- T: Drive / Payroll
- Synergy Records
- Hard copies:
- Payroll cupboard

**Emergency Response Immediate actions required if function is lost.**

On being advised of a business interruption event the following immediate responses should be considered:

- Identify possible downtime with key decision makers (IT, CEO, finance)
- Consult with stakeholders (i.e., let employees know of possible outcomes, liaise with bank, delay or variation/standard/base pay)
- Implement emergency procedure
- Document & review emergency process taken

**Continuity Management Actions required to ensure continued availability of the function**

In the event of a business interruption event occurring as identified within the disruption scenario analysis, that exceeds the identified MAO the following responses may be appropriate:

- Consult with key decision makers on appropriate course of action i.e., when will IT access again be available /discuss options = bank
- If deemed necessary, process standard hour pay run as per Emergency Procedure
- Communicate with stakeholders

**Payroll**

**Communication Considerations**

Internal	External
<ul style="list-style-type: none"> <li>Inform members of Senior Staff</li> <li>Provide all employees with up to date information (may need to use alternate methods if no emails)</li> <li>Need emergency contact details if no IT available</li> </ul>	<ul style="list-style-type: none"> <li>Liaise with Bank</li> <li>Local branch</li> <li>Business banking’s online</li> <li>Notify applicable statutory bodies – super and child support</li> </ul>

**Further Treatment/ Action Plans Actions required for continuous improvement**

Treatment/ Action Plan	Position Responsible for development	Target Date
<ul style="list-style-type: none"> <li>Emergency procedure to be reviewed and updated</li> </ul>	Payroll officer	

Shire of Perenjori  
 ABN 68267899822  
 Fowler Street Perenjori  
 Tel +61 (08) 99730100



### 13.2 STRATEGIC COMMUNITY PLAN / CORPORATE BUSINESS PLAN DESKTOP REVIEW

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM 0790
<b>Date:</b>	25 July 2024
<b>Disclosure of Interest:</b>	
<b>Voting Requirements:</b>	Simple Majority
<b>Author:</b>	Nola Comerford – Manager Corporate and Community Services
<b>Responsible Officer:</b>	Paul Anderson – Chief Executive Officer
<b>Attachments:</b>	<a href="#">13.2.1 – Strategic Community Plan and Corporate Business Plan (Council Plan)</a>

#### Summary

The Shire of Perenjori’s Strategic Community Plan (SCP) and Corporate Business Plan (CBP) 2022 – 2032 (Council Plan) has undergone a minor review in line with the Department of Local Government’s Integrated Planning and Reporting Framework.

#### Background

The *Local Government Act 1995* (the Act) requires local governments to plan for the future of the district. The Council Plan outlines the community’s long-term (10+ years) vision, values, aspirations and priorities, with reference to other local government plans, information and resourcing capabilities. The Council Plan is not static, with a full review required by legislation every four years, and a desktop review recommended every two years.

#### Statutory Environment

*Local Government Act 1995*

5.56 – Planning for the future

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

#### Policy Implications

Nil

#### Consultation

- Paul Anderson – Chief Executive Officer
- Marty Noordhof – Manager Infrastructure Services
- Ally Bryant – Finance Manager
- Adim Hajat – Community Development Officer

#### Financial Implications

Nil

#### Strategic Community Plan

This is a key strategic document and the primary document in Council’s Integrated Planning and Reporting Framework.

#### Officer Comment

This review constitutes the first strategic review for the current Council Plan. As per the Department of Local Government’s 2016 IPR Framework and guidelines:

*“Every second year, the process enters the Strategic Review. The Strategic Review alternates between the minor and major versions. The minor version is generally a desktop review process and tends to focus on resetting the Corporate Business Plan. The major version involves re-engagement with the community on vision, outcomes and priorities, and a comprehensive review of the whole IPR suite.”*

Given that only a desktop review was required (and the relevant recentness of the document), there are only a few notable changes.

- An updated Message from Shire President.
- An updated Message from the CEO.
- Updated targets for strategy areas.
- Inclusion of Australian Bureau of Statistics from 2021 Census.
- Update to capital works status.
- Update to road program.

As per the Outcome Indicators of the Council Plan, a survey was conducted to assess community satisfaction in a number of areas:

- Satisfaction with the Shire of Perenjori as a place to live
- Presentation of townsites
- Performance of the Shire
- Employee pride

Discounting respondents who may have personal grievance against the Shire, the majority of respondents rated the Shire of Perenjori as having improved in maintaining roads and townsites. Customer service also rated highly, as did employee pride in working with the Shire of Perenjori. A key outcome of the survey was a request for increased communication in Shire events, Council decisions, and general activities. Shire Officers will address these concerns with increased communication through various processes.

#### **OFFICER RECOMMENDATION**

**Council Resolution Number:**

**Moved:**

**Seconded:**

**That Council endorse the 2024 Desktop Review of the 2022-2032 Council Plan, incorporating the Strategic Community Plan and Corporate Business Plan.**

**Motion put and carried / lost**

**For:**

**Against:**

[Next Item](#)



Shire of  
**Perenjori**  
Embrace Opportunity

# Strategic Community Plan and Corporate Business Plan

2022/23 – 2032/33



Adopted at the 18 August 2022  
Ordinary Meeting of Council  
Desktop Review July 2024



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## ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Badimia people as the Traditional Owners and Custodians of the lands on which we live and work. We also pay our respects to Elders past, present and future.

# MESSAGE FROM THE PRESIDENT

Welcome, on behalf of Council, to the Shire of Perenjori Strategic Community Plan and Corporate Business Plan (“Council Plan”).

Many members of the community contributed to the strategic review in 2022 and gave us a clear picture of the community’s vision and priorities. This was our guide in developing the plan and underpins our partnerships with the community and funders.



As a community, we have a strong desire for growth and renewed vitality, with the vision and drive to take the future into our own hands.

The community identified high priority gaps in our liveability and economy. These are driving the priorities in this Plan. Chief amongst them is population attraction, support for business and tourism development, community hub/supermarket, advocacy for health services, and town beautification.

This reviewed Plan provides no change to the community aspirations and strategies, as these will be reviewed in the next consultative review with the community in 2026.

Councillor Jude Sutherland  
**SHIRE PRESIDENT**

# MESSAGE FROM THE CHIEF EXECUTIVE OFFICER

This Council Plan charts the way forward for our Shire. I am proud to lead the organisation that is working to achieve an inspiring vision with and for the community. This desktop review continues to provide a holistic approach to planning for the future development and direction of the community.

The strategies and priorities have been carefully balanced to ensure that the Plan is affordable and practically achievable.

The Plan shows the projected costs over the coming years, and the implications for rates.

The organisation is fully aligned with the Council's direction. You can see the full list of services in the Plan, and what is changing over the coming years to maintain our general high standards and deliver the priorities.

I am looking forward to continuing to work with the community to implement this Council Plan.

Paul Anderson  
**CHIEF EXECUTIVE OFFICER**

# INTRODUCTION

## Introduction

The Strategic Community Plan and Corporate Business Plan is a combined document ("Council Plan") under the Shire of Perenjori's Integrated Planning and Reporting (IPR) framework, followed by all local governments in Western Australia<sup>1</sup>.

The Council Plan has been developed to show the community's aspirations, and set the vision, priorities, strategies and what the Council will deliver. The document also includes how the Plan will be resourced.

The Plan was reviewed at a Council Meeting and released for community consultation on 27 July 2022. It was open for submissions from 27 July to 10 August 2022, followed by adoption at the August 2022 Ordinary Council Meeting.

## Why is this Plan important?

This Plan will:

- guide Council's detailed plans and annual budgets
- provide the basis for working with our community and partners to achieve the vision
- enable us to pursue funding by showing how projects align with our community and the Plan
- provide a framework for monitoring progress

## COMMUNITY PROFILE



The Shire of Perenjori is a local government area in the Mid West region of Western Australia. The Shire covers an area of 8,313 square kilometres.

Perenjori, from the Aboriginal word "Perangary", meaning water hole, is situated 350 km north of Perth and 39 km south-east of Morawa in the northern agricultural region. Perenjori is one of nine government areas that make up WA's Wildflower Country and is part of the "Wildflower Way Tourist Drive" that runs from Dalwallinu to Geraldton.

The snapshot below shows key characteristics of the population (as of the 2021 Census), including comparisons with Western Australia as a whole.

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<sup>1</sup> See the Department of Local Government, Sport and Cultural Industries website for more details:  
<https://www.dlgsc.wa.gov.au/local-government/strengthening-local-government/integrated-planning-and-reporting>



## Snapshot of Key Characteristics

Item	Perenjori 2016	Perenjori 2021	Change 2016-2021	WA 2021
Population	617	629	+12	2,660,026
Aboriginal and Torres Strait Islander peoples	6.0%	2.9%	-3.1%	3.3%
Male:Female ratio	64:36	62:38	-2:+2	50:50
People with disability (core need for assistance)	2.3%	1.1%	-1.2%	4.6%
Median age	42	43	+1	38
Children and young teens (0-14)	14.5%	14.1%	-0.4%	19.0%
Working age (15-64)	75.5%	71.2%	-4.3%	65.0%
Seniors (65+)	10.1%	14.6%	+4.5%	16.1%
Born overseas	13.0%	12.4%	-0.6%	32.2%
Volunteering	27.6%	19.1%	-8.5%	15.9%
Total business counts* <i>*ABS Counts of Australian Businesses</i>	109	113	+4	N/A
Top three industries by employment	Iron Ore Mining; Other Grain Growing; Sheep or Beef Cattle Farming	Other Grain Growing; Iron Ore Mining; Sheep or Cattle Farming	Same	N/A
Unemployment rate	2.8%	0.0%	-2.8%	5.1%
Participation in labour force	75.4%	57.3%	-18.10%	63.9%
Median household income	\$1,343	\$1,652	+\$309	\$1,815
Completed Yr 12+	15.5%	14.2%	-1.3%	15.5%
Tertiary qualification	23.2%	29.9%	+6.7%	50.9%
Rental affordability	\$110 (7.4% of average weekly household income)	\$170 (10.3% of average weekly household income)	+\$60 (+2.9% of average weekly household income)	\$340 (18.7% of average weekly household income)

# COMMUNITY ENGAGEMENT SUMMARY

## Overview

The community engagement was conducted during March and April 2022. It followed Council, staff and community scene-setting workshops that reviewed progress, considered challenges and opportunities, and identified key questions for the community.

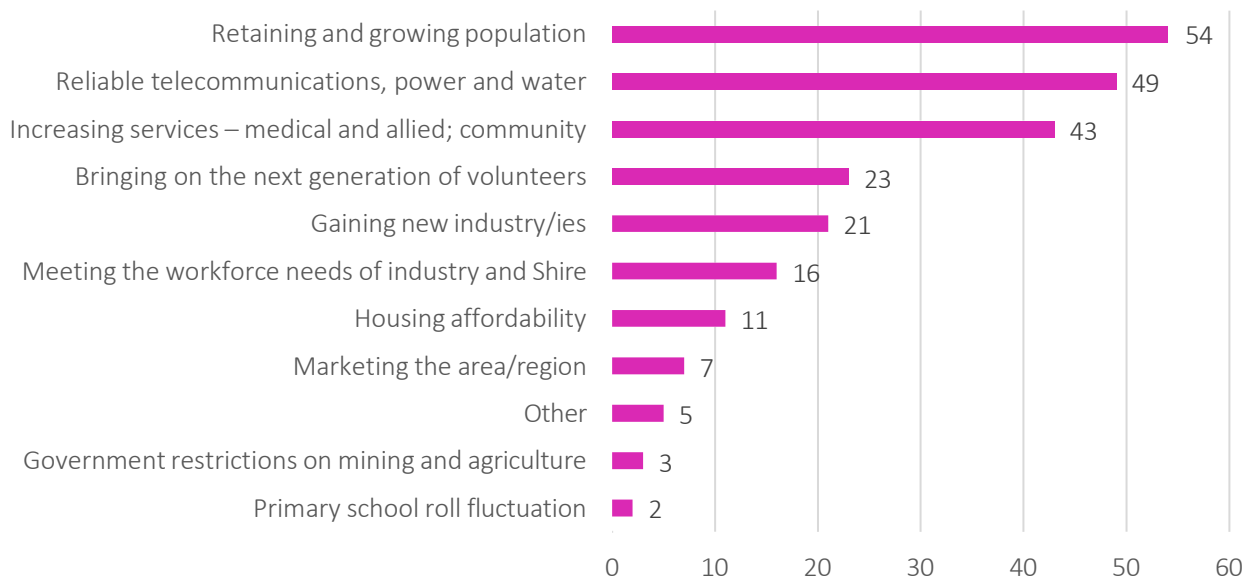
The purpose of the engagement was to gain a clear understanding of the community’s vision and priorities. It consisted of two in-person community workshops and a survey. The workshops were held in Perenjori (30 March 2022) and Latham (31 March 2022). The survey was open from 25 March – 9 April 2022.

There were 31 participants in the workshops and 49 participants in the survey<sup>2</sup>. The results showed some strong and consistent themes which are summarised below.

## Summary of Results

### Key Challenges

The combined participants across the workshops and surveys identified the top three challenges for the community as being retaining and growing population, reliable utilities, and increasing services, as shown in the graph below.



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<sup>2</sup> Note that community members were able to participate in both the survey and the workshops.

## Vision

The combined participants across the workshops and survey identified their vision for the future. The community itself was the consistently strongest element; with more people, active and involved; and an appealing, clean, green and beautiful place. The community's vision also sees gaps filled in health, education and local goods and services, as a key to liveability and retaining and growing the population. The vision is represented in the word cloud below.



## Goals

The combined participants identified the following items as being most important in each of the four goal areas of social, built and natural environment, economic, and governance and leadership.

### Social

- Friendly, welcoming, inclusive, connected
- More people
- Great place to live for all ages and stages of life - things to do, sports, social, facilities
- Peaceful, quiet and free

### Built and Natural Environment

- Eco-friendly - buildings, energy, recycling
- Beautify and maintain an inviting main street
- New shop/hub
- Conservation and environment hub - research, education, environment centre
- Natural beauty, landscapes, flora and fauna to be enjoyed and shared

### *Economic*

- Diversify industry
- Fill gaps in economy (trades, services, shops)
- Affordable housing

### *Governance and Leadership*

- Strong and diverse Council
- Proactive, open minded, involved community
- Council and community working together

### *Prioritisation of Services*

#### *Importance vs satisfaction*

Survey participants were asked to rank Shire services in both importance and satisfaction. Looking at the gap between the two, the following priorities emerged. In each case, the services rated above average in satisfaction, however, the satisfaction rating was relatively lower than their very high importance rating:

- Economic Development and Tourism
- Council Leadership, Partnerships, and Advocacy
- Community Engagement and Communications
- Town Sites Beautification and Street Trees
- Emergency Management
- Roads and Drainage

#### *Focus for improvements*

The combined participants identified what they wanted the Shire to focus on for improvements. The top four areas were:

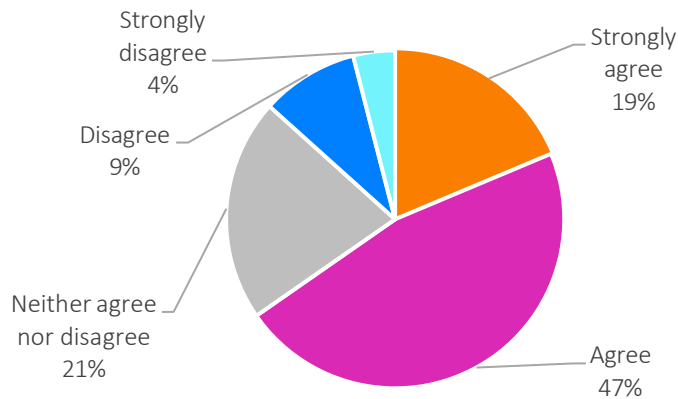
- Economic Development and Tourism
- Town sites beautification and street trees
- Community Development and events
- Roads and Drainage

#### *Willingness to pay for improvements*

Of the above priority areas, economic development and tourism, and roads and drainage, emerged as two areas for improvement that community members were willing to pay for. Community members also indicated a high willingness to pay for medical services.

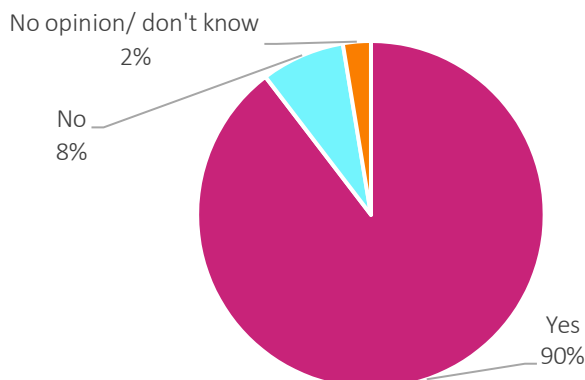
## Population Growth

Participants were also asked if the Shire should focus on migrant attraction to grow the population. The combined responses in the pie chart below show that two thirds agreed or strongly agreed with this approach.



## Community Hub development

The participants were also asked, in principle, do you think the Shire should consider the development of a Community Hub? A resounding 90% of respondents across the workshops and survey were in agreement, as shown in the pie chart below.



## Volunteering

The last question was about people's ideas to increase volunteering. This question came from the observation that a small number of volunteers in an older age group are shouldering a disproportionate load of committee roles. This is unsustainable. Participants suggested the following approaches to bring new people and generations into

- Ask them/invite/encourage
- Make the jobs fun/interesting/'right-sized'
- Engage the young generation early
- Reduce red tape/administration – can this be centralised?
- Consolidate into fewer stronger groups – people spread too thin

# STRATEGIC DIRECTION

The strategic direction for the plan is driven by the community. It covers things that the Shire is directly responsible for, as well as things that others (such as Federal or State Government, industry, or other stakeholders) are responsible for. It also covers areas where wider social and economic forces, including global trends, are at play.

Collaboration, partnerships and mutually reinforcing efforts towards the vision are therefore critical to the success of the Plan.

After careful consideration of the community engagement results, Council has distilled the following vision, goals, priorities and strategies.

## Vision

Our community is strong and growing.

We create our own future with imagination and energy.

We are proud of this place we call home and welcome visitors to share in its outstanding natural beauty.

## Goals

### Social

- A healthy and inclusive community, and a great place to live for all ages and stages of life.

### Built and Natural Environment

- Eco-friendly, attractive and well-maintained towns, surrounded by outstanding natural beauty, landscapes, flora and fauna to be protected and enjoyed.

### Economic

- A flourishing economy, with businesses offering a suite of trades, goods and services, retail and hospitality offerings.

### Governance and Leadership

- A strong and diverse Council working closely with a proactive and involved community

## Priorities

The following priorities are driving the Council Plan. Note that while the priorities have been assigned to particular goal areas, they often contribute to more than one, for example the community hub has both social and economic outcomes.

10 YEAR PRIORITIES	4 YEAR PRIORITIES
Social	
<ul style="list-style-type: none"> <li>▪ Increase population</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dispose of older housing stock and increase quality housing</li> <li>▪ Establish migrant attraction program</li> </ul>
<ul style="list-style-type: none"> <li>▪ Improve liveability</li> </ul>	<ul style="list-style-type: none"> <li>▪ Establish Perenjori Community Hub</li> <li>▪ Identify needs and options, and advocate for improved medical, health and ancillary services</li> <li>▪ Decide the future of Latham Hall</li> </ul>
<ul style="list-style-type: none"> <li>▪ Sustainable volunteering</li> </ul>	<ul style="list-style-type: none"> <li>▪ Explore options for increasing capacity of groups, including possible centralisation of some tasks and consolidation</li> </ul>
Natural and Built Environment	
<ul style="list-style-type: none"> <li>▪ Improve the appeal and maintenance of townsites</li> </ul>	<ul style="list-style-type: none"> <li>▪ Beautify Perenjori Main St and selected Latham areas: <ul style="list-style-type: none"> <li>– Planting</li> <li>– Lighting</li> <li>– Street furniture</li> <li>– Paths and kerbs</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>▪ Deliver a high standard of local roads</li> </ul>	<ul style="list-style-type: none"> <li>▪ Continue to incrementally improve road maintenance</li> </ul>
Economic	
<ul style="list-style-type: none"> <li>▪ Support tourism development</li> </ul>	<ul style="list-style-type: none"> <li>▪ Develop Karara Rangelands and marketing, working with Department and Traditional Owners</li> </ul>
<ul style="list-style-type: none"> <li>▪ Expand the local provision of goods and services</li> </ul>	<ul style="list-style-type: none"> <li>▪ Promote business opportunities in the Shire of Perenjori</li> </ul>
Governance and Leadership	
<ul style="list-style-type: none"> <li>▪ Increase civic engagement</li> </ul>	<ul style="list-style-type: none"> <li>▪ Build leadership capacity in the community</li> </ul>

## Strategic Objectives

Each Goal has several strategic objectives feeding into it, as shown in the tables below. There will be regular reporting on implementation progress and the success measures on pages 30-31.

These objectives will be updated every four years as the Plan is reviewed and refreshed.

## Goal 1: An inclusive community and a great place to live for all ages and stages of life

### Strategic Objectives

- 1.1. The community is active and has access to a range of sport and recreation facilities
- 1.2. Community life is enhanced and nurtured with well supported clubs, community groups, and essential volunteer-based services
- 1.3. Arts, culture, libraries and events create memorable experiences and enrich and strengthen the community
- 1.4. The community is accessible for and inclusive of people with disability
- 1.5. Early childhood services are provided in support of workforce participation and educational outcomes
- 1.6. Young people are engaged in pro-social activity and civic life
- 1.7. Gaps in medical, allied health services, and other community services are filled where possible to meet the needs of the local population
- 1.8. Seniors are valued and supported to age in place
- 1.9. Emergency management and associated community liaison and education activities are undertaken to protect the community and minimise harm from disasters

Goal 2: Eco-friendly, attractive and well-maintained towns, surrounded by outstanding natural beauty, landscapes, flora and fauna to be protected and enjoyed

### Strategic Objectives

- 2.1. Public health, safety and amenity standards are upheld
- 2.2. Land use and building regulations are designed and administered to meet the current and future needs of the community
- 2.3. The Shire's buildings and leases are administered to an appropriate standard for the benefit of the community according to their need and use
- 2.4. Local Aboriginal and non-Aboriginal stories, structures and places of interest are acknowledged, preserved and promoted as appropriate.
- 2.5. Waste management services are provided efficiently and sustainably
- 2.6. Roads, footpaths and drainage are appropriately managed according to their need and use
- 2.7. Parks, gardens, street trees and reserves are appropriately managed according to their need and use
- 2.8. The provision of cemeteries reflects community needs, heritage values, and a peaceful natural environment



Goal 3: A diverse economy, with flourishing businesses offering a suite of trades, services and retail offerings

Strategic Objectives

- 3.1. Opportunities are maximised to promote economic growth and local development
- 3.2. Visitors are welcomed and well-catered for

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

Strategic Objectives

- 4.1. The community is well-informed and engaged
- 4.2. The Shire listens to and works closely with the community and its decision-making is transparent and accountable
- 4.3. The Shire advocates and partners effectively on behalf of the community
- 4.4. The Shire works proactively with the Traditional Owners regarding sites and other matters of significance to the Badimia people
- 4.5. People receive a high standard of customer service in their dealings with the Shire
- 4.6. The organisation, assets and finances of the Shire are managed responsibly

# ACHIEVING THE VISION

## The Shire's Roles

Local governments operate under statutory laws and provide some discretionary services to meet the needs of the community. The primary roles of the Shire are outlined below.

### Delivery of Facilities and Services

This includes parks and gardens, roads, footpaths, drainage, waste management, sport and recreation facilities, library, events, and support for community groups. Some of those services are based on assets, for instance roads and buildings. Maintenance and renewal of assets is a vital part of the Shire's role.

### Regulation

Local governments have specific regulatory responsibilities that are essential for community wellbeing. For example, they have a regulatory role in public health (e.g. licensing and monitoring food premises), the appropriateness and safety of new buildings, and the use of land. These areas are subject to regulation to ensure a minimum standard is adhered to, as well as to minimise the potential to impose costs or adverse effects on others (e.g. food poisoning or injuries). Balancing the rights of those wishing to operate and the rights of those who may be affected or consider themselves to be affected can be challenging.

### Facilitation, Influence and Advocacy

In some cases, the Shire enables or facilitates services to be provided by others or in partnership with the Shire rather than directly providing or funding the service (for example facilitating community care efforts through volunteer programs etc.). Influencing the decisions of others who do or can contribute to positive community outcomes in the Shire is an important role. Advocacy to regional agencies, the Federal and State Government and other agencies for recognition, funding, policy or planning support is a good example.

### Civic Leadership

The Shire is uniquely able to provide civic leadership. While there are many others in the community with leadership capacity and responsibility, the Shire is the only entity with a democratic mandate to represent the community as a whole. It is the only entity with a statutory mandate to plan for the future of the community across social, economic and environmental wellbeing. It is therefore uniquely placed to bring together key players across government, industry and the community sector to align and coordinate activity, maintain momentum and track progress.

Good governance and leadership plays a central role in signalling community confidence in its future, building and supporting the leadership of others within the community, attracting people to the Shire and the town, and positioning the community to leverage external funding and investment.

## Shire Services

Social	Natural and Built Environment	Economic	Governance and Leadership
<ul style="list-style-type: none"> <li>▪ Aquatic Centre</li> <li>▪ Community Development and Events</li> <li>▪ Latham Community Centre and Tennis Courts</li> <li>▪ Perenjori Recreation Pavilion</li> <li>▪ Perenjori Gymnasium</li> <li>▪ Library Services</li> <li>▪ Support for community services (such as medical, Community Resource Centre, childcare)</li> <li>▪ Emergency Management</li> </ul>	<ul style="list-style-type: none"> <li>▪ Animal Control</li> <li>▪ Public/Environmental Health</li> <li>▪ Ranger Services</li> <li>▪ Planning Services</li> <li>▪ Building Control</li> <li>▪ Shire Buildings and Leases</li> <li>▪ Waste Management</li> <li>▪ Roads, footpaths and drainage</li> <li>▪ Street Tree Maintenance</li> <li>▪ Parks and Reserves</li> <li>▪ Emergency Water Supplies</li> <li>▪ Cemeteries and burials</li> </ul>	<ul style="list-style-type: none"> <li>▪ Economic Development and Tourism                             <ul style="list-style-type: none"> <li>– Caravan Park</li> <li>– Perenjori Visitor Centre and Museum</li> <li>– Marketing</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Community engagement and communications</li> <li>▪ Council Leadership, Partnerships, and Advocacy</li> <li>▪ Customer Service</li> <li>▪ Licensing</li> <li>▪ Financial Planning and Management</li> <li>▪ Asset Planning and Management</li> <li>▪ Risk Management</li> <li>▪ Workforce Planning and Management</li> </ul>

## Key Assumptions

Item	Assumption
Population growth	Moderate increase in residents is expected, in line with population strategy
Inflation	The Local Government Cost Index (LGCI) is estimated at approximately 2.5% per annum which is broadly in line with expectations of the Consumer Price Index (WALGA March 2022). However, WALGA notes that this estimate needs to be treated with caution. The LGCI may under-represent the impact of ongoing materials and labour shortages in construction-related industries, especially in regional areas.
Rates Increase	5% 2024/25. The Long Term Financial Plan was reviewed in 2022/23, which enabled a rates profile to be set for the coming years.
Operating grants and contributions, fees and charges	Increase in line with inflation
Employee, materials and contracts Costs	Increase in line with inflation
Borrowings	The Shire is borrowing for the community hub (supermarket) and will consider other new loans, depending on the cost of projects such as new housing.
General economic forecast for Western Australia	Gross State Product is expected to remain positive over the next four years at least. The labour market is expected to remain tight, with ongoing skills and labour shortages.

## Service Delivery

The following table sets out all the services the Shire will deliver over four years, grouped under the responsible section (see organisational chart above). The table identifies each service, the SCP strategy or strategies the service primarily links with, the current outputs, and what, if any, changes to the level of service are planned over the four-year period of the Corporate Business Plan.

### Service Plan Summary 2022/23 – 2025/26

Service	Strategic Objectives	Current Outputs	Describe Level of Service change over 4 years (if any)
Economic Development and Tourism	<p>Opportunities are maximised to promote economic growth and local development</p> <p>Visitors are welcomed and well-catered for</p>	<ul style="list-style-type: none"> <li>Support Perenjori Visitor Centre</li> <li>Business Incubator Project (not currently active)</li> </ul>	<ul style="list-style-type: none"> <li>Develop Karara Rangelands and marketing, working with Department and Traditional Owners</li> <li>Increase promotion of business opportunities</li> </ul>
Community Development and Events	<p>Community life is enhanced and nurtured with well supported clubs, community groups, and essential volunteer-based services</p> <p>Young people are engaged in pro-social activity and civic life</p> <p>Seniors are valued and supported to age in place</p>	<ul style="list-style-type: none"> <li>Events include Australia Day, ANZAC Day</li> <li>Community bus hire</li> <li>Community initiatives include Community Benefit Fund, Men's Mental Health, Women's Wellness,</li> <li>Seniors and volunteers' function</li> <li>Support Ag Show, Car Rally</li> </ul>	<ul style="list-style-type: none"> <li>Touring facility to visit Perenjori - two live shows per year</li> <li>Children and young people leadership; Junior Council and Youth Advisory Council</li> <li>Ensure local leaders are trained, mentored and supported</li> </ul>

Service	Strategic Objectives	Current Outputs	Describe Level of Service change over 4 years (if any)
	<p>The community is accessible for and inclusive of people with disability</p> <p>Arts, culture, libraries and events create memorable experiences and enrich and strengthen the community</p>		
Library Services	<p>Arts, culture, libraries and events create memorable experiences and enrich and strengthen the community</p>	<ul style="list-style-type: none"> <li>Libraries in the Perenjori Shire and Latham Post Office</li> <li>Access to books, audio and DVDs ordered through the WA State Library</li> </ul>	
Community engagement and communications	<p>The community is well-informed and engaged</p> <p>The Shire listens to and works closely with the community and its decision-making is transparent and accountable</p>	<ul style="list-style-type: none"> <li>Regular communications on Facebook, Website, local newspaper</li> <li>Community engagement in Integrated Planning and Reporting</li> <li>Community input on key decisions</li> </ul>	<ul style="list-style-type: none"> <li>Induction for new residents</li> <li>Marketing Perenjori to itself</li> <li>Keep the community informed of progress with projects and activities</li> </ul>
Council Leadership, Partnerships, and Advocacy	<p>The Shire listens to and works closely with the community and its decision-making is transparent and accountable</p> <p>The Shire advocates and partners effectively on behalf of the community</p> <p>Gaps in medical, allied health services, and other community services are</p>	<ul style="list-style-type: none"> <li>Regional collaboration</li> <li>Community partnerships</li> <li>Advocacy to achieve community priorities</li> <li>Attract external funding to implement community priorities</li> </ul>	<ul style="list-style-type: none"> <li>Migrant Attraction – Population Growth Strategy</li> </ul>

Service	Strategic Objectives	Current Outputs	Describe Level of Service change over 4 years (if any)
	<p>filled where possible to meet the needs of the local population</p> <p>The Shire works proactively with the Traditional Owners regarding sites and other matters of significance to the Badimia people</p>		
Emergency Management	Emergency management and associated community liaison and education activities are undertaken to protect the community and minimise harm from disasters	<ul style="list-style-type: none"> <li>▪ Support FESA, St Johns and Roadwise Committee to continue services to Emergency Management</li> <li>▪ Bushfire prevention activities and education</li> <li>▪ Disaster management and recovery</li> </ul>	
Aquatic Centre	The community is active and has access to a range of sport and recreation facilities	<ul style="list-style-type: none"> <li>▪ 25m six lane lap pool. Leisure/toddler pool with water features.</li> <li>▪ Open October to April</li> <li>▪ Weekdays: 6.00 – 9.00 am, 3.00 - 6.00 pm (closed Wednesdays)</li> <li>▪ Weekends 12.00pm - 6.00pm</li> <li>▪ Available for events on application</li> </ul>	
Perenjori Gymnasium	The community is active and has access to a range of sport and recreation facilities	<ul style="list-style-type: none"> <li>▪ Gym co-located with aquatic centre</li> <li>▪ Air conditioned 24 hour gym with mix of cardio, weights and other equipment</li> </ul>	

Service	Strategic Objectives	Current Outputs	Describe Level of Service change over 4 years (if any)
Latham Community Centre and Tennis Courts	The community is active and has access to a range of sport and recreation facilities	<ul style="list-style-type: none"> <li>Community Centre</li> <li>Tennis Courts</li> <li>Gymnasium</li> </ul>	
Perenjori Recreation Pavilion	The community is active and has access to a range of sport and recreation facilities	<ul style="list-style-type: none"> <li>Pavilion</li> <li>Squash Courts</li> <li>Football/Cricket Oval</li> </ul>	
Shire Buildings and Leases	The Shire's buildings and leases are administered to an appropriate standard for the benefit of the community according to their need and use	<ul style="list-style-type: none"> <li>Administration Centre and other Shire buildings (Shire purposes)</li> <li>16 houses, 12 units (4 houses and 2 units in partnership with Dept of Communities)</li> <li>Facilities hire</li> </ul>	<ul style="list-style-type: none"> <li>Continued future housing development (Perenjori Housing Project) – 2x2 bedroom houses</li> <li>Maintenance plan and increased level of maintenance on houses</li> </ul>
Caravan Park	Visitors are welcomed and well-catered for	<ul style="list-style-type: none"> <li>Four self-contained chalets</li> <li>"The Village" - 24 individual units</li> <li>Caravan Bays and Camp sites</li> </ul>	<ul style="list-style-type: none"> <li>2 x Caravan Park chalets</li> </ul>
Service	Strategic Objectives	Current Outputs	Describe Level of Service change over 4 years (if any)
Cemeteries and burials	The provision of cemeteries reflects community needs, heritage values, and a peaceful natural environment	<ul style="list-style-type: none"> <li>Perenjori Cemetery</li> <li>Latham Cemetery</li> <li>Niche Wall</li> <li>Funeral Director and related licensing</li> </ul>	<ul style="list-style-type: none"> <li>Installation of gazebo at Perenjori Cemetery</li> </ul>



Animal Control	Public health, safety and amenity standards are upheld	<ul style="list-style-type: none"> <li>▪ Annual statutory registration of cats and dogs</li> <li>▪ Pick up of stray animals, return to owners, rehome or dispose</li> <li>▪ Operate Pound</li> </ul>	
Public/Environmental Health	Public health, safety and amenity standards are upheld	<ul style="list-style-type: none"> <li>▪ Environmental Health matters including food premises inspections</li> <li>▪ Enquiries and applications through contracted professionals</li> </ul>	
Ranger Services	Public health, safety and amenity standards are upheld	<ul style="list-style-type: none"> <li>▪ Contract Ranger Service</li> <li>▪ Random monthly patrols of the Perenjori Town Site</li> </ul>	
Building Control	Land use and building regulations are designed and administered to meet the current and future needs of the community	<ul style="list-style-type: none"> <li>▪ Processing of Building Applications within statutory timeframes</li> <li>▪ Enquiries and applications through contracted professionals</li> </ul>	
Planning Services	Land use and building regulations are designed and administered to meet the current and future needs of the community	<ul style="list-style-type: none"> <li>▪ Local Planning Strategy and Local Planning Scheme</li> <li>▪ Processing of Development Applications within statutory timeframes</li> <li>▪ Enquiries and applications through contracted professionals</li> </ul>	

Service	Strategic Objectives	Current Outputs	Describe Level of Service change over 4 years (if any)
Customer Service	People receive a high standard of customer service in their dealings with the Shire	<ul style="list-style-type: none"> <li>▪ Provide public enquiry, bookings, and other information about services</li> <li>▪ Secure record keeping</li> </ul>	
Licensing	People receive a high standard of customer service in their dealings with the Shire	<ul style="list-style-type: none"> <li>▪ Range of licensing services on behalf of the Department of Transport</li> </ul>	
Risk Management	The organisation, assets and finances of the Shire are managed responsibly	<ul style="list-style-type: none"> <li>▪ Maintain, implement and monitor strategic and operational risk registers and systems</li> </ul>	<ul style="list-style-type: none"> <li>▪ Continuous improvement</li> </ul>
Financial Planning and Management	The organisation, assets and finances of the Shire are managed responsibly	<ul style="list-style-type: none"> <li>▪ Long Term Financial Plan</li> <li>▪ Rates</li> <li>▪ Fees and Charges</li> <li>▪ Debtors and Creditors</li> <li>▪ Payroll</li> </ul>	<ul style="list-style-type: none"> <li>▪ Continuous improvement</li> </ul>

Workforce Planning and Management	The organisation, assets and finances of the Shire are managed responsibly	<ul style="list-style-type: none"> <li>▪ Workforce Plan</li> <li>▪ Workplace Safety and Health</li> <li>▪ Human Resources</li> </ul>	
Service	Strategic Objectives	Current Outputs	Describe Level of Service change over 4 years (if any)
Roads, footpaths and drainage	Roads, footpaths and drainage are appropriately managed according to their need and use	<ul style="list-style-type: none"> <li>▪ 243 km sealed, 1,453 km unsealed roads</li> <li>▪ Gravelling, resealing, footpath extension and maintenance</li> <li>▪ Plant and equipment</li> </ul>	<ul style="list-style-type: none"> <li>▪ Incrementally improve the condition of roads</li> </ul>
Parks and Reserves	Parks, gardens, street trees and reserves are appropriately managed according to their need and use	<ul style="list-style-type: none"> <li>▪ Parks, ovals and gardens</li> </ul>	
Street Tree Maintenance	Parks, gardens, street trees and reserves are appropriately managed according to their need and use	<ul style="list-style-type: none"> <li>▪ Street trees maintained to be safe and not interfere with powerlines</li> </ul>	
Emergency Water Supplies	The organisation, assets and finances of the Shire are managed responsibly	<ul style="list-style-type: none"> <li>▪ Alternative non potable water supplies to supplement needs (road, town gardening, agriculture, emergency)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Preserve the Caron Dam - roofing and structure repairs</li> <li>▪ Perenjori non-potable water supply</li> </ul>
Waste Management	Waste management services are provided efficiently and sustainably	<ul style="list-style-type: none"> <li>▪ Weekly rubbish collection</li> <li>▪ Waste Oil Facilities</li> <li>▪ Bulk Rubbish/Verge Side Collection</li> <li>▪ Refuse Sites at Perenjori and Latham</li> </ul>	<ul style="list-style-type: none"> <li>▪ Participate in regional strategic waste management project and explore opportunity for recycling</li> </ul>

Asset Planning and Management	The organisation, assets and finances of the Shire are managed responsibly	▪ Asset Management Plans (to be developed)	▪ Asset Management Plans developed with renewal schedules ▪ Ensure ongoing maintenance and renewal of existing facilities
-------------------------------	----------------------------------------------------------------------------	--------------------------------------------	------------------------------------------------------------------------------------------------------------------------------

## Major projects

Major capital projects arising from the service plan summary above are listed in the table below. The projects are shown in the order in which they will be pursued.

Major Capital Projects	First	Second	Third
Re-roofing Caron Dam	Completed		
Community Hub Planning and Design	Completed		
Community Hub Construction			
2 x 3x2 bedroom house2		Completed	
2x Caravan Park chalets			
Refurbishment of Perenjori Oval public toilets			Completed
Upgrade of Camp Kitchen		Completed	
Refurbishment of ablutions at Caravan Park			
Review of future of Latham Hall			
Dump Point at RV Parking near Pavilion			Completed
Pavilion Coolroom		Completed	
Replacement of Town Hall roof			Completed
Airconditioning in Town Hall			Completed
Installation of solar panels on Council properties		Completed	
Construction of shelter at Cemetery		Completed	

Installation of solar lights at Latham Community Centre		Completed	
Solar street lighting of North Rd from Downer St to Crossing St	Completed		
Landscaping along Fowler St	In Progress		

The following road projects are intended to be undertaken in 2024/25.

Road Projects	Description
Warriedar Coppermine Road	SLK 6.5-7.3
Syson Rd	Reform and resheet SLK 6.00-9.00
Carnamah Perenjori Road	Reseal SLK 21.39-23.42
Oversby Road	Resheet
Grant Road	Resheet
Hill Road	Resheet
Crossing Street	Reconstruct and reseal
Iona Road	Reseal
Lochada Road	Resheet
Bowgada Road	Return to gravel
Boundary Road	Midwest Secondary Grain Freight Route
Hill Road	Midwest Secondary Grain Freight Route

## RESOURCING THE PLAN

The reviewed plan requires a rate increase of 5% in year 3 (2024/25). The Shire is borrowing for the housing project and may undertake a further loan for the community hub, depending on cost.

The Shire's Long Term Financial Plan was reviewed in 2022/23. The objective of the Shire's financial planning and management is to ensure that the community's assets are able to be sustainably maintained and renewed (and replaced at the end of their life), and that services can be delivered reliably, at a level that is affordable to the community and meets their needs.

# RESOURCING THE PLAN

## Projected Income Statement

	2024/25	2025/26	2026/27	2027/28
<b>Revenues</b>				
Rates	3,440,707	3,493,164	3,633,164	3,778,491
Grants, subsidies and contributions	3,358,295	3,389,372	3,508,000	3,630,781
Fees & charges	875,155	799,960	827,969	856,935
Interest earnings	155,000	43,703	44,562	45,440
Other revenue	227,680	197,350	204,258	211,406
Profit on asset disposal	0	0	0	0
	<b>8,056,837</b>	<b>7,923,811</b>	<b>8,217,943</b>	<b>8,523,053</b>
<b>Expenses</b>				
Employee costs	(3,850,000)	(3,606,290)	(3,732,511)	(3,863,148)
Material & contracts	(2,400,500)	(2,217,457)	(2,217,457)	(2,328,333)
Utility charges	(383,407)	(316,234)	(327,303)	(338,753)
Depreciation	(5,416,821)	(3,843,660)	(3,978,189)	(4,117,425)
Finance costs	(76,000)	(91,832)	(85,287)	(78,264)
Insurance	(208,551)	(188,333)	(194,924)	(201,748)
Other expenditure	(264,398)	(300,151)	(310,654)	(321,524)
	<b>(12,599,677)</b>	<b>(10,458,353)</b>	<b>(10,846,325)</b>	<b>(11,249,195)</b>



# STRATEGIC RISK MANAGEMENT

Risk	Risk Controls
Core changes to role of Local Government and/or funding	<ul style="list-style-type: none"> <li>▪ Long Term Financial Plan</li> <li>▪ Lobbying and advocacy</li> <li>▪ Community engagement</li> </ul>
Breakdown in relationship between Shire President/Council and CEO	<ul style="list-style-type: none"> <li>▪ Code of Conduct and relevant policies</li> <li>▪ Regular meetings CEO/Shire President</li> <li>▪ CEO performance review process</li> <li>▪ Councillor induction and training</li> </ul>
Breakdown in relationships amongst Councillors	<ul style="list-style-type: none"> <li>▪ Code of Conduct and relevant policies</li> <li>▪ Councillor induction and training</li> </ul>
Lack of community awareness and engagement with Council's direction	<ul style="list-style-type: none"> <li>▪ Communications and community engagement</li> </ul>
Lack of available skilled contractors/suppliers	<ul style="list-style-type: none"> <li>▪ Tender and Procurement Process</li> <li>▪ Workforce Plan (bring more trades in-house)</li> </ul>
Increased contractor and/or materials costs putting pressure on capital program	<ul style="list-style-type: none"> <li>▪ Long Term Financial Plan</li> <li>▪ Asset Management Plans</li> <li>▪ Budget process</li> <li>▪ Rigor of project management</li> </ul>
Employee cost rises above assumption	<ul style="list-style-type: none"> <li>▪ Long Term Financial Plan</li> <li>▪ Workforce Plan</li> <li>▪ Budget process</li> </ul>
Reduced external grants/funding	<ul style="list-style-type: none"> <li>▪ Long Term Financial Plan</li> <li>▪ Budget process</li> <li>▪ Lobbying and advocacy</li> </ul>
Misappropriation of funds	<ul style="list-style-type: none"> <li>▪ Policies and Procedures</li> <li>▪ Audit controls</li> </ul>
Low business growth	<ul style="list-style-type: none"> <li>▪ Economic development facilitation</li> <li>▪ Long Term Financial Plan</li> </ul>
Lack of available skilled staff	<ul style="list-style-type: none"> <li>▪ Workforce Plan</li> </ul>
High staff turnover	<ul style="list-style-type: none"> <li>▪ Workforce Plan</li> </ul>
Disasters i.e. COVID 19 re-emergence/other pandemic/bushfire/flood/storm	<ul style="list-style-type: none"> <li>▪ Council policies and management policies, Local Emergency Management Risk Mitigation, Planning, Response and Recovery Arrangements</li> </ul>

## SUCCESS MEASURES

The Council will closely monitor the implementation of the Plan. The following measures have been chosen to give a good indication of the success of the Plan. The financial and asset ratio targets are based on guidelines provided by the Department of Local Government, Sport and Cultural Industries. Note that these are currently under review by the Department and will be updated if they are revised.

### Outcome Indicators

Outcome Indicators	Desired Trend/Target
An inclusive community and a great place to live for all ages and stages of life	
Population growth	Increasing
Volunteering	Increasing
Community satisfaction with the Shire of Perenjori as a place to live	Increasing
Eco-friendly, attractive and well-maintained towns, surrounded by outstanding natural beauty, landscapes, flora and fauna to be protected and enjoyed	
Community satisfaction with the presentation of the townsites	Increasing
Community satisfaction with Shire roads	Increasing
A diverse economy, with flourishing businesses offering a suite of trades, services and retail offerings	
Number of businesses	Increasing
Caravan Park occupancy	Increasing
A strong and diverse Council working closely with the proactive and involved community	
Community satisfaction with communication and engagement	Increasing

### Key Program/Service Indicators

Key Program/ Service Indicators	Desired Trend/Target
Overall community satisfaction with the performance of the Shire	Increasing
Capital program delivery	85% on time on budget
Responsiveness	Customer service charter to be set

## Financial Management

Financial Management Indicators	Desired Trend/Target
Operating Surplus Ratio – The extent to which revenues raised cover operational expense only or are available for capital funding purposes.	≥0.01
Current Ratio – The liquidity position of a local government that has arisen from the past years' transactions.	≥1.0
Debt Service Cover Ratio – The ratio of cash available for debt servicing to interest, principal and lease payments.	≥2.0
Own Source Revenue Coverage Ratio – An indicator of a local government's ability to cover its costs through its own revenue efforts.	≥0.4

## Asset Management

Asset Management Indicators	Desired Trend/Target
Asset Consumption Ratio – The ratio highlights the aged condition of the local government's stock of physical assets.	≥0.5
Asset Sustainability Ratio – This measures the extent to which assets managed by the local government are being replaced as they reach the end of their useful lives.	≥0.9
Asset Renewal Funding Ratio – This indicates whether the local government has the financial capacity to fund asset renewal as required and can continue to provide existing levels of services in future, without additional operating income; reductions in operating expenses; or an increase in net financial liabilities above what is currently projected.	≥0.75

## Workforce Management

Workforce/ HR Management Indicators	Desired Trend/Target
Employee pride and willingness to recommend Shire as a place to work	Increasing
Workers Compensation claims	Decreasing

### 13.3 QUARTERLY REPORT – COUNCIL PLAN

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM 0618
<b>Date:</b>	25 July 2024
<b>Disclosure of Interest:</b>	
<b>Voting Requirements:</b>	Simple Majority
<b>Author:</b>	Nola Comerford – Manager Corporate and Community Services
<b>Responsible Officer:</b>	Paul Anderson – Chief Executive Officer
<b>Attachments:</b>	<a href="#">13.3.1 - Quarterly Report Council Plan</a>

#### Summary

For Council to consider endorsement of the Strategic Community Plan/Corporate Business Plan (Council Plan) quarterly report.

#### Background

Council adopted the Strategic Community Plan and Corporate Business Plan (Council Plan) at the August 2022 Ordinary Council Meeting. A desktop review has been undertaken on the Plan which is presented to Council in this Agenda.

Section 5.56(1) of the *Local Government Act 1995* requires all local governments to have a plan for the future of the district, and under the Local Government (Administration) Regulations 1996, all local governments are required to have adopted two key documents – a Strategic Community Plan and a Corporate Business Plan. Together these documents drive the development of the local government’s budget.

The Integrated Planning and Reporting Framework and Operational Guidelines (2016) issued the Department of Local Government, Sport and Cultural Industries (DLGSC), which guide the Strategic Community Plan and Corporate Business Plan process, require that regular monitoring and reporting of these plans are undertaken. Quarterly updates form part of this key reporting process.

#### Statutory Environment

*Local Government Act 1995 s5.56:*

5.56 Planning for the future

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

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

*Local Government (Administration) Regulations 1996*

(3) A local government is to review the current strategic community plan for its district at least once every 4 years.

#### Policy Implications

Nil

#### Consultation

Paul Anderson – Chief Executive Officer

Marty Noordhof – Manager Infrastructure Services

#### Financial Implications

The cost of projects and actions contained within the Quarterly Report are as per the Annual Budget 2023/24.

#### Strategic Community Plan

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

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

#### Officer Comment

The Quarterly Report is designed to provide information on the progress and milestones of key goals in the Council Plan 2022-2032.

**OFFICER RECOMMENDATION**

**Council Resolution Number:**

**Moved:**

**Seconded:**

**That Council receives the achievements against the actions in the Quarterly Council Plan for the period ending 30 June 2024.**

**Motion put and carried / lost**

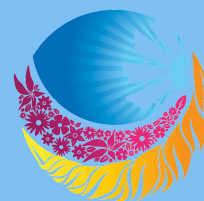
**For:**

**Against:**

[Next Item](#)

# COUNCIL PLAN

**FINAL REPORT**



**Perenjori**

Embrace Opportunity

**JULY 2023 - JUNE 2024**



**Perenjori**

Embrace Opportunity





## Performance against the 2023-2033 Council Plan

### STRATEGIC DIRECTION

The strategic direction for the plan is driven by the community. It covers the things that the Shire is directly responsible for, as well as things that others are responsible for (such as Federal or State Government, industry, or other stakeholders).



### VISION

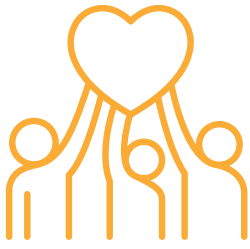
Our community is strong and growing.

We create our own future with imagination and energy.

We are proud of this place we call home and welcome visitors to share in its outstanding natural beauty.



# Other Progress



## Goal 1 - Social

An inclusive community and a great place to live for all ages and stages of life.

### Strategic Objectives

#### **The community is active and has access to a range of sport and recreation facilities.**

- An estimate of 200,000 litres of water per week pumped from North Rd bore tanks to maintain improved conditions of town oval and hockey field .
- The Aquatic Centre had an average of 36 visitors per day.
- Free use of Gym being utilised by community members.
- Free entry to Aquatic Centre has encouraged greater use of the facility.
- Installation of new matting and equipment at Perenjori Gym.
- The Aquatic Centre hosted Perenjori Primary School faction carnival and interschool carnival.
- Council introduced free bus hire fees for community groups up to 300km return trip.

#### **Community life is enhanced and nurtured with well supported clubs, community groups, and essential volunteer-based services.**

- Employee support for St John Ambulance training.
- Liaison with RSL WA in utilising the Perenjori RSL building for Arts & Crafts Group.
- Community Emergency Services Manager (CESM) conducted Bushfire Brigade training.
- Council commitment of 2024/25 Budget funds to support Community Sport and Recreation Facilities Fund application from Latham Golf & Bowling Club for the purposes of installation of a new bowling green.
- Citizen of the Year awards presented at the Australia Day celebrations in January 2024.
- Facilitation of the Mt Gibson Public Benefit Trust which provided \$88,234 in community grants.

#### **The community is accessible for and inclusive of people with disability.**

- Accessible housing units built in Russell Street, Perenjori.
- Accessibility options available on Shire of Perenjori and Visit Perenjori websites.
- Ramp installed at Council residential property to enable disabled access.
- Receipt of Disability Access and Inclusion Plan (DAIP) report received which includes Shire of Perenjori statistics.

#### **Young people are engaged in pro-social activity and civic life.**

- Provision of extended Aquatic Centre hours.
- Financial assistance for annual Halloween town walk and disco.
- Ongoing support for Blue Light activities in provision of venue.
- Commencement of 'No Pool No School' initiative to encourage school attendance.
- Contribution of \$5,000 towards children's entertainment at the 2023 Agricultural Show.
- Young people engaged to provide input for design of murals proposed for the old Telstra building in Fowler St.
- Annual sponsorship of achievement awards for Perenjori Primary School.



# Goal 1 ...continued

## Strategic Objectives

### **Early childhood services are provided in support of workforce participation and educational outcomes.**

- Assisted with promotion of advertising for early educators for Regional Early Education & Development (REED).
- Provision of partially furnished council house for REED staff.

### **Gaps in medical, allied health services, and other community services are filled where possible to meet the needs of the local population.**

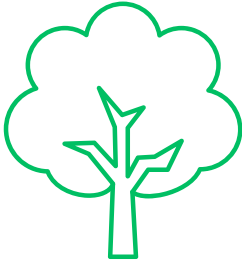
- Facilitated a Well Women's Clinic.
- Visiting Physiotherapist located in Council building.
- Ongoing assistance to Perenjori Medical Centre.
- Ongoing advocacy for the provision of allied health services in Perenjori.

### **Seniors are valued and supported to age in place.**

- Support for weekly seniors' morning tea at the Lodge.
- Ongoing advocacy for Home and Community Care services.
- Met with representatives of Staying in Place - an organisation designed to assist seniors in remaining in their own homes.
- Support for weekly seniors' morning tea at the Lodge.
- A Seniors and Volunteers' Dinner was held at the Perenjori Pavilion, supported by funding through Council Budget, Centre of the Aged (COTA), and Volunteers WA.

### **Emergency management and associated community liaison and education activities are undertaken to protect the community and minimise harm from disasters.**

- A Local Emergency Management Committee (LEMC) meeting was held to review the Local Emergency Management Arrangements, endorsed by Council.
- Finalisation of DFES cyclone-recovery caravan accommodation for contractors project.
- Local Operational Recovery Plan adopted by Council.
- Desktop exercise undertaken by LEMC members.
- Fire hazard inspections undertaken by Community Emergency Services Manager (CESM) and Ranger, and landowners notified if improvements are required.



## Goal 2 - Natural & Built Environment

Eco-friendly, attractive and well-maintained towns, surrounded by outstanding natural beauty, landscapes, flora and fauna to be protected and enjoyed.

### Strategic Objectives

#### **Public health, safety and amenity standards are upheld.**

- Adoption by Council of the Local Emergency Management Arrangements and Recovery Plan.
- Engagement of new IT provider for Medical Practice.

#### **Land use and building regulations are designed and administered to meet the current and future needs of the community.**

- A buy-back offer has been extended to Lot 160 England Crescent as per Council Budget and Council resolution.
- Monthly EHO visits to the Shire to assist the community in environmental health compliance.
- Adoption by Council of a Local Planning Policy on Tree Farms.

#### **The Shire's buildings and leases are administered to an appropriate standard for the benefit of the community according to their need and use.**

- Lease Agreement undertaken between the Shire of Perenjori and Perenjori Sports Club.
- Cancellation of a residential lease agreement to protect Council assets.
- Annual housing inspections conducted by external property agents.
- Annual building maintenance inspection and program undertaken.
- Council endorse construction of housing and a 10-year lease for Government Regional Officer Housing.
- Building Maintenance Officer employed.
- Monthly EHO visits to the Shire to assist the community in environmental health compliance.

#### **Local Aboriginal and non-Aboriginal stories, structures and places of interest are acknowledged, preserved and promoted as appropriate.**

- Inclusion of an Aboriginal Interpretive site in the Perenjori Townscape Plan.

#### **Waste management services are provided efficiently and sustainably.**

- Weekly disposal service with licensed waste provider.
- Regular maintenance at waste disposal sites.
- Fencing at Perenjori tip completed.
- Tyre recycling undertaken at Perenjori Tip.
- Gate installed at Perenjori Tip.

# Goal 2 ...continued

## **Roads, footpaths and drainage are appropriately managed according to their need and use.**

- Maintenance carried out in line with the sealed roads program.
- Unsealed roads maintained regularly by fleet of graders.
- Training undertaken in worksite traffic management and traffic control by relevant personnel.
- Sealing of Fowler St standpipe truck bay.
- Ongoing clearing of overhanging roadside vegetation for road users' safety.
- Line marking undertaken on the Perenjori-Carnamah Rd.
- Resheeting program reviewed for next 3 years.
- A request for tender accepted by Council for the Mid West Secondary Grain Freight Route.
- Sealed pavement repair contract awarded to tenderer.

## **Parks, gardens, street trees and reserves are appropriately managed according to their need and use.**

- Additional staff employed for the Parks & Gardens team.
- Kerbing installed on Fowler Street, along with backfill and mulching.
- Planting throughout townsite to beautify and provide green space.
- Town oval and hockey field in greatly improved condition.
- Townscape Committee meeting minutes and plans presented to Council for endorsement.

## **The provision of cemeteries reflects community needs, heritage values, and a peaceful natural environment.**

- Ongoing grounds work undertaken.
- Gazebo installed with funding provided through the LRCI program.
- Cracker dust spread to delineate Perenjori Cemetery carpark.
- Wheel stops and car bay strips installed in parking area.



# Goal 3 - Economic

A diverse economy, with flourishing businesses offering a suite of trades, services and retail offerings.

## Strategic Objectives

### **Opportunities are maximised to promote economic growth and local development.**

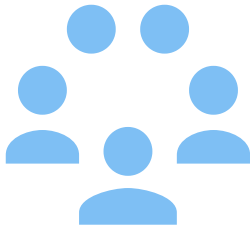
- Shire officers met with Aurizon representative to discuss accommodation package for future iron ore rail program.
- Supported the Perenjori Hotel with Grand Reopening following repairs from Cyclone Seroja damages.
- Fenix Resources presented to Council on iron ore haulage operations.
- Terra Mining, Asia Iron and Aurizon met with Council to discuss plans and requirements for Extension Hill project.
- Two 3 x 2 houses were constructed to add to Council housing stock for staff and/or private rentals.
- Funding of \$500,000 was received through the DFES Cyclone Seroja Local Government Resilience Fund to be allocated towards the construction of a community hub.
- Approval of funding of \$571,756 was received from the Local Roads and Community Infrastructure Program (LRCI) for the construction of a community hub.
- Provision of housing for Community Resource Centre Manager.
- Provision of housing for Government Regional Officer Housing (GROH) for a Police Officer.
- Presentation to Council from Cooperative Bulk Handling (CBH) regarding upgrades to facilities and future grain outloading plans.
- Presentation to Council from Western Power on planned upgrades.
- Representatives from tree farm entity presented to Council on plans to purchase land within the shire.
- Provision of housing for Regional Early Education and Development (REED) to accommodate a team leader for the early learning centre.
- A Tender was accepted for the Design and Construction of a Supermarket.
- Advertising commenced for expressions of interest in leasing and managing the new supermarket.

# Goal 3 ...continued

## Visitors are welcomed and well-catered for.

- Council and staff representatives attended a Wildflower Country meeting to discuss future of tourism group.
- Implementation of 'Storytowns' - an audio production app showcasing stories from local Perenjori and Latham storytellers.
- Installation of new barbecue to the Caravan Park Camp Kitchen.
- A UWA Intern utilised to develop video footage showcasing Perenjori lifestyle, people and stories.
- Upgrades to Caravan Park footpaths to enable disabled access.
- Annual budget allocation to staff a part time Tourist Centre officer during wildflower season.
- Content supplied for Australia's Golden Outback 2024 planner.
- Continued financial membership of Australia's Golden Outback.
- Promotion of Astrotourism through public events and social media updates.
- Council-owned Caravan Park upgrades to Chalets, increased garden maintenance.
- Employment of a new Caravan Park Manager and casual groundsman.
- Installation of master key system for Caravan Park.
- Installation of giant chess board at Caravan Park.
- Reinstallation of Eco 1 house as Caravan Park accommodation.
- Upgrades to septic system for whole of Caravan Park.
- New hot water systems installed at Caravan Park.





## Goal 4 - Governance & Leadership

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

### Strategic Objectives

#### **The community is well-informed and engaged.**

- Regular social media and website posts of roadworks, events and projects.
- Significant promotion of local government election.
- Rates Information Booklet containing relevant budget information included with annual Rates notices.
- Monthly update of on-hold messages for phone system.
- Annual Electors Meeting held in accordance with the *Local Government Act 1995*.

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

- Council Meeting Agendas and Minutes published on Shire website.
- Public submissions invited for Council consideration for inclusion in Annual Budget.

#### **The Shire advocates and partners effectively on behalf of the community.**

- Council met with mining haulage contractor to be provided information on future haulage considerations.
- Telstra representative met with Elected Members and staff to advise on future upgrades and fault management.

#### **The Shire works proactively with the Traditional Owners regarding sites and other matters of significance to the Badimia people.**

- Badimia representative undertook Welcome to Country at Australia Day celebrations.

#### **People receive a high standard of customer service in their dealings with the Shire.**

- Workplace assessments undertaken for outside staff.
- Staff training schedule implemented to provide best practice delivery to the community.
- Job Descriptions updated as required.
- Annual Performance Reviews conducted for all staff members.
- 3-month and 6-month probationary reviews conducted for new staff members.

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

- Implementation of MEX software to streamline the Shire's maintenance and asset management practices.
- Capital works program undertaken in accordance with Council Budget.
- Housing valuations undertaken by Landgate.
- Annual audit undertaken in order with compliance regulations.
- Budget Review undertaken in accordance with Section 33A of the *Local Government (Financial Management) Regulations 1996*.
- Archive Room installed with shelving and records transferred from external storage.
- Engagement of full time in-house Finance Manager .
- Compliance Audit Return adopted by Council and submitted to the Department of Local Government, Sport and Cultural Industries.
- Transition of banking services following Bankwest closure.
- Placed in the Top-20 of local government audits 22/23 by the Office of the Auditor General.
- Annual Phishing Campaign undertaken by IT provider to test cyber security.

# Capital Expenditure - 2023/24

2023/24 CAPITAL WORKS PROGRAM	
<b>Governance</b>	<b>Road Program</b>
Altus Payroll	Warriedar Copper Mine Rd SLK 5.2-7.3 final seal
Altus Bank Red Application	Syson Rd SLK 30.00-33.05
Library Software	Carnamah Perenjori Rd SLK 0.00-5.20
Printer Depot Admin	Warriedar Copper Mine Rd SLK 3.00-5.2 final seal
Archive Room fit-out	Warriedar Copper Mine Rd SLK 6.5-7.30
Master Key System	Taylor Rd SLK 5.6-22.35
Aged Units x 2 – 42 Russell St	Loading St SLK 0.00-0.66 Stage 1
Caravan Park Village key system	Midwest Secondary Grain Freight Network
Fencing of Perenjori Tip	Sealing of Cemetery carpark
Community Hub project	
Dump Point surrounds	<b>Plant Replacement Program</b>
Purchase of industrial land	Toyota Prado CEO vehicle
Caravan Park furniture and equipment	Small/med hybrid Finance Manager
	New Backhoe Loader
<b>Unfinished Projects from 22/23 Budget</b>	Prime Mover Hino Motors C/F PO 8959
Perenjori Hall roof retention expense	Mitsubishi Triton 4 door C/F 9034
Perenjori Oval water project	Mitsubishi Triton GLX MR6W20 C/F PO 9035
Refurbishment of Perenjori oval toilets	Mitsubishi Triton GLX MR6W20 C/F PO 9036
Fowler St landscaping	Mitsubishi Triton GLX MR6W20 C/F PO 9037
Construction of shelter at Cemetery	Isuzu D-Max MT23 4x4
Solar lights at Latham Community Centre	Isuzu D-Max MT23 4x2
Solar lights at Cemetery	New 2WD utility
Solar lights North Rd (townsite)	Multi-tyre roller attachment
Perenjori Evacuation Centre upgrade	New Holland Tractor (Gardeners)
Perenjori Town Water project	Slasher – Latham Golf Club
Static Water Supply (DFES)	

# Capital Works Highlights - 2023/2024

## COMPLETED

### Caron Dam

Funded through the Department of Water and Environmental Regulation, installation of a water tank and solar pump at Caron Dam will provide safe access to water for fire fighting trucks and roadworks crew. The dam has limited accessibility and, dependent on the level of the water, can also create safety issues which has led to the installation of the tank.

This project enhances the recent repairs to the Caron Dam roof which provides a safer and water-saving resource.



## COMPLETED

### Aged Units

Funded through the State Government's Social Housing and Economic Recovery Program (SHERP), this \$812,933 project will deliver additional housing options to local senior community members to enable them to remain living in the community for longer. Construction including landscaping and fencing was completed in March. Council will consider tenant applications at the May 2024 Ordinary Council Meeting.





## COMPLETED

### Council Housing

Allocation of \$1,200,000 was made in the 2023/24 Annual Budget for two 3 x 2 houses, which includes funding of \$200,000 received through the DFES Cyclone Serorja Community Resilience Fund. The modular houses were delivered in December 2023 and are located at 5 Hirshauer Rd and 25 Timmings St within the Perenjori townsite. Shire staff are project managing finishing construction including fencing, plumbing, concrete surfaces and landscaping.



## IN PROGRESS

### Archive Room

In accordance with the 2023/24 Annual Budget, internal fit-out of the Archive Room has commenced with construction of shelving and transfer of archive boxes from external storage. Installation of Compactus units and additional shelving will complete the construction program.



## COMPLETED

### Perenjori Town Oval Water Project

Funded by the Community Sports and Recreation Facilities Fund (CSRFF), this project involved the installation of bore water irrigation system at the Perenjori town oval and hockey field.



## COMPLETED

### Cemetery Upgrades

Funded through the Federal Government's Local Roads & Community Infrastructure Program, the Perenjori Cemetery project included installation of a gazebo and upgrades to the carpark with cement stabilising, wheel stops and car bay delineators.



### 13.4 MT GIBSON PUBLIC BENEFIT TRUST

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM 0131
<b>Date:</b>	25 July 2024
<b>Disclosure of Interest:</b>	
<b>Voting Requirements:</b>	Simple Majority
<b>Author:</b>	Nola Comerford – Manager Corporate and Community Services
<b>Responsible Officer:</b>	Paul Anderson – Chief Executive Officer
<b>Attachments:</b>	Nil

#### Summary

For Council to consider the future of the Mt Gibson Public Benefit Fund.

#### Background

Mt Gibson Mining (MGM) exported iron ore from Exploration Hill to the railway siding to the south of the Perenjori townsite between 2008 and 2022. The haulage route utilised roads within the Shire of Perenjori which, after negotiations between the Shire and MGM, led to agreements being entered into as compensation and goodwill.

In 2008, the Shire of Perenjori entered into a Public Benefit Agreement (PBA) with Mt Gibson Mining in which MGM agreed to contribute \$50,000 (fifty thousand dollars) every 6 months to a Public Benefit Fund (PBF). The purpose of the fund was to provide financial assistance for the public benefit of the citizens of Perenjori. As per the agreement, a committee was established to manage the distribution of the funds through assessing funding applications from the community and making a decision based on a majority vote. The committee was comprised of:

- a) the Shire President or in his/her absence, the Shire Deputy President;
- b) a resident living within the jurisdiction of Perenjori, as selected by the Shire of Perenjori; and
- c) a Mt Gibson Mining representative.

In June 2023, Mt Gibson divested its mining operations at Extension Hill and the final Public Benefit Fund payment of \$50,000 was made in the fourth quarter of the 2023/24 financial year.

Due to Mt Gibson Mining's discontinuance of mining activity in the Perenjori district, a representative for MGM has not attended committee meetings held to vote on funding applications since 2022, and it is unlikely that anyone from MGM will attend future meetings. Feedback from MGM regarding this agenda item is as follows:

Hi Nola,

My understanding is that as long as the 3 nominate parties (The Shire President, a resident & MGX) agree, and it is a public benefit for the citizens of the Shire of Perenjori then payments can be issued.

MGX thinks this is a great initiative and wholly agree that the balance of the PBF can be used in this way.

Please keep up us informed with how you decide to distribute the funds, and please let me know if there is anything further we can do to assist.

Kind Regards,

**Amy Baker** | Senior Coordinator - Operations  
**Mount Gibson Iron Limited**  
**West Perth Office**

#### Statutory Environment

*Local Government Act 1995 6.15(1)(ii)*

### **Policy Implications**

Nil

### **Consultation**

Paul Anderson – Chief Executive Officer

### **Financial Implications**

Potential reallocation of Council budget funds.

### **Strategic Community Plan**

Goal 1: An inclusive community and a great place to live for all ages and stages of life.

1.2. Community life is enhanced and nurtured with well supported clubs, community groups, and essential volunteer-based services.

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

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

### **Officer Comment**

Since commencement of the agreement with Mt Gibson Mining, \$997,677 (nine hundred and ninety seven thousand, six hundred and seventy seven dollars) has been granted to community groups within the Shire of Perenjori. \$251,889 (two hundred and fifty one thousand, eight hundred and eighty nine dollars) remains in the Fund. At the most recent PBF committee meeting, a discussion was held regarding utilising the remaining funds as a single significant project to leave a lasting legacy of the program.

Council is requested to determine the future of the Public Benefit Fund with suggested options being:

- Retain existing structure whereby community groups submit funding applications to the Public Benefit Fund for consideration by the committee. Committee to consist of an Elected Member, a member of the public, and a Shire Officer.
- Utilise remaining funds to invest in a significant project as determined by Council following community consultation. Examples of major projects:
  - Upgrade of Latham Community Bus
  - Upgrade of Perenjori Community Bus
  - Contribution to upgrade of Perenjori Bowling Green surface
  - Contribution to resurfacing of Perenjori Tennis Club courts
  - Renovation of Perenjori Town Hall kitchen
  - Installation of Pumptrack

### **OFFICER RECOMMENDATION**

#### **Council Resolution Number:**

**Moved:**

**Seconded:**

#### **That Council:**

1. **Resolve to continue to administer the Mt Gibson Public Benefit Fund, until funds are exhausted, in accordance with the Public Benefit Fund agreement with the exception of committee member requirements. A new committee will be formed to administer the funds consisting of:**

1. **An Elected Member**
2. **A community representative as selected by Council**
3. **A Shire of Perenjori Officer**

**OR**

2. **Request the Chief Executive Officer to conduct community consultation on potential significant projects utilising the remaining balance of the Mt Gibson Public Benefit Fund of \$251,889 (two hundred and fifty one thousand, eight hundred and eighty nine dollars).**

**OR**

- 3. Resolve to utilise the remaining balance of the Mt Gibson Public Benefit Fund of \$251,889 (two hundred and fifty one thousand, eight hundred and eighty nine dollars) on a project chosen by Council, being \_\_\_\_\_.**

**Motion put and carried / lost**

**For:**

**Against:**

[Next Item](#)

### 13.5 IMPLEMENTATION OF 'OWL FRIENDLY' PRINCIPLES AND PRACTICES

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	Nil
<b>Date:</b>	25 July 2024
<b>Disclosure of Interest:</b>	
<b>Voting Requirements:</b>	Simple Majority
<b>Author:</b>	Nola Comerford – Manager Corporate and Community Services
<b>Responsible Officer:</b>	Paul Anderson – Chief Executive Officer
<b>Attachments:</b>	<a href="#">13.5.1 - Owl Friendly Flyer for Gardeners</a> <a href="#">13.5.2 - Pet Friendly Rodent Control Flyer</a> <a href="#">13.5.3 – Presentation by Just Raptors, Geraldton</a>

#### Summary

For Council to consider endorsement for the Shire of Perenjori to become an 'Owl Friendly' local government.

#### Background

Second generation anti-coagulant rodenticides (SGARs) represent the bulk of products available for use without restriction at supermarkets and hardware stores to manage rodent issues for homes, businesses and agriculture. Many people are not aware of the danger they pose to our wildlife and pets, even when used in accordance with packaging information. World-wide SGARs have been found to debilitate and kill a wide range of wildlife from access to the baits and in 'secondary poisoning' of wildlife that eat live and dead rodents and other wildlife that have eaten bait. These 'one-dose-kills' poisons take months to metabolise in baited animals and in animals that ingest the poison through secondary pathways. Animals that eat these 'one-dose-kills' baits still take days to die, in which time they can eat multiple doses and expose diurnal as well as nocturnal predators and scavengers to poison.

Wildlife at risk from SGARs include all marsupials and birds attracted to grain-based baits and all diurnal and nocturnal marsupials and birds that feed on dead and dying animals that have accessed the bait. Nocturnal birds at risk through direct and non-direct ingestion include the Masked and Barn Owls, Boobook and Tawny Frogmouth.

The active ingredients in first-generation anticoagulant rodenticides (FGARs) are blood-thinners such as warfarin and coumatetralyl that require multiple doses to be lethal since they readily metabolise. This means that live and dead rodents and other animals that ingest the poison contain very low residues. Use of such baits significantly decreases the risk of secondary poisoning of wildlife and pets, while greatly increasing the likelihood of recovery when treated. There is no evidence that rodents anywhere in Australia have evolved resistance to FGARs, and even in countries where this is the case such as Britain, Canada and the USA, governments are acting on scientific evidence of widespread impacts on wildlife to severely restrict or ban use of SGARs.

#### Statutory Environment

Nil

#### Policy Implications

Nil

#### Consultation

Paul Anderson – Chief Executive Officer

#### Financial Implications

The minimal funds required would be allocated towards marketing and printing of promotional information.

#### Strategic Community Plan

Goal 2: Eco-friendly, attractive and well-maintained towns, surrounded by outstanding natural beauty, landscapes, flora and fauna to be protected and enjoyed.

#### Officer Comment

Second-generation anti-coagulant rodenticides represent the bulk of products available at supermarkets and hardware stores, and many people may not be aware of the danger they pose to our wildlife and pets.

Non – second-generation anticoagulant rodenticides metabolise quickly and so dead animals contain very low residues of poison. This method significantly decreases the risk of secondary poisoning of wildlife and pets.

Provision of information on the impact of SGARs and safer alternatives to community members would assist in creating awareness of the secondary poisoning which may then inform their decision-making when purchasing rodenticides.

Ultimately, placing restrictions on sale and use of SGARs is the responsibility of the Australian Pesticides and Veterinary Medicines Authority (APVMA). An APVMA review which commenced with community consultation back in 2020 is not due to be completed until at least 2025. State governments are not taking unilateral action until this review is completed but many local governments are addressing the issue now in order to protect their local wildlife and pets, while anticipating that such action will be a requirement of the APVMA review.

One of Australia’s peak conservation bodies, Birdlife Australia, has developed awareness resources to support community groups and local governments to act locally on this issue, as per the attached examples.

**OFFICER RECOMMENDATION**

**Council Resolution Number:**

**Moved:**

**Seconded:**

**That the Shire of Perenjori investigate ‘Owl Friendly’ principles and practices within the Shire’s areas of responsibility and influence including:**

- 1. Ensuring that rodenticide treatments used by the Shire for protection of its assets are ‘owl friendly’.**
- 2. Specifying rodenticide treatments in commercial pest operator contracts.**
- 3. Supporting engagement activities to educate the community such as:  
> Production of Owl Friendly Perenjori bumper stickers  
> Including Owl Friendly information on Shire of Perenjori website**
- 4. Sourcing and providing information to the community and businesses on owl friendly choices for rodent control.**
- 5. Environment Health Officer providing educational flyers to all food businesses as part of their regular inspections.**

**Motion put and carried / lost**

**For:**

**Against:**

[Next Item](#)

## Better choices if you need to use poison

If you do decide to use rodenticides as a last resort make sure you choose a product that is less harmful to birds, wildlife and pets.

Ensure you purchase products with the active poison ingredients **sodium chloride, warfarin, coumatetralyl, or diphacinone**. Purchase baits that come in block form and ensure they are used in tamper-proof bait stations. Avoid bait pellets or pastes as these can easily be eaten by other animals. Always immediately dispose of any rodent carcasses to prevent harm of pets or wildlife and remember poisoned rodents can remain alive and active for days, so using rodenticides indoors won't prevent them escaping and posing a risk to other animals.

### The following products don't contain SGARs and are commonly available in supermarkets and hardware shops:

- Ratsak Naturals (a human and pet safe bait option)
- Bayer Racumin Rat and Mouse Paste
- Yates RATSAK Double Strength Bait Station



Birds of prey help keep pest rodent numbers down naturally.

## Do not use SGAR products

Packaging for SGARs can be unclear, but as a safe bet avoid products with the ingredients **brodifacoum, bromadiolone, difethialone, difenacoum or flocoumafen**. These include products like Talon, Fast Action RatSak and The Big Cheese Fast Action brands.

For a more comprehensive list of product names and information about how you can help get these poisons off the shelves, **scan this QR code:**



For more information about other products and our campaign go to [actforbirds.org](http://actforbirds.org) or scan this QR code.

IMAGES: GREY BUTCHERBIRD BY GAIL BEHSMAN, BOOBOOK BY ANDREW SILCOCKS, NANKEEN KESTREL BY HEATHER THORNING

### Australia's voice for birds since 1901

BirdLife Australia is dedicated to achieving outstanding conservation results for our native birds and their habitats. With our specialised knowledge and the commitment of an Australia-wide network of volunteers and supporters, we are creating a bright future for Australia's birds.

#### Add your voice

join us

volunteer

donate

[birdlife.org.au](http://birdlife.org.au)

BirdLife Australia  
Suite 2-05, 60 Leicester Street, Carlton VIC 3053  
T 03 9347 0757 | [conservation@birdlife.org.au](mailto:conservation@birdlife.org.au)

ABN 75 149 124 774

# Bird-friendly rodent control for gardeners

Making better choices in our homes



Standing together to stop extinctions

  
**birdlife**  
AUSTRALIA



## Visits from unwelcome pests

**When rats or mice show up uninvited, we often reach straight for the rodent bait. But while we do our best to ensure baits are placed out of the reach of children, pets, and other animals, we rarely think about where rodents go after they've eaten them.**

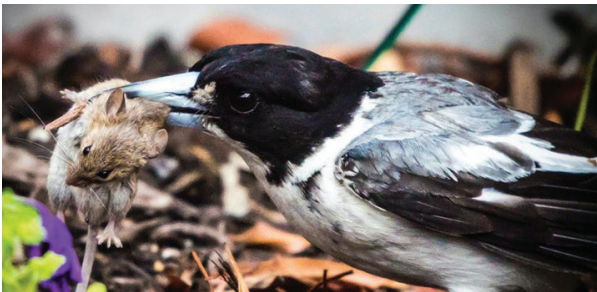
Using rodent baits around our houses and gardens can have a serious impact on the native wildlife and pets around us.

## Make your garden bird-friendly (not rat-friendly!)

Making your house and garden less enticing for rodents to feed, shelter, and nest in is a great way to keep your local native wildlife safe.

### Try:

- Storing excess pet food away from rodents
- Rodent-proofing chicken pens and aviaries
- Sealing potential access points, such as roof and wall cavities
- Removing fallen fruit from trees, and
- Keeping your yard, sheds and garden waste clean and tidy.



**SGARs can kill birds or animals that might eat dead or dying rodents.**



**Deadly impacts for our pets and local wildlife**

## Encouraging native predators to your garden

Having healthy populations of birds of prey helps keep rodent numbers down naturally, another reason to avoid rodenticides.

### Encourage birds in your backyard, by:

- Planting owl-friendly native plants and trees with a good canopy cover (and removing rat-friendly plants like palm trees)
- Installing appropriately designed nest boxes for owls to breed in
- Using snap traps instead of rodent baits. Snap traps are the most humane method of lethal rodent control, but make sure you set them up where pets and children can't access them

## What about my compost heap?

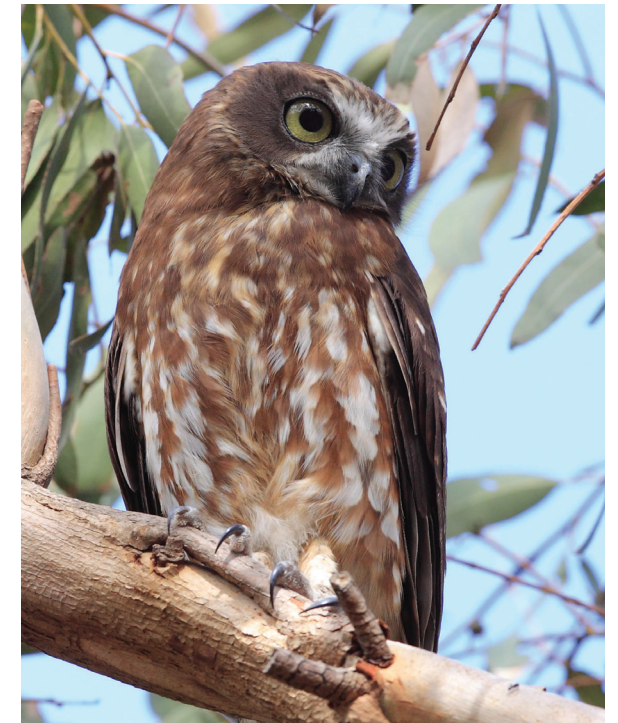
### Rodent proof your compost bin:

- Install vermin mesh or chicken wire on the base
- Keep your compost heap moist and turn it over often, so that it breaks down faster – big chunks on the top are attractive to rats!

## Alternatives to harmful rat and mouse poisons

Snap traps are one of the most humane methods of rodent control, but make sure you set them up where pets and children can't access them. The most effective spots to place snap traps are amongst high-activity areas like dark corners, along walls, behind appliances and objects, and all areas where droppings are evident.

There are also a range of other non-poison traps on shelves to investigate.



**Ensure you immediately dispose of any rodent carcasses to prevent harm to pets or wildlife.**

## Better choices if you need to use poison

**If you do decide to use rodenticides as a last resort make sure you choose a product that is less harmful to birds, wildlife and pets.**

Ensure you purchase products with the active poison ingredients **sodium chloride, warfarin, coumatetralyl, or diphacinone**. Purchase baits that come in block form and ensure they are used in tamper-proof bait stations. Avoid bait pellets or pastes as these can easily be eaten by other animals. Always immediately dispose of any rodent carcasses to prevent harm of pets or wildlife and remember poisoned rodents can remain alive and active for days, so using rodenticides indoors won't prevent them escaping and posing a risk to other animals.

**The following products don't contain SGARs and are commonly available in supermarkets and hardware shops:**

- Ratsak Naturals (a human and pet safe bait option)
- Bayer Racumin Rat and Mouse Paste
- Yates RATSAK Double Strength Bait Station



**SGARs can kill pets or wildlife that eat dead or dying rodents.**

## Do not use SGAR products

Packaging for SGARs can be unclear, but as a safe bet avoid products with the ingredients **brodifacoum, bromadiolone, difethialone, difenacoum or flocoumafen**. These include products like Talon, Fast Action RatSak and The Big Cheese Fast Action brands.

For a more comprehensive list of product names and information about how you can help get these poisons off the shelves, **scan this QR code:**



**For more information about other products and our campaign go to [actforbirds.org](https://actforbirds.org) or scan this QR code.**

IMAGES: POWERFUL OWL BY ANDREW SILCOCKS, NANKEEN KESTREL BY HEATHER THORNING

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ABN 75 149 124 774

# Pet-friendly rodent control

Keep our pets safe.



**Standing together to stop extinctions**

**birdlife**  
AUSTRALIA

## Visits from unwelcome pests

**When rats or mice show up uninvited, we often reach straight for the rodent bait. But how we manage rodent infestations can have deadly impacts for our pets – and local wildlife.**

The most-deadly rodent poisons are known as Second-generation Anticoagulant Rodenticides and are easily purchased from store shelves. These products work by causing internal bleeding and are very harmful for pets if they are accidentally eaten.

These products can kill not only the rats and mice they are targeting, but any bird or animal that might eat a dead or dying rodent. Slow-moving poisoned rodents can take several days to die – making them easy prey for other animals. They also move away from the places they are poisoned – a mouse baited in your roof, likely won't stay up there.



**Ensure you immediately dispose of any rodent carcasses to prevent pets or wildlife from coming to harm.**



**Keep pets and other animals safe**

The best way to keep your household pets and local native wildlife safe is to avoid the need for poison in the first place, by making your house and garden less enticing for rodents.

### **Try:**

- Storing excess pet food where rodents can't get to it
- Rodent-proofing your chicken pens and aviaries
- Sealing potential access points, such as roof and wall cavities
- Keeping your yard and pet areas clean and tidy.

## If you suspect your pet has been poisoned

If your pet is vomiting or coughing up blood, bleeding from the gums or nose or having difficulty breathing, immediately phone your nearest vet or emergency veterinary clinic.

Let your vet know if you think your pet could have been exposed to any rodenticides, including the name of the product and its active ingredients.

## Alternatives to harmful rat and mouse poisons

Snap traps are one of the most humane methods of rodent control, but make sure you set them up where pets and children can't access them. The most effective spots to place snap traps are amongst high-activity areas like dark corners, along walls, behind appliances and objects, and all areas where droppings are evident.

There are also a range of other non-poison traps on shelves to investigate.



**Recent Australian studies have found fatal levels of SGARs in birds of prey, including Southern Boobook owls, Wedge-tailed Eagles, and Powerful Owls.**

INTRO

JUST RAPTORS

# Rehabilitation Centre for Injured Birds of Prey in Geraldton

# 30 years

# 3000 Birds past through Centre

# Wildlife Educator

# Wildlife Mentor

# Ambassador for Australian Wildlife

Today I stand before you to tell you of the devastating effects of 1st and 2nd Generation Anticoagulant Rodenticide, through RODENT BAITs and how you can become an OWL FRIENDLY SHIRE.

This year in particular, it has been nothing short of tragic with the number of OWLS that are coming into care and dying from poisons.

I also wonder how many Animals are dying that we don't see.

Today I'm speaking from a Wildlife Carers point of view, not a Scientist or a Researcher but from what myself and other carers are witnessing.

I have always been aware of the poisons but not to the degree of toxicity we are now seeing. PLEASE RAISE YOUR HAND IF YOU KNOW THE DIFFERENCE BETWEEN 1ST AND 2ND GENERATION BAITs.

1ST GENERATION ANTICOAGULANT RODENTICIDE

Main ingredients are WARFARIN, COUMATETRALYL, DIPHACINONE

This bait is known as MULTIPLE DOSES which means the rodents has to consume several consecutive feeds to be a lethal dose.

The Rodents Body will metabolise the poison quickly therefore less residue left and less chance of 2ND GENERATION Poisoning occurring in the animal that consumed the rodent.

I WOULD LIKE TO POINT OUT THAT WHEN THESE BIRDS COME INTO CARE, WE CAN ADMINISTER VITAMEN K AND THEY HAVE A GOOD CHANCE OF SURVIVAL.

2ND GENERATION ANTICOAGULANT RODENTICIDE

ACITIVE INGREDIENTS

BRODIFACOUM

BROMADIOLENE

DIFETHIALONE

DIFENACOUM

FLOCOUMEFEN

Known as SINGLE DOSE meaning that a SINGLE feed of the Bait is a LETHAL DOSE.

The bait takes longer to digest through the RODENTS body taking up to 3 to 7 days before the Rodent dies, literally A WALKING TIMEBOMB.

Makes it easy for the Animals to prey on as the Rodents are dying a slow painful death.

2ND GENERATION BAITs also works through the food web.

Let me explain.

## 1ST EXAMPLE

- # An insect rubs against, or Eats Baits becomes lethargic
- # Insectivore Animals eats Insect and become poisoned making it easy prey
- # Bird of Prey eats Insectivore Animal and now have become poisoned with death to follow.

## 2ND EXAMPLE

- # Rodents eat Baits and become thirsty
- # Die in water ways or troughs
- # Also, poison laying on ground gets washed into waterways.
- # Animal drinks from now poisoned water ways, troughs etc
- # Animal has now become poisoned.

## ANIMALS AFFECTED

- # Possums
- # Snakes
- # Frogs
- # Fish
- # Carnabys, Corellas, Galahs - basically all Birds
- # Birds of Prey

THESE ABOVE ANIMALS FROM MIDWEST AREA, OTHER ANIMALS FROM PERTH, DOWN SOUTH AS FOLLOWS

- # Bandicoot
- # Chiditch
- # Possums

## AND HOUSEHOLD PETS

Animals are now poisoned and will present following symptoms

- # HAEMORRHAGE Internally and Externally
- # Starvation due to poison in digestive Tract / Gut and or Haemorrhage internally
- # Numerological Signs: Seizures / Lethargic / Blind
- # Respiratory Paralysis
- # Body Paralysis

THESE ARE TO NAME A FEW

THERE ARE NO TREATMENTS AVAILABLE ONLY DEATH.

THE UK HAS NOW AS OF THE 1ST JULY BANNED BROMADIOLENE 2ND GENERATION ANTICOAGULANT RODENTICIDE FROM OPEN AREAS AND RURAL PROPERTIES. AUSTRALIA still sells this heinous product! TIME TO TAKE ACTION.

All Birds of Prey eat Mice and Rats.

Owls, Kites, Kestrels will consume 1200 mice a year each.

WHY ARE WE KILLING OUR NATURAL PREDATORS

ENOUGH IS ENOUGH.

I read an article regarding a Gentlemen by the name Dr Mike Lohr who was researching the deaths of a lot of "Common Boobooks". What his research found was alarming and 73% of Owls he Autopsied had RODENTICIDE in them. This research was based on Metro Perth.

Dr Boyd Wkyes, who is a Conservationist and researcher was also doing research on the Masked Owls and Southern Barking Owls in Margaret River, as their numbers where dwindling. Again the Birds showed RODENTICIDE in the autopsies.

Sadly, it appears that the Southern Barking Owls have been lost.

Together they both realised that the situation was dire and together with Scientists, Researchers, Vets and Wildlife Carers, set up an awareness program called OWL FRIENDLY in Margaret River. The idea was to approach Shires, then Rural Supplies and lastly General Public.

## HOW TO BECOME AN OWL FRIENDLY SHIRE

It is quite simple with 5 simple steps that require change.

# All pest controllers used for Shire Work are to use only 1st Generation Baits. This is also to be drawn up in their contracts.

#All Health Dept Officers are to encourage the usage of 1st Generation Baits to All Foodarys, Caravan Parks, Schools.

# In Areas where demolition work is being carried out and there are Rodents. Only 1st Generation Baits are to be used.

# Social Media platforms eg: Web Page and Facebook to educate the public on 1st and 2nd Generation Baits.

# TO write into the Biodiversity Strategy the benefits of using 1st Generation Baits in regard to our Wildlife.

## THE SHIRES THAT ARE NOW RECOGNISED AS OWL FRIENDLY

Margaret River  
Nannup  
Denmark  
Augusta  
Mundaring  
Cockburn / Fremantle

Now is the time for the Midwest to join the fight!

Thank you for taking the time to read this information. Today we can all start making a difference.

All the Councils who take on board and implement change to become Owl Friendly will be recognised with media coverage and a plaque created by a local artist to display in their office.

Please contact me if you have any questions or I can help with further information.

Janelle

Just Raptors

### 13.6 NOMINATION OF ELECTED MEMBER TO DISTRICT HEALTH ADVISORY COUNCIL

Applicant:	Shire of Perenjori
File:	Nil
Date:	25 July 2024
Disclosure of Interest:	
Voting Requirements:	Absolute Majority
Author:	Admin Hajat – Community Development Officer
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	<a href="#">13.6.1 – District Health Advisory Council Application Form – Health Service or Agency Representative</a>

#### Summary

For Council to consider endorsement of a Councillor to be nominated to the District Health Advisory Council as of August 2024.

#### Background

All Committees are established under provisions of Sections 5.8 to 5.18 of the Local Government Act 1995.

Council is able to nominate members to other Committees of Council by Absolute Majority vote of the Council and representation may comprise: -

- a) Councillors only,
- b) Councillors and employees,
- c) Councillors, employees and other persons,
- d) Councillors and other persons,
- e) Employees and other persons,
- f) Other persons only

When creating Committees of (a) and/or (b) type above, the Committees are to have as its members -

- i) persons appointed by ABSOLUTE MAJORITY of the Council,
- ii) the Shire President if he/she advises the Council at the time of appointment of the Committee his/her wish to be a member of the Committee,
- iii) the Chief Executive Officer or his representative if at the time of appointing the Committee the Council decides that it wants to have employees as members of the Committee, and it is the Chief Executive Officer's wish to be a member of the Committee.

At any given time, each Councillor is entitled to be a member of at least one Committee of the (a) and (b) type mentioned above and if a Councillor nominates him/herself to be a member of such a committee or committees, the Council is to appoint that Councillor to at least one of the Committees as the Council decides.

#### Statutory Environment

Under Subdivision 2 – Committee and their meetings. Provisions of Sections 5.8 to 5.18 of the Local Government Act 1995

*\*Absolute majority required.*

#### Policy Implications

Nil

#### Consultation

Paul Anderson – Chief Executive Officer

Nola Comerford – Manager Corporate and Community Services

Anne-Maree Mitchell – A/Coordinator of Executive Services

Himani Narang – Secretariat Midwest District Health Advisory Council

## Financial Implications

Nil

## Strategic Community Plan

Goal 1: An inclusive community and a great place to live for all ages and stages of life.

Strategic Objectives

1.7 Gaps in medical, allied health services, and other community services are filled where possible to meet the needs of the local population.

1.8 Seniors are valued and supported to age in place.

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

4.3 The Shire advocates and partners effectively on behalf of the community.

## Officer Comment

The District Health Advisory Council (DHAC) was previously represented by a former Councillor in 2019. Council has not yet reappointed another Councillor to fill this position.

In brief, DHACs are groups of community members passionate about supporting their local health services. These groups provide information, ideas, and advice to ensure that services can meet the needs and preferences of the people who use them. DHACs meet regularly to discuss district and local health issues and share ideas for improving health services. They represent the views of the community, consumers and carers in their district and seek to increase their community's understanding of health issues.

The Chair of each DHAC is represented on a WA Country Health Service (WACHS) forum which meets face-to-face at least once a year to examine and discuss issues across rural and remote communities from a consumer and community perspective.

WACHS values the long established partnership with the various DHACs, and the time and commitment volunteered by their consumer and community members. DHAC consumer and community members are offered the following incentive:

- An hourly participation payment for participation at approved DHAC meetings; and
- reimbursement of pre-approved travel expenses (not including travel time), accommodation, meals, and other out-of-pocket expenses up to Public Service Award rates, and Australian Taxation Office travel cost reimbursement rates.

DHAC members have the right to accept or decline payment and reimbursement for their participation.

## OFFICER RECOMMENDATION

**Council Resolution Number:**

**Moved:**

**Seconded:**

**That Council Nominates Councillor \_\_\_\_\_ to the Midwest District Health Advisory Council.**

**If appointed the Midwest District Health Advisory Council Member (DHAC) may choose to claim a participation payment for their attendance at official DHAC meetings or pre-approved DHAC-related activities.**

**Motion put and carried / lost by Absolute Majority**

**For:**

**Against:**

[Next Item](#)





# District Health Advisory Council Application Form

## Community and Consumer Representative

Name \_\_\_\_\_ Preferred Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Email \_\_\_\_\_

Gender Identity \_\_\_\_\_ Preferred Pronouns he/him she/her they/them

DHAC you are nominating for \_\_\_\_\_

Do you identify with any Ethnicity? (please specify) \_\_\_\_\_

### I am nominating as a (please tick the appropriate box)

**Health Consumer** – A person who directly, or through family/friend uses the public hospital or community health services in the district and wishes to bring a consumer perspective to the DHAC.

**Community Member** – A person who wishes to represent a broad or specific community perspective other than that of a health consumer e.g. aged care, Aboriginal health, youth, chronic disease.

**Both**

### Please outline your key area/s of interest related to health services in your area:

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### Please identify which groups below you represent:

- |                                                                       |                                                                    |                                       |
|-----------------------------------------------------------------------|--------------------------------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Aboriginal and Torres Strait Islander People | <input type="checkbox"/> Carers                                    | <input type="checkbox"/> Older Adults |
| <input type="checkbox"/> Cultural and Linguistically Diverse          | <input type="checkbox"/> People with Chronic Disease or Disability |                                       |
| <input type="checkbox"/> Town or Community                            | <input type="checkbox"/> Women's Health                            | <input type="checkbox"/> Men's Health |
| <input type="checkbox"/> Youth (16-25)                                | <input type="checkbox"/> People Experiencing Homelessness          |                                       |
| <input type="checkbox"/> Child Health/Early Intervention              | <input type="checkbox"/> Mental Health                             | <input type="checkbox"/> LGBTIQ+      |
| <input type="checkbox"/> Other (please specify) _____                 |                                                                    |                                       |

### Please identify the consumer or community perspective you bring to the Council e.g. youth, Aboriginal health, aged care, chronic disease or consumer advisory:

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Please identify the town/community you wish to represent: \_\_\_\_\_

Do you or your family use local hospital or community health services in the area?  Yes  No

What is your interest in consumer rights and responsibilities?

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Have you had previous experience on a Board or Advisory/Task Group?

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What past experience do you have that will help in your role as a Council member?

Direct experience as a consumer, a carer, or via a family member or friend.  
Interest in improving health for a particular group.  
Other roles involving community affairs.

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Other comments:

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Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this Application Form to the WACHS Regional Office in your area.

**WACHS Office use only**

Approved	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date
Operations Manager Name		Operations Manager Signature	
TRIM link to DHAC member folder		TRIM link to signed confidentiality agreement	



### 13.7 ACCEPTANCE OF THE COMMUNITY SATISFACTION SURVEY

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM 0409
<b>Date:</b>	25 July 2024
<b>Disclosure of Interest:</b>	
<b>Voting Requirements:</b>	Simple Majority
<b>Author:</b>	Admin Hajat – Community Development Officer
<b>Responsible Officer:</b>	Paul Anderson – Chief Executive Officer
<b>Attachments:</b>	<a href="#">13.7.1 – Community Satisfaction Survey Results</a>

#### Summary

For Council to endorse the Community Satisfaction Survey which was undertaken in May-June 2024.

#### Background

The Strategic Community Plan 2022/23 – 2032/33 represents our new approach to planning for the Shire of Perenjori's future. It builds on our past strategic planning work, addresses the challenges we face, and sets out what actions we will take in the next 10 years to work towards achieving the community's vision.

This plan has been developed through engaging our communities using a number of strategies including community surveys, community forums and community feedback. The Strategic Community Plan presents our community's vision for the future and states the actions we need to take to achieve our vision. The new plan is also supported by our financial management, asset planning and workforce commitment.

The Community Satisfaction Survey undertaken in May gauges the community's response regarding the following topics - Importance and satisfaction with Council activities, communication and engagement, interactions and customer service.

The survey was conducted using online application Survey Monkey, and handouts and public notices distributed to inform residents of the survey. An incentive to complete the survey was kindly donated by several local businesses.

Respondents were asked to indicate their overall satisfaction with Council's services and facilities using a combination of a ten-point scale and written responses.

The Community Satisfaction Survey was conducted from May 10th to June 10th. The Shire conducted two surveys simultaneously: A community survey and a Council employee survey.

The total number for surveys received were 21 community and 8 employees. The proportion of residents (51%) were very satisfied with the Shire of Perenjori. Communication and engagement were at 29%, results showing that not all residents have social media accounts and prefer 'traditional' paper notices. A majority (87%) of the Shire staff were satisfied with living in the Shire of Perenjori. In the general comments it was stated that the staff worked well across the Depot and Administration.

The Shire of Perenjori undertook the survey to assess the community's perceptions regarding Council's services and facilities. The intent of the survey is to provide insights into the factors that drive satisfaction within the community and show Council the effectiveness of its service delivery in meeting community expectations.

#### Statutory Environment

As per Integrated Planning and Reporting under section 5.56 of the Local Government Act 1995 and the regulations under section 5.56(2) of the Act that outline the minimum requirements to achieve this.

#### Policy Implications

Nil

#### Consultation

Paul Anderson – Chief Executive Officer

Nola Comerford – Manager Corporate and Community Services

#### Financial Implications

Nil

## Strategic Community Plan

*Goal 1: An inclusive community and a great place to live for all ages and stages of life*

*Goal 2: Eco-friendly, attractive and well-maintained towns, surrounded by outstanding natural beauty, landscapes, flora and fauna to be protected and enjoyed*

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

### Officer Comment

The combined participants in the survey (paper based and online) outlined their vision for the future. The suggestions included: investing in more staff, active and involved; appealing, clean, green and a beautiful place. The community's vision sees gaps in communication and engagement in particular.

Survey participants were asked to rank Shire services in both importance and satisfaction. Looking at the gap between the two, the following priorities emerged. In each case, the services rated above average in satisfaction, however, the satisfaction rating was relatively lower than their very high importance rating:

- Community Engagement and Communications
- Town Sites Beautification
- Roads and Drainage

The community acknowledged Customer Service within the Shire:

*"The girls at the front desk are always polite and helpful. They always try to resolve as do the depot workers."*

A statement from the community in regard to management:

*"I think more public interaction from senior staff, councillors could help with what is really happening in the community and how people feel."*

The Shire will continue to engage and inform the community with regard to planning and how the community can be involved in shaping outcomes.

### OFFICER RECOMMENDATION

**Council Resolution Number:**

**Moved:**

**Seconded:**

**That Council accepts the results from the Community Satisfaction Survey which had been completed in June 2024 as per the Community Engagement processes of the Shire of Perenjori's Strategic Community Plan.**

**Motion put and carried / lost**

**For:**

**Against:**

[Next Item](#)

**Community Satisfaction Survey**

May-24

**1) How satisfied are you with the Shire of Perenjori as a place to live? (1 - very dissatisfied. 10 - very satisfied)**

<b><u>Score Value</u></b>	<b><u>Count</u></b>
1	2
2	1
3	
3	
5	3
6	
7	
8	
9	3
10	11

**2) How has the Shire improved in the upkeep and appearance of the public areas over the past 12 months?**

<b><u>Score Value</u></b>	<b><u>Count</u></b>
Very Good	10
Good	3
Often	3
Poor	1
Very Poor	
Can't Say	

**3) How has the Shire performed with the condition, upkeep and maintenance of the Shire roads?**

<b><u>Score Value</u></b>	<b><u>Count</u></b>
Very Good	6
Good	3
Often	5
Poor	1
Very Poor	
Can't Say	1

**4) How satisfied are you with Shire communication and engagement (Council website, Facebook, flyers etc)**

<b><u>Score Value</u></b>	<b><u>Count</u></b>
1	5
2	
3	1
4	
5	2
6	1
7	2
8	1
9	2
10	3

## 5) What do you think we do well with our communications?

### Comments

You don't! Not everybody is on facebook!!

Facebook is great, not much else

Ok if you're on Facebook

Stop having 'speakers' coming in for 'what do you want in your community' Nothing has evolved from there meetings????!!

Sharing of local happenings on social media

Facebook is ok, could be more interactive in some way

Facebook page & website

The town is well notified on events happening

CRC local newsletter Facebook

Not enough notices

I find some info on shire web page. There are many in the community who dont use facebook.

## 6) What can we do to improve our communications?

Actually communicate, ring people, follow things up. Let people know when meetings are happening. Just let people know what's going on.

Don't just put everything on facebook, not everyone is on facebook, especially our elderly.

start putting more flyers up, go talk to the elderly and maybe do letter box drops.

Start communicating with the community, ALL the community, not just a few.

Old ways - Public Notice Boards.

Home visits

Letter box flyers

Better Social Media Posts

Bush ads, flyers, posters, road signs coming into town could be changed/updated regularly

Stop wasting money on things that don't need doing e.g. Painting the Shire building WTF. There are other building etc. that need attention.

Tired of seeing money wasted! Period!! Pity you cant beautifi people! Town looks good, shame about the contents.

Has the website been updated

More snippets from council meeting decisions in the Bush Telegraph

Maybe an email sent out for up and coming events as it doesn't always pop on my facebook page

This is set up on a lot of websites for people to subscribe to an emailing list so not adding to the workload of staff

Not sure if this counts but I think the entrances of Perenjori could do with a revamp, a freshen up.  
Letter drop, Bush, personal notices. People who don't use mobile phones or don't have internet etc. don't hear what is happening.  
Stop putting it on the mobile phone not everyone has a mobile put it on the board outside the post office everyone picks up mail or has a coffee

I think more public interaction from senior staff, councillors could help with what is really happening in the community and how people feel.  
Is it possible to have printed flyers of what's happening/updated monthly calendars on a regular basis for easy pick up from a stand at the PO and/or PJ roadhouse. The noticeboard at the PO is read but sometimes out of date info left on for too long and new info gets lost amongst it. The Bush telegraph is being updated and maybe now worth purchasing. Previously it had the same ads and notices in it for ever and was a boring read. Thanks to CRC for trying to improve.

**7) When you last interacted with the Shire, which best describes your experiences? Count**

1 - The Shire team member was helpful and addressed my issues/request	13
2 - The Shire team member was unable to assist immediately, but they followed up in a timely manner	2
3 - The Shire team member was unable to assist with my issue/request but put me through to someone who assisted	
4 - The Shire team member was unable to assist me	1
5 - Other	

**8) Generally speaking, what was the best customer service experience you have had recently and what made it memorable/positive?**

The girls at the front desk are always so polite and helpful. They always try to resolve as is the depot workers.  
Library Lady  
Nothing  
The road was graded  
Front desk is always helpful and polite whenever I have communicated with them  
Very helpful and answered my question straight away  
All



9) Overall how satisfied are you with the performance of the Shire over the past 12 months?

<u>Score Value</u>	<u>Count</u>
1	
2	
3	1
4	
5	
6	
7	
8	1
9	5
10	3

### 13.8 SITE OPERATIONS FOR A 2 SOCKET ELECTRIC VEHICLE CHARGER – PERENJORI TOWNSITE

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM 0409
<b>Date:</b>	25 July 2024
<b>Disclosure of Interest:</b>	
<b>Voting Requirements:</b>	Absolute Majority
<b>Author:</b>	Admin Hajat – Community Development Officer
<b>Responsible Officer:</b>	Paul Anderson – Chief Executive Officer
<b>Attachments:</b>	Nil

#### Summary

To consider options in location for installation of a 2-socket electric vehicle charger within the Perenjori townsite.

#### Background

Synergy and Horizon Power are working with the State Government to create Australia's longest Electric Vehicle (EV) charging network (the WA EV network). This \$23 million investment includes 98 charging stations across 49 different locations connecting Perth and regional WA.

The Shire was successful in applying for external funding through the Department of Energy, Mines, Regulations and Safety to install an EV Charger at the Perenjori Pavilion – this location already having the recommended three-phase power to enable rapid EV charging.

The charging station offers an opportunity for our community to experience the convenience and benefits of electric vehicle ownership and provide another essential service for visitors. This is another step forward in our commitment to sustainability and supporting greener transportation options.

The new charging station, an Alternating Current (AC) EV charger with two sockets, was jointly funded through the State Government's Charge Up EV Grant and the Shire of Perenjori.

#### Statutory Environment

Nil

#### Policy Implications

Nil

#### Consultation

Paul Anderson – Chief Executive Officer

Nola Comerford – Manager Corporate and Community Services

Zac Mills – ZEDELECT Electrical Contractor – Three Springs

#### Financial Implications

- Site 1 (Perenjori Pavilion) as included in funding application.

The quoted amount for the selected charger(s) for Site 1 was \$5,475. The quoted installation cost is \$6,665. Additional cost for the software selected for the charger was quoted at \$1,120 for a two year software subscription. The total grant funding of \$9,645.70 was approved in the ChargeUp Funding Program Application 027R1 submitted in 2023.

The total cost for installation at the Pavilion will be \$13,260, with \$3,614 Council contribution.

- Alternative Site 2 (Village Green Carpark)

The quoted amount for the selected charger(s) for Site 2 was \$5,475. The quoted installation cost is \$12,122.55. Additional cost for the software selected for the charger was quoted at \$1,120 for a two year software subscription.

The total cost for installation at the Village Green will be \$18,717.55, with \$9,072 Council contribution.

It was advised that there will be a delay in the installation of the charger(s) at the Village Green as the power needs to be upgraded to a 3-phase outlet. As per the electrician's recommendation, the three phase power upgrade would allow for a much quicker vehicle charging time. The timeframe for the upgrade of the power

upgrade would allow for a much quicker vehicle charging time. The timeframe for the upgrade of the power conversion by Western Power will take approximately 8-9 weeks and cost will be approximately \$800 which is included in electrical connection quote.

The cost of the new site will be significantly higher than the initial Perenjori Pavilion site and a budget variation will need to be approved.

### Strategic Community Plan

Goal 3: A diverse economy, with flourishing businesses offering a suite of trades, services and retail Offerings.

Strategic Objectives

3.1. Opportunities are maximised to promote economic growth and local development.

3.2. Visitors are welcomed and well-catered for.

### Officer Comment

In 2023 the Shire submitted a funding application under the Charge Up Grant Program for the installation of an Electric Vehicle (EV) charging station at the Perenjori Pavilion. Shire Officers have considered the location and determined that the economic benefits to the community, and convenience for users, would be greater if the EV Charger were located at the Village Green carpark. However, the cost of upgrading to 3-phase and installing the charger at the Village Green will affect Council budget by an additional \$5,458.

Approval to amend the site from the Perenjori Pavilion to the suggested site of the Village Green carpark will need to be endorsed by the Department of Energy, Mines, Regulations and Safety who provided the funding.

Round 3 WA Charge Up Grant will be announced November 2024. The total value of grant funding allocated is \$15 million, with \$10 million allocated to Small to Medium and Not for Profit enterprises and the remaining \$5 million allocated to Local Government Authorities. If Council resolves to submit an application under Round 3, additional electrical charges will be included in the application along with Western Power conversion costs.



(ref: Google Maps) Proposed Site 2 for EV Charging Station.



(ref: Google Maps) 3-phase power upgrade conversion to the existing switchboard located between the public toilets and verge on Fowler Street.



(ref:cdo 08.07.2024) Site 2 raised carpark area. Community amenities – shelter and park benches, public toilets and TransWA bus stop.



Potential location for EV charger at Pavilion

**OFFICER RECOMMENDATION**

**Council Resolution Number:**

**Moved:**

**Seconded:**

**That Council:**

1. Endorse the installation of the EV Charging Station at the Village Green carpark, at a cost of \$18,717.55 (eighteen thousand, seven hundred and seventeen dollars and fifty five cents).

**OR**

2. Endorse installation of the EV Charging Station at the Perenjori Pavilion at a cost of \$13,260 (thirteen thousand, two hundred and sixty dollars).

**OR**

3. Endorse installation of the EV Charging Station at the Perenjori Pavilion at a cost of \$13,260 (thirteen thousand, two hundred and sixty dollars) and request the Chief Executive Officer to apply for additional funding through the Department of Energy, Mines, Regulation and Safety under the Round 3 Charge Up Workplace Grant Program for an EV Charging Station and installation costs for location at the Village Green.

**Motion put and carried / lost**

**For:**

**Against:**

[Next Item](#)

**14. Governance:**

**14.1 FUTURE OF LATHAM HALL**

Applicant:	Shire of Perenjori
File:	A766
Date:	25 July 2024
Disclosure of Interest:	
Voting Requirements:	Simple Majority
Author:	Paul Anderson – Chief Executive Officer
Responsible Officer:	Paul Anderson – Chief Executive Officer
Attachments:	<a href="#">14.1.1 – Latham Hall Inspection Report</a> <a href="#">14.1.2 – Quantity Surveyors Report</a>

**Summary**

This report seeks Councils guidance as to the future of the Latham Hall.

**Background**

The Latham Hall is located upon the 3,356m<sup>2</sup> Reserve 24146 on the corner of Britt Street and Richards Street in the Latham townsite.

Reserve 24146 has a management order issued to it by the Department of Planning, Lands & Heritage (DPLH) for the purpose of 'Hall Site' that was issued on 28 October 1955.

**Figure 1 – Location Map for Latham Hall (Reserve 24146)**



**Figure 2 – Aerial photo of Reserve 24146 corner Britt Street and Richards Street**



**Figure 3 – Latham Hall**



The Latham Hall has seen declining levels of use over time and is now, due to the affects of cyclone seroja and a lack of maintenance, in a dilapidated condition that will require significant repair and ongoing maintenance costs, Council may wish to give some thought on the building's long term role.

The rear of the hall also has toilets that are available to the users of the hall and the general public. There are also toilets that are available to the public at the community centre, the toilets are functional but require maintenance and have asbestos within them.

A number of options have been provided below for Councillor consideration and to assist in formulating a strategic position.



**Statutory Environment**

Local Government Act 1995

**Policy Implications**

Nil

**Consultation**

Elected Members – Shire of Perenjori

**Financial Implications**

As outlined in the quantity surveyors report the cost to repair the building is significant and the council if it decided to go down this path would need to allocate future funding and seek grants to undertake these works.

A cost to demolish the building has not been established at this point however given demolition costs on other buildings and the degree of useable material i.e. wooden floorboards, there could be a cost in the vicinity of \$50,000.

## **Strategic Community Plan**

Goal 2: Eco-friendly, attractive and well-maintained towns, surrounded by outstanding natural beauty, landscapes, flora and fauna to be protected and enjoyed

2.1. Public health, safety and amenity standards are upheld

2.3. The Shire's buildings and leases are administered to an appropriate standard for the benefit of the community according to their need and use

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

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

### **Officer Comment**

#### **Current status of the building**

A building structural integrity report was commissioned and undertaken on the Latham hall in late September 2023 and an indicative cost estimate to undertake the repairs as indicated by the structural integrity report commissioned in January 2024.

The estimated cost of repairs at that time was \$554,000 to rectify all the defects listed in the structural report. There may be some cost savings with a reduced scope of works savings. The structural report was to bring the building back to meet current Australian design standards for a public building.

There has now been further damage with sections of the internal ceiling falling down making the hall unfit for use.

The following options have been put to Council for consideration.

#### **Option 1 - Upgrade the Latham Hall**

Council might consider that the Latham Hall continues to have a role in serving the community and should continue to be available for use.

The building in its current condition is not ideal and would require repairs and upgrading to ensure it meets community expectations as a meeting place.

This option is not recommended by Shire staff as it is considered that the building would require significant expenditure and Council would be better served by rationalising its focus and budgeting on the Latham Community Centre on the opposite side of the Mullewa-Wubin Road.

#### **Option 2 - Relinquish the Reserve and Latham Hall**

Given that the Latham Hall is located upon Crown Land the Shire (being the current management authority) is a commenting authority only under this option, and the final determination on whether the land and building might be available for purchase (and the price at which this might be available for) is made by the DPLH (and they keep any proceeds of sale).

If Council were to advise the DPLH that it wished to relinquish its management order then the DPLH would write to various government agencies and service authorities enquiring whether any other public authority had requirement for the land. In the event that no state agency sought management of the land then the DPLH could determine that the land should be disposed of.

However, the DPLH may require of Council that the building is repaired to a satisfactory standard prior to accepting the relinquishing of the management order, which would again involve expenditure.

This option is not recommended by Shire staff as it is considered that the building design and floor plan does not lend itself to the most likely reason for someone wanting to buy the property, which would be to turn it into a residence.

The building was not designed to a Class 1 (habitable) standard and for the Shire to be able to approve occupation of the building it would require upgrading to meet the relevant building and health legislative requirements.

This would (in the event that Council had undertaken the repairs required by the DPLH and returned the land to the DPLH) likely result in the building remaining unsold or being purchased by a private landowner who then would be unable to occupy the building without significant upgrades.

It should also be noted that whilst the building remains under the Shire's ownership it also has control over the building and can act accordingly (e.g. if it deteriorates further into an eyesore or safety hazard) whereas once the building is privately owned it would become a more difficult enforcement process should the building become unsightly, hazardous or illegally occupied.



### **Option 3 - Demolish the Latham Hall**

This option would again involve Council expenditure and would require a licensed demolition contractor to be engaged to undertake the works due to there being asbestos present in the building.

Whilst this option would require Council expenditure for no economic return it would in the long-run remove a built asset from the Shire's insurance and operating costs.

It is considered that realistically, this option is the inevitable outcome in this instance. Council may wish to demolish the building in the short-term or it may continue in a more 'care and maintenance' mode for the short to medium term, but ultimately as the building deteriorates over time it will come to a point at which the building will be required to be demolished.

If this option warrants further consideration Council could instruct Shire staff to obtain a quote for the demolition of the Latham Hall so that the cost of considering this option further is known and could be factored into a future Shire budget for later more formal Council consideration.

The Latham Hall is not listed on the Shire of Perenjori Municipal Inventory of Heritage Places, and is also not listed on the State Register of Heritage Places.

In the Shire of Perenjori there are only 3 places listed on the State Heritage Register these being; St Joseph's Church; Bank of New South Wales & Caron Coal State as can be seen in the following link:

<http://inherit.stateheritage.wa.gov.au/Public/Search/Results?newSearch=True&placeNameContains=&streetNameContains=&suburbOrTownContains=&lgaContains+=Perenjori&isCurrentlyStateRegistered=true&isCurrentlyStateRegistered=false>

### **Option 4 – Conduct a Community Survey**

Prior to making a decision on the future of the hall it would be advisable for Council to conduct a community survey on the future of the Latham Hall.

This would allow for the community to have input onto what the future for the building might be.

The advantage of this option is that, if the building were to be ultimately demolished, it would only be after it has been given community input to guide the Council in its decision making process.

Community surveys conducted by other Midwest Shires have tended to raise ideas such as 'artist in residence', 'pop-up shop', 'wildflower display', 'museum', 'cinema nights' etc. but often these are ideas that can be accommodated in other, newer, more fit-for-purpose and already underutilised community buildings within the same townsites.

The other outcome of a community survey may be a preference for sale to a private owner to turn it into a residence and bring people into the town but this would encounter the Class 1 (habitable) Building Code issues as mentioned in Option 2. While this option has been very successful with other buildings, the structure and the condition of the Hall may present some challenges.

The conducting of a community survey would ensure a process of consultation has been followed, and avoid the scenario where demolition proceeds, and the community does not feel it has had a say on a community asset people may have affection for. It may even produce an idea that Council considers has merit and should be pursued.

To avoid raising unrealistic expectations the community survey should be designed to draw out ideas but also allude to the fact that there would be a cost to the Shire, and ultimately the community through its rates or other projects being delayed or not proceeded with by pursuing the Latham Hall redevelopment.

### **Option 5 – Defer**

This option would represent a continuation of the current Shire position i.e. maintain a holding pattern in the event that a use for the building should arise.

This option presents the least financial impact to the Shire in the short-medium term, however, there will come a point at which the gradual deterioration of the building will require either significant upgrade, or demolition, both of which will have an associated cost, and in the meantime the building will slowly become an eyesore and safety hazard and a cause for complaint.

### **Option 6 – Purchase the Land and Building for Future Resale**

The Land Administration Act enables the Council under certain conditions and in accordance with the State policy to purchase the land and retain ownership of the buildings for future possible sale.

## **75. Transfer of Crown land in fee simple subject to conditions**

- (1) The Minister may transfer Crown land in fee simple subject to such conditions concerning the use of the land (the specified use) as the Minister determines.

- (2) For the purposes of this section and of section 76, the unimproved value of conditional tenure land must be calculated as if the use of the land were not subject to any conditions.
- (3) The fee simple of conditional tenure land may be transferred under subsection (1) for a nominal price or a discounted price because of the community benefit to be provided by the proposed development of the conditional tenure land for the specified use.
- (4) Inquiries have been made with the DPLH regarding the Shire purchasing the land the building is situated on but as yet no response has been forthcoming.

**OFFICER RECOMMENDATION**

**Council Resolution Number:**

**Moved:**

**Seconded:**

**That Council provide guidance to the administration regarding preferred option \_\_\_\_\_ for the future of Latham Hall.**

**Motion put and carried / lost**

**For:**

**Against:**

[Next Item](#)

22 September 2023

Shire of Perenjori  
PO Box 22  
Perenjori, WA 6620

Job No: 23FCE777  
Your ref: 9725

Att: Mr Paul Anderson.

Dear, Paul.

## **Project: Latham District Hall**

### **Building Structural Integrity Report**

#### ***Introduction***

On instruction from the Shire of Perenjori, (Shire), Flow Consulting Engineers (FCE) have completed an inspection of the Latham District Hall located at 1 Richards Street Latham. The building is estimated at more than 60 years old, and the condition has deteriorated in recent years. The Shire have requested FCE to perform an inspection of the hall and provide recommendations to ensure that the building meets current Australian Design Standards.

#### ***Findings of Site Inspection***

Site inspection and measurement was performed by Structural Engineers Mr Sam Omelaniuk and Mr Sami Gul from FCE. The inspection was completed on 15 August 2023. Photographs of the Latham District Hall are provided in Appendix A. The Shire have advised FCE that the building contains asbestos.

#### ***Description of Structure***

The building is approximately 30m long x 14m wide with an eave's height of 4.6m and 15-degree roof pitch. The building is shown in Figure 12 1 in Appendix A. The flooring is timber framed on stumps. The floorboards are tongue and groove 80x20mm hardwood supported by 100x50mm hardwood joists spaced at 450 to 500mm c/c. The joists are supported 100x50mm hardwood bearers installed at a maximum 1250mm c/c. The bearers are supported by 100x100mm hardwood stumps installed at a maximum 1250mm c/c. The subfloor is shown in Figure 2 in Appendix A.

The roof and walls are constructed from steel columns supporting welded steel CHS roof trusses. The columns consist of two side by side 89CHS steel columns spaced at 200mm c/c supported on concrete footings. The columns are fixed to the truss by plates welded to the top of the columns and bottom of the truss bottom chord and bolted with two bolts at each connection. The columns support hardwood timber wall framing fixed with 100x10mm plate cleats fixed to the timber with M10 cup head bolts. The walls are clad in aluminium sheeting nailed to the timber wall framing. Wall columns are shown in Figure 2 in Appendix A.

The roof trusses are welded 100CHS top chord with 75CHS bottom chord and 50CHS and 30CHS web members. The trusses are spaced at approximately 3.75m c/c with max height of 1600mm at the ridge. Roof trusses are shown in Figure 2 in Appendix A.

The Custom orb profile roof sheeting is nail fixed to 170x50mm hardwood battens. The roof battens are installed long side vertical spaced at a maximum of approximately 1200mm c/c. The battens are fixed to UA cleats welded to the truss top chord and fixed with 2xM10 bolts at each connection. The ceiling is supported by 100x50mm hardwood joists spaced at 500mm c/c. The joists secure the ceiling sheeting with horsehair plaster as shown in Figure 2 in Appendix A. Asbestos cement building products were used on some buildings up until 1987. The hall which pre-dates 1987, has a chance that the ceiling and wall boards may contain asbestos.

### *Condition of Structure*

The Latham District Hall remains in fair condition considering its age. The condition of the building including defects noted onsite during inspection are as follows:

1. The roof sheeting remains in fair condition, but the nailed connections are lifting as shown in Figure 17 in Appendix A. The long edge of the roof sheeting has separated from the supporting battens at the gabled end at the west end of the building on the south side of the roof as shown in Figure 10 in Appendix A. The roof sheeting is flapping in the wind.
2. The wall sheeting remains in fair condition but has some damage on the north side of the building as shown in Figure 15 Appendix A. The nailed connections are also lifting as shown in Figure 16 in Appendix A.
3. The timber wall framing remains in generally good condition as shown in Figure 7 in Appendix A. The nailed connections between the timber wall framing members are loosening allowing some movement of the wall framing between steel columns.
4. Storm water is discharged by downpipes onto the ground alongside the building as shown in Figure 12 in Appendix A.
5. The steel trusses and columns have minor surface corrosion where the surface treatments have thinned but remain in generally good condition as shown in Figure 8 in Appendix A. The column base plates and anchor bolts are in similar condition as shown in Figure 11 in Appendix A.
6. The cantilevered timber framed roof at the entrance is deteriorating at the timber cut ends but otherwise remains in fair condition as shown in Figure 18 in Appendix A. The fascia board is missing.
7. The concrete entrance slab is cracked and there is affected by concrete cancer as shown in Figure 19 in Appendix A.
8. The front brickwork has some minor cracking but remains in generally good condition as shown in Figure 20 in Appendix A.
9. The paint on the window frames is flaking off and the timber is begging to deteriorate as shown in Figure 13 in Appendix A. The glass window slats are broken and missing in some areas as shown in Figure 14 in Appendix A.
10. The internal floor framing and stumps appear to remain in good condition as shown in Figure 2 in Appendix A.

11. The interior wall boards have some cracking as shown in Figure 4 and Figure 6 in Appendix A.
12. The ceiling board plaster connection to the ceiling joists has failed in some areas. The condition is worst in the northeast corner as well as above the stage as shown in Figure 5 and Figure 9 in Appendix A.

### **Recommended Action for Rectification of Building Defects**

#### *Preliminaries*

1. The Contractor shall ensure that all types and methods of protection (such as temporary safety fencing and warning signage) that are reasonably practicable and necessary are installed to protect from hazards associated with the repair works. Protection shall be consistent with the recommendations contained in the WorkSafe WA publication "Construction Work and the Public." This publication is available from WorkSafe WA and can be accessed from the WorkSafe WA website at [Construction work and the public | Department of Mines, Industry Regulation and Safety \(commerce.wa.gov.au\)](https://www.commerce.wa.gov.au/industry-regulation-and-safety/construction-work-and-the-public). All works shall be completed in accordance with WorkSafe Western Australia's "Code of Practice for Construction work". This publication can be accessed on at [Construction – code of practice \(commerce.wa.gov.au\)](https://www.commerce.wa.gov.au/industry-regulation-and-safety/construction-code-of-practice).
2. All timber framing shall be constructed in accordance with AS 1684.2:2021. All new timber shall be new MGP10 H3. All external fixings shall be stainless steel.
3. All asbestos removal shall be completed by a suitably qualified contractor.
4. A licensed pest controller should be engaged to do a thorough termite inspection and treatment on the building and confirm the building is pest free prior to the commencement of any work. Advise FCE if termite activity is noted as termite activity may affect the viability of repairing the building.

#### *Repair Procedures*

The defects outlined in *Condition of Structure* section above shall be repaired in accordance with the following procedures:

1. FCE recommends the roof sheeting have new tek screws installed to ensure the sheeting does not come off during a wind event. New tek screws shall be Class 4 12-11x50mm Type 17 high grip hex head self-drilling tek screws. Fasteners shall be crest fixed with a minimum 3 screws per sheet per connection (every 3rd crest). Tek screws shall be fitted with EPDM sealing washers. Remove existing nails and install tek screws in nail holes to ensure building remains watertight.
2. FCE recommends the existing external aluminium wall sheeting be removed. Once the wall sheeting is removed it will allow access to the timber framing for termite inspection and to upgrade all nailed connections outlined in item 3 below. Once the timber framing upgrades are complete, install new wall cladding to the Shire of Perenjori's preference. Install cladding in accordance with manufacturers specifications.
3. With the wall cladding removed the timber wall framing nailed connections shall be upgraded. All stud to top and bottom plates, stud to nogging and stud to lintel connections shall be upgraded by installing 2 x triple grip framing anchors at each connection fixed with 4/2.8mm hardened nails at each face.

4. FCE recommends installing a 90-degree elbow and additional length of pipe at ground level to discharge runoff away from the building like the downpipes at mid wall as shown in Figure 21 in Appendix A. Refer to Appendix D for guidance on site drainage management.
5. FCE recommends the bottom 500mm of the columns and base plate be sand blasted and painted to arrest the corrosion in accordance with procedure provided in Appendix B. FCE recommends sand blasting and painting works be completed during wall cladding replacement works.
6. FCE recommends the cantilevered roof at the front of the building be repaired by reinstalling a new 100x50mm hardwood timber fascia (or similar). Prior to installing the new fascia, FCE recommends the exposed end of the existing hardwood timber rafters be painted with bitumen paint to prevent future timber rot. Fix new fascia to ends of existing rafters with 100mm bugle head batten screws central through fascia and rafter. Install tek screws for roof sheeting the same as Item 1 above where connection is likely currently nailed.
7. The concrete cancer in the front concrete ground slab and steps shall be repaired in accordance with one of the two following procedures:
  - a. Repair the cracking concrete slab in accordance with procedure provided in Appendix C.
  - b. Alternatively, break out slab and reconstruct the same as existing. Do not disturb soil following breakout of slab. FCE recommends a new 100mm thick Grade N25 concrete slab and step constructed with 1 layer of SL82 mesh with 40mm bottom cover (40mm chairs) and 50mm edge cover underlaid with virgin polyethene sheet. Cure the slabs by ponding with water for 7 days following pour. Slope concrete away from building.
8. Continue to monitor condition of brickwork. Repair any loose bricks or fretted mortar beds by repointing with mortar of classification M4. M4 mortar mix shall be 1: ½:4½. (GP cement, lime, sand). Mixing Process shall be water first, half sand, cement then rest of sand. Mixing time shall be 5 minutes for summer, 8 minutes for winter. Ensure mortar colour matches existing.
9. The timber window frames shall be sanded back and painted. Replace any missing or broken glass slats. Alternatively replace windows with new.
10. Continue to monitor condition of timber floor framing. Ensure sub floor remains protected from stormwater ingress and remains well-ventilated when wall cladding is replaced.
11. The reported wall cracking is not considered structurally significant. The cracking is likely a result of the combination of loosening of timber wall framing nailed connections as well as differential settlement of stumps and column footings. Repair of internal wall cracking could easily be completed by patching and painting once the wall framing connections are upgraded and site drainage is managed. The cracks on the internal walls should be scraped out and a flexible filler grout, such as "Selleys No More Cracks Large Cracks & Holes" or similar approved product, keyed in a minimum of 5 mm. The areas should then be sanded to give the appearance of the internal plaster finish and render the cracks indistinguishable following painting. Care must be taken during repairs where wall boards may contain asbestos.
12. FCE recommends the ceiling be taken down and disposed of. Care must be taken during repairs where wall boards may contain asbestos. FCE recommends installing new gyprock or similar ceiling boards screw fixed into existing hardwood ceiling joists in accordance with manufacturer recommendations.

**Conclusions**

The building appears to remain in sound structural condition for its age. Provided the repairs outlined in this report are completed and if maintained and monitored, it is expected that the building will remain structurally sound indefinitely.

Trusting that this meets with your requirements, should you have any further queries, please do not hesitate to contact the undersigned on (08) 9964 5459.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Lester Smith', written in a cursive style.

**Lester Smith**

Engineering Manager

Attached: Appendix A to D.

Appendix A: Photographs.



Figure 1: Latham Hall.



Figure 2: Floor framing.





Figure 3: Latham Hall interior.



Figure 4: Wall and ceiling cracking.



Figure 5: Northeast corner ceiling.



Figure 6: Wall Cracks Above Doors and Windows frame.



Figure 7: Side by side CHS columns and hardwood timber wall framing.



Figure 8: Trusses.



Figure 9: The horsehair plaster fixing ceiling and joists has let go in some areas.



Figure 10: Roof sheeting lifting in southwest corner.



Figure 11: Typical column baseplate and concrete footing.



Figure 12: Downpipe.



Figure 13: Window.



Figure 14: Window.



Figure 15: Damaged wall sheeting on the north side of the building.

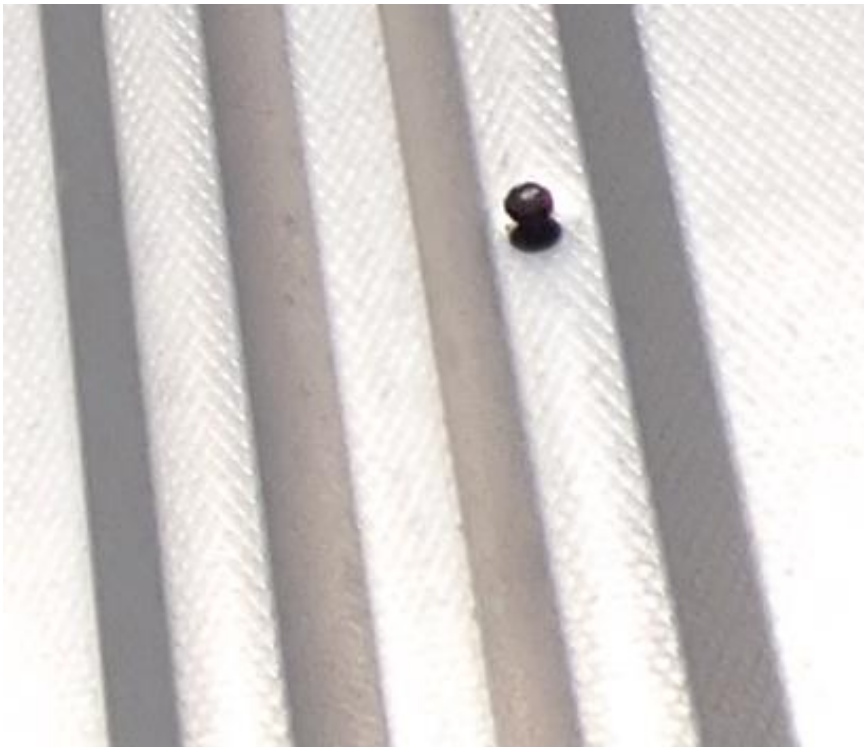


Figure 16: Wall sheeting nails lifting.



Figure 17: Roof sheeting nails lifting.



Figure 18: The Cantilever timber entrance roof.





Figure 19: Slab cracking.



Figure 20: Front brickwork.



Figure 21: Downpipe.

## Appendix B: Surface Treatment.

FCE suggest the following robust surface treatment for steelwork:

1. Surface Preparation - Oil and grease shall be removed by solvent cleaning in accordance with "AS 1627.1:2003, Part 1: Removal of oil, grease and related contamination", Dry abrasive blast clean in accordance with "AS 1627.4:2005, Part 4: Abrasive blast cleaning of steel" to achieve a Class 2½ finish, with maximum surface profile height of 75 micron. The prime coat shall be applied prior to the appearance of flash rusting and no later than 4 hours from completion of the surface preparation.
2. Interzinc 52 two component, metallic zinc rich epoxy primer to DFT of 75 microns. Allow overnight dry.
3. Second coat Intermediate High Build 2 pack Epoxy Interzone 954 to DFT of 500 microns. To ensure 500-micron coverage on corners and edges, the Interzone 954 should be applied in two coats.

## Appendix C: Concrete Repair Procedure

The following specification is provided to complete concrete repairs to sections of the exposed reinforced concrete strip footings affected by cracking, delamination and spalling resulting from corrosion of reinforcement.

Unless specified otherwise, all materials shall be applied in accordance with the Manufacturer's standard application instructions. No addition or alteration shall be made to the materials unless specifically permitted by the Engineer, and written consent is obtained from the Manufacturer.

The Contractor shall ensure that all types and methods of protection (such as temporary safety fencing and warning signage) that are reasonably practicable and necessary to protect the public from hazards associated with the work are provided. Protection shall be consistent with the recommendations contained in the WorkSafe WA publication "Construction Work and the Public". This publication is available from WorkSafe WA and can be accessed from the WorkSafe WA website at [www.safetyline.wa.gov.au](http://www.safetyline.wa.gov.au).

### *Survey and Removal of Cracked, Delaminated and/or Spalled Concrete*

Concrete areas that are noticeably defective shall be patch repaired in accordance with the following procedures.

#### *Inspection of Areas with Defective Concrete*

All surfaces shall be visibly inspected, and hammer tapped to identify all defective concrete. The defective concrete shall be clearly marked.

#### *Removal of Deteriorated Concrete*

Before commencing any breakouts, the area and services surrounding the breakout shall be protected from potential damaged caused by the breakout operation. Areas for repair and adjacent surfaces shall be cleaned to remove any dust, unsound material, plaster, oil, paint, grease, corrosion deposits, organic growth, etc.

Straight cuts, to a minimum depth of 10 mm, shall be made to delineate the edges to avoid featheredges and to square off the repair area.

Areas of deteriorated concrete shall be removed using methods that are safe to all personnel in the vicinity and will minimise damage to the concrete substrate, reinforcement, and other nearby material.

Any tying wire, nails, or other metallic components on or near the surface of the concrete shall be removed or the concrete surrounding the metallic component removed and the metallic component cut back a minimum of 25mm behind the original profile.

All deteriorated cementitious materials and cementitious materials covering corroded steelwork shall be completely removed until all the following conditions have been met.

- (i) The concrete is sound, hard, and free of visible contamination.
- (ii) The breakout has continued behind the exposed reinforcement for not less than 20 mm.
- (iii) Removal of sound concrete shall continue along corroding reinforcement for a maximum length of 200 mm, or until 50 mm of uncorroded reinforcement is revealed.

The Engineer shall be notified if, after 200 mm of sound concrete is removed, uncorroded reinforcement is not revealed.

The Contractor shall dispose off site all material that results from removal of defective concrete. Plant, equipment, and other assets that are damaged during concrete removal shall be repaired.

#### *Reinstatement of Cracked, Delaminated and/or Spalled Concrete*

##### *Cleaning of Reinforcement/Embedded Steelwork*

On the satisfactory completion of the concrete breakout, all exposed corroding reinforcement and/or embedded steelwork shall be thoroughly cleaned all round by abrasive grit blast to AS 1627.4, Class 2 ½. Care shall be taken to protect adjacent sensitive materials from damage. Where blast cleaning is impractical, the Contractor may adopt power tool cleaning to AS 1627.2, Class 3. [NOTE: hand tool cleaning shall NOT be allowed]

After cleaning, an inspection of all prepared bars shall be carried out. Wherever individual bars have lost 30%, or more, of their cross-sectional area, they shall be augmented with new bars UNO.

One method of replacing corroded steel reinforcement is to cut out the damaged area and splice in reinforcement bars with a specified lap length. Welding may be used to splice bars; however, precautions shall be taken to avoid heating during welding and possible cracking of adjacent concrete.

Where welding is not possible reinforcement may be provided by grouting of N12 dowels at 150mm c/c with Hilti HIT – HY150 Injection System or similar approved method.

The bars shall be installed with a minimum anchorage depth of 100mm into the existing concrete.

**A minimum of 45mm cover shall be provided to all embedded steel reinforcement.**

##### *Protective Coating to Reinforcement/Embedded Steelwork*

Within one hour of preparing and cleaning, all prepared steelwork which is to be embedded in concrete shall be thoroughly brush coated with a single pack zinc epoxy primer, 75 microns DFT, Parbury Technology's 'Nitoprime Zincrich' or approved equivalent. The coating shall be allowed to cure for a minimum 24 hours before applying cementitious repair material.

##### *Preparation of Concrete Substrate*

After removal of the defective concrete, the exposed concrete surface shall be cleaned of all concrete debris, laitance and other surface contaminants and shall provide a sound substrate for the appropriate material of repair.

The exposed surface shall be soaked with potable water for at least 2 hours to leave the surface in a saturated surface dry condition immediately prior to placement of the bonding agent. Artificial drying of the surface is not permitted.

##### *Concrete Bonding Agent*

An acrylic emulsion-bonding agent such as Parbury's 'Nitobond HAR', or approved equivalent, shall be applied by brush to the prepared, surface dry, concrete. The time of application shall be immediately prior to application of cementitious patch repair material.

Special care shall be taken to ensure the bonding agent does not dry out prior to the application of the repair material.

##### *Patch Repair Mortar*

Patch repairs to reinforced concrete shall be performed using a single component, high build polymer modified cementitious repair mortar such as Parbury's 'Renderoc HB40, or similar approved equivalent. The minimum thickness of application of Renderoc HB shall be 10 mm and the maximum layer thickness shall be 40 mm.

Placement shall be by hand methods in strict accordance with the Manufacturer's written recommendations and shall be carefully packed around reinforcement/steelwork to ensure there are no voids. If applying in layers, each previous layer must be scratched to provide a mechanical key. A period of 24 hours shall elapse between layers. Each layer shall be treated in accordance with this specification before applying the next layer.

#### *Finished Surfaces*

The repair mortar is to be profiled to finish flush with existing adjacent cementitious finishes to match the original dimensions of the repaired element.

#### *Curing*

As soon as practicable after placement all cementitious material repairs (concrete and render) shall be cured by application by brush or spray of a curing compound in accordance with the Manufacturer's instructions. The curing compound shall satisfy the water retention requirements of minimum 90% specified in AS 3799-1990.

#### *Workmanship*

Following completion of the repairs, the repair material shall not have cracked excessively due to thermal and/or shrinkage effects. Excessive cracking shall be defined as cracks with width more than 0.2 mm in the repair, crazing/cracking covering significant areas of the repair or any cracking whatsoever at interfaces between old concrete and the repair material.

#### *Optional Crack Waterproofing Membrane*

FCE recommends the following procedure to provide a barrier to protect the external exposed concrete as a cost-effective means of improving the longevity of the concrete using a Sika treatment system designed specifically to protect concrete surfaces in aggressive atmospheres. Membrane shall be constructed as follows:

- a. The concrete substrate shall be mechanically cleaned to remove all loose and friable particles, dust, oil, grease, organic matter, existing coatings, curing membranes and laitance.
- b. Blow holes, honeycombed areas and other surface irregularities should be filled with Sika MonoTop mortars.
- c. Apply hydrophobic impregnation primer - Sikagard 700S. Refer to the product brochure for required surface preparation and application procedure.
- d. Apply Sikagard 680S grey colour (Anti-Chloride & Anti-Carbonation protection) protective coating in two coats. Apply by brush roller or spray. Refer to the product brochure for application procedure.

Crack penetration is assured, and the finished coating will be a proven barrier to carbonation and chloride ions which will increase the longevity of the concrete.

## Appendix D: Site Drainage Management.

Continue efforts to control moisture ingress beneath the building by directing stormwater away from the building. Shape ground surfaces around the building to drain away from the perimeter of the building. Stop water ponding on the ground adjacent to the west wall by directing stormwater flowing down towards the west wall away from the building, maybe with a low diversion bund (speed hump) which diverts stormwater flowing from upstream around the building.

It is the owner's responsibility to care for and adequately maintain the site. It is recommended that the owner of the building be familiar with the foundation performance and maintenance recommendations set out in Appendix B AS2870. Some recommendations for site drainage are provided below.

For all sites (in particular sites with reactive soils) drainage and soil moisture conditions around the building need to be managed to avoid abnormal moisture conditions.

Normal moisture conditions are those caused by seasonal and regular climatic effects, effects of building and normal garden conditions.

Abnormal moisture conditions result from construction which fail to detail or construct drainage in accordance with the following recommendations:

1. Downpipes discharging directly onto ground alongside the building.
2. The effect of trees too close to a footing.
3. Excessive or irregular watering of gardens adjacent to the buildings.
4. Failure to maintain site drainage.
5. Failure to repair plumbing leaks promptly.
6. Loss of vegetation from near the building.

As mentioned above surface drainage shall be designed and constructed to avoid water ponding against or near the footing. The ground in the immediate vicinity of the perimeter footing, including the ground uphill from the slab on cut and fill sites, shall be graded to fall 200 mm minimum away from the footing over a distance of 2m and shaped to prevent ponding of water. Where filling is placed adjacent to the building, the filling shall be compacted and graded to ensure drainage of water away from the building. Downpipes should be connected to soak wells buried at least 5m away from the building.

The building shall be provided with an adequate system of plumbing detailed in accordance with the following:

- a) Septic tanks and associated soakage areas shall be located a minimum distance of 5m (where possible) from the building to minimise soil moisture increase within the foundation.
- b) Plumbing and drainage under a slab shall be avoided where practicable.

*NOTE: Methods used should comply with local plumbing and drainage regulations.*

It is recommended that the owner of the building be familiar with the foundation performance and maintenance recommendations set out in Appendix B AS2870-2011 & CSIRO publication "Guide to Homeowners on Foundation Maintenance and Footing Performance" in Building Technology File Number 18. These documents provide important information on the implications of plumbing, property maintenance, drainage, and the structural performance expectations of residential buildings.

**LATHAM HALL**  
**REPAIRS & REFURBISHMENT**

Shire of Perenjori

**INDICATIVE COST ESTIMATE**

Version 1.0

RW Quantity Surveyors

rwqs.com.au

0402 023 740

GFG Consulting

gfgconsulting.com.au

9367 3074



Refurbishment Works

Indicative Cost Estimate Ver 1.0

Item	Description	Qty	Unit	Rate	Total
	<b><u>EXECUTIVE SUMMARY</u></b>				
1	Repairs and Refurbishment Works				351,000
2	Regional Allowance		%	25	88,000
	<b><u>Subtotal</u></b>				<b><u>439,000</u></b>
3	Allowance for Design Contingency		%	5	22,000
	<b><u>Estimated Current Tender Price</u></b>				<b><u>461,000</u></b>
4	Construction Contingency (minimum recommended)		%	20	93,000
	<b><u>Estimated Final Construction Cost</u></b>				<b><u>554,000</u></b>
5	Allowance for Professional Fees (incl. Disbursements)				Excl.
	<b><u>ESTIMATED FINAL PROJECT COST (Excl GST)</u></b>				<b><u>554,000</u></b>
	<i>* Refer Notes and Exclusions on following page</i>				

Item	Description	Qty	Unit	Rate	Total
	<b><u>NOTES &amp; EXCLUSIONS</u></b>				
6	The rates used in this cost plan are based on the works being procured via a conventional, competitive tendering process				
7	This cost plan is theoretical only, based on the current average costs for works of a similar scope and size and it should be noted that tendered and/or actual costs could vary significantly depending on a number of factors outside of our control				
	<b><u>Limitations</u></b>				
8	- Drawings of the hall have not been made available and a site visit was not undertaken. Quantities are indicative only, based on the description of the building and approximate sizes included in the engineer's structural report.				
9	- This estimate is limited to the works identified in the structural report and some obvious consequential works. Whilst a list of exclusions has been provided elsewhere in this report, the list is not exhaustive and there will likely be other consequential or other works necessary. A separate contingency allowance has been recommended to assist with the budgeting for unforeseen works.				
	<b><u>This estimate has been based on the following documentation:</u></b>				
10	- FLOW Consulting Engineers' Building Structural Integrity Report dated 22 September 2023				
	<b><u>The following has been specifically excluded from this estimate and separate provision should be made for these as required</u></b>				
11	- Works to steel and timber roof structure				
12	- Replacement and/or repairs to roof flashings				
13	- Works to ridge ventilator				
14	- Works to eaves gutters				
15	- Repairs and repainting to eaves soffit treatments				
16	- Works to timber floor framing and flooring				
17	- Works to external and internal doors and frames				
18	- Works to stage, stage lighting, curtains, ceiling, etc.				
19	- Repainting existing flagpole, or other sundry attachments to the building				
20	- Works to the existing hydraulic services				
21	- Works to the existing electrical services, other than replacement lighting associated with the ceiling replacement				
22	- Works to external pavings, other than the replacement of the main entrance slab				
23	- Site drainage management works, other than shaping ground and forming bunds				
24	- Landscaping and reticulation works				
25	- Out of hours works				
26	- Temporary Facilities				
27	- Professional Fees				

**Refurbishment Works**

**Indicative Cost Estimate Ver 1.0**

Item	Description	Qty	Unit	Rate	Total
28	- Shire management fees and charges				
29	- Escalation beyond January 2024				
30	- Goods & Services Tax				

Refurbishment Works

Indicative Cost Estimate Ver 1.0

Item	Description	Qty	Unit	Rate	Total
<b>1</b>	<b>Repairs and Refurbishment Works</b>				
	<b><u>SUMMARY</u></b>				
1.1	Preliminaries (proportion of)		%	25	70,200
1.2	Substructure				10,000
1.3	Columns				1,800
1.4	Roofing & Roof Plumbing				13,800
1.5	External Walls				43,000
1.6	Windows				8,900
1.7	Internal Doors				1,400
1.8	Internal Finishes				150,200
1.9	Electrical services				46,200
1.10	Drainage				5,500
	<b><u>To Executive Summary</u></b>				<b><u>351,000</u></b>

Refurbishment Works

Indicative Cost Estimate Ver 1.0

Item	Description	Qty	Unit	Rate	Total
<b>1 Repairs and Refurbishment Works</b>					
<b>1.2 Substructure</b>					
1	Demolish concrete ground slab and steps	17	m2	100.00	1,700
2	100 concrete ground slab to falls, including plastic membrane, mesh reinforcing and non-slip finish	17	m2	140.00	2,380
3	Form step	12	m	75.00	900
4	Allow to monitor condition of timber floor framing and provide protection whilst roofing and cladding being replaced		PSum		5,000
	<b>To Summary</b>				<b>9,980</b>
<b>1.3 Columns</b>					
5	Sand blast bottom 500mm of dual CHS structural steel columns and attached base plate, to remove all existing paint treatment, corrosion, etc, and apply new paint treatment as specified (quantity of columns unknown - assumed at 3750 centres to match roof trusses)	18	no	100.00	1,800
	<b>To Summary</b>				<b>1,800</b>
<b>1.4 Roofing &amp; Roof Plumbing</b>					
6	Remove existing roofing nails from hardwood battens	470	m2	8.00	3,760
7	Ditto from entrance canopy	9	m2	8.00	72
8	Supply & install tek screws, including EPDM sealing washers, to existing custom orb roof sheeting, using existing nail holes	470	m2	12.00	5,640
9	Ditto to entrance canopy	9	m2	12.00	108
10	Paint exposed ends of exiting timber rafters with bitumen paint (canopy)	10	no	20.00	200
11	Hardwood timber fascia fixed to existing timber roof framing, including clear finish	4.3	m	90.00	387
12	Remove downpipes from metal clad walls to be replaced	4	no	50.00	200
13	Colorbond downpipe approx. 4800 long including connection to existing gutter outlet, bends and brackets	4	no	350.00	1,400
14	Downpipe base, including additional elbow and approx. 800mm length of additional downpipe to discharge water away from the building	4	no	500.00	2,000
	<b>To Summary</b>				<b>13,767</b>
<b>1.5 External Walls</b>					
15	Make good loose bricks in face brick wall and repoint fretted mortar joints (assumed 25% of area)	38	m2	200.00	7,600
16	Remove aluminium wall cladding and dispose off site	302	m2	10.00	3,020
17	Upgrade wall framing nailed connections (install 2 x triple-grip anchors at each connection)	302	m2	7.00	2,114
18	Install new aluminium (or similar) wall cladding, including sarking, trims and flashings	302	m2	100.00	30,200

Refurbishment Works

Indicative Cost Estimate Ver 1.0

Item	Description	Qty	Unit	Rate	Total
<b>1</b>	<b>Repairs and Refurbishment Works</b>				<i>(Continued)</i>
<b>1.5</b>	<b>External Walls</b>				<i>(Continued)</i>
	<b>To Summary</b>				<b>42,934</b>
<b>1.6</b>	<b>Windows</b>				
19	Repair, prepare and paint existing timber windows externally	33	m2	100.00	3,300
20	Replace cracked or broken louvre blades to windows (say 25%)	9	m2	400.00	3,600
21	Paint existing painted timber windows internally	33	m2	60.00	1,980
	<b>To Summary</b>				<b>8,880</b>
<b>1.7</b>	<b>Internal Doors</b>				
22	Paint existing timber internal doors and frames (both sides)	40	m2	35.00	1,400
	<b>To Summary</b>				<b>1,400</b>
<b>1.8</b>	<b>Internal Finishes</b>				
23	Repair cracks to internal wall boards using a flexible filler grout, sand and paint	561	m2	30.00	16,830
24	Provisional Sum allowance for additional costs associated with ACM in wall boards		PSum		30,000
25	Allow for repainting timber dado rail	88	m	20.00	1,760
26	Remove plaster ceilings from timber framing to remain	420	m2	30.00	12,600
27	Gyprock ceiling including insulation and paint	420	m2	120.00	50,400
28	Allowance for cornice		Item		3,600
29	Provisional Sum allowance for additional costs associated with ACM in ceilings to be demolished		PSum		25,000
30	Allowance for sundry painting not included elsewhere		PSum		10,000
	<b>To Summary</b>				<b>150,190</b>
<b>1.9</b>	<b>Electrical services</b>				
31	Electrical works associated with the ceiling replacement (lighting replacement)	420	m2	100.00	42,000
32	Allowance for Builder's work in connection with the electrical		%	10	4,200
	<b>To Summary</b>				<b>46,200</b>
<b>1.10</b>	<b>Drainage</b>				
33	Move and set aside for re-use, precast concrete kerbing	55	m	10.00	550
34	Grade and compact ground to perimeter of building to approx. 1 in 10 gradient	190	m2	5.00	950

Refurbishment Works

Indicative Cost Estimate Ver 1.0

Item	Description	Qty	Unit	Rate	Total
<b>1</b>	<b>Repairs and Refurbishment Works</b>				<i>(Continued)</i>
<b>1.10</b>	<b>Drainage</b>				<i>(Continued)</i>
35	Extra over for working by hand around structures, downpipes, etc.		Item		1,500
36	Extra for forming low diversion bunds away from building	4	no	350.00	1,400
37	Reinstate precast concrete kerbing previously set aside for re-use	55	m	20.00	1,100
38	Soakwells				excl.
	<b><u>To Summary</u></b>				<b><u>5,500</u></b>

## 14.2 FREEDOM OF INFORMATION STATEMENT 2024/25

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM 0228
<b>Date:</b>	25 July 2024
<b>Disclosure of Interest:</b>	
<b>Voting Requirements:</b>	Simple Majority
<b>Author:</b>	Bianca Plug – Governance and Executive Support Officer
<b>Responsible Officer:</b>	Paul Anderson – Chief Executive Officer
<b>Attachments:</b>	<a href="#">14.2.1 – Freedom of Information Statement 2024/25</a>

### Summary

This item seeks Councils consideration and endorsement for the proposed Freedom of Information Statement 2024/25 as required under the *Freedom of Information Act 1992*.

### Background

Under Section 96 (1) of the *Freedom of Information Act 1992*, the Shire of Perenjori is required to annually update and publish a current Freedom of Information Statement.

The Information Statement is required to contain:

- The Agency's Mission Statement
- Details of legislation administered
- Details of the agency structure
- Details of decision-making functions
- Opportunities for public participation in the formulation of policy and performance of agency functions
- Documents held by the agency
- The operation of FOI in the agency

A copy of the Information Statement is to be published on the Shire of Perenjori's website and hard copies are to be made available at the Shire of Perenjori administration building. Under the Freedom of Information Act, the Shire is also required to forward a copy to the Commissioner as soon as practicable. The Information Statement will be required when completing the Freedom of Information Statistic Return for 2024/25.

### Statutory Environment

*Freedom of Information Act 1992, Section 96 (1)*

### Policy Implications

Policy 1018 – Freedom of Information

### Consultation

Paul Anderson – Chief Executive Officer

### Financial Implications

Nil

### Strategic Community Plan

Area 5: Investing in Councils Capacity – Our Leadership

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

### Officer Comment

The 2024/25 Information Statement has been developed in line with the *Freedom of Information Act 1992*.



**OFFICER RECOMMENDATION**

**Council Resolution Number:**

**Moved:**

**Seconded:**

**That Council:**

- 1. Accepts and endorses the Freedom of Information Statement 2024/25.**
- 2. Authorises the CEO to submit the statement to the Office of the Information Commissioner.**

**Motion put and carried / lost**

**For:**

**Against:**

[Next Item](#)

SHIRE OF PERENJORI



Shire of  
**Perenjori**  
Embrace Opportunity

# FREEDOM OF INFORMATION STATEMENT

## 2024/25



As required under the *Freedom of Information Act 1992*

**ADOPTED BY COUNCIL**

25 July 2024  
Council Resolution:

**NEXT REVIEW**

July 2025

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# INTRODUCTION

The Shire of Perenjori is required under the *Freedom of Information Act 1992* Section 96(1) to publish annually a current Information Statement.

Section 96(1) of the *Freedom of Information Act 1992* requires each government agency, including local governments, to prepare and publish annually an Information Statement.

The Information Statement must set out:

- The Agency's Mission Statement.
- Details of legislation administered.
- Details of the agency structure.
- Details of decision-making functions.
- Opportunities for public participation in the formulation of policy and performance of agency functions.
- Documents held by the agency.
- The operation of FOI in the agency.

Copies of the Shire of Perenjori's Information Statement can be obtained from:

- The Shire of Perenjori Administration Office, 56 Fowler Street, Perenjori, or on
- The Shire of Perenjori website at [www.perenjori.wa.gov.au](http://www.perenjori.wa.gov.au)

Enquiries may be made directly to the Shire of Perenjori on 08 9973 0100 during office hours, Monday to Friday, 8:00 am to 4:00 pm or alternatively via email at [ea@perenjori.wa.gov.au](mailto:ea@perenjori.wa.gov.au)

## HISTORY & LOCAL INFORMATION



The Shire of Perenjori is a local government area in the Mid West region of Western Australia. The Shire covers an area of 8,313 square kilometres.

The name Perenjori, is derived from the Aboriginal word "Perangary", meaning water hole, it is situated 350 km north of Perth and 39 km south-east of Morawa in the northern agricultural region. Perenjori is one of nine government areas that make up WA's Wildflower Country and is part of the "Wildflower Way Tourist Drive" that runs from Dalwallinu to Geraldton.

The original inhabitants of the area are the Badimia people. These are the First Nations people that Sir John Forrest would have encountered when he first conducted exploration in the region and ultimately surveyed the area in 1896. Gold was discovered in 1894.

Dan Woodall was the first permanent white settler to the region and managed Perangery Station in 1905. In

1906 Matt Farrell first came to Perangery carting goods from Rothsay to Yalgoo and Mount Magnet. He marked trees where he wished to take up land in the area. The four Farrell brothers, Thomas, William, Matthew, George, then took up the land. The Lands Department approved agricultural lots of 1,000 acres, instead of huge pastoral leases granted previously.

The first crops from 1911 to 1913 were sown by hand and used largely for horse feed, home food, hay and seed wheat. When the railway line was officially opened in 1915, the town's estimated population was 100. Perenjori was officially announced as a town on February 16th, 1916.

Over time the spelling of the town and shire changed to Perenjori. Today it is one of the largest agricultural Shires in WA, with a combination of farming, pastoral and mining leases. In 2012 the town hosted a centenary celebration of its history.

# OUR VISION, MISSION & CORE VALUES

## VISION FOR THE COMMUNITY

Perenjori will be dynamic and innovative and build on its key industries – mining, agriculture, energy and build on its key industries – mining, agriculture, energy and the environment to deliver sustained growth for its communities. The community and Council will build on its resilient, adaptive and strong community spirit to create a place that people want to live, work and invest in. In every regard, Perenjori will **EMBRACE OPPORTUNITY**.

## MISSION FOR THE SHIRE

The Shire of Perenjori will lead and partner the community to achieve its aspirational targets for the future. The Shire will work collaboratively with the community and partners and provide open deliberative decision making that empowers the community to participate. The Shire is the community's servant as well as its leader.

## CORE VALUES

### Entrepreneurial and Resourceful

The key value that describes Perenjori is encapsulated in this question 'how can we help?' Perenjori is entrepreneurial and resourceful, and they like to add value and solve problems for people. They are keenly interested in making things happen without necessarily counting the benefit or how it's distributed. They have an appetite for risk, and they say yes to opportunities and then make them happen.

### Resilient and adaptive

Perenjori has been a community that has faced very tough times. As a community it has a key value of learning how to respond to challenges and bouncing back from the most difficult of circumstances. It believes strongly in adapting and changing to get the best result.

### Spirit and Independence

Perenjori is a community that values its independence and has a strong sense of identity. Its culture of resourcefulness and valuing hard work undoubtedly has its roots in its pioneering history and derives from the isolation and challenge to survive in a farming area that is on the edge of the pastoral zone. It also has generated the spirit of generosity and giving that creates the high levels of community spirit and volunteering.

### Strength through Partnerships and Diversity

Whilst valuing its independence, Perenjori is a community that also values interdependence. It actively works to partner with other Shires, Regional organisations, business and industry and all parts of Government to achieve mutual goals. The Shire recognises that it alone cannot achieve the outcomes needed for the future prosperity of the community. Working together in a united fashion creates more strength for the future.

### Ethical and upfront

The Shire's commitment is to honesty, integrity and accountability. It believes it should be held to account for its performance and results that it generates. It also believes that the way in which it undertakes its leadership role is important and is committed to being accountable for its commitments and honest in all its dealings. Trust is a key ingredient in relationships and Perenjori believes people will want to do business with them if they hold true to their values.

### Financial Sustainability

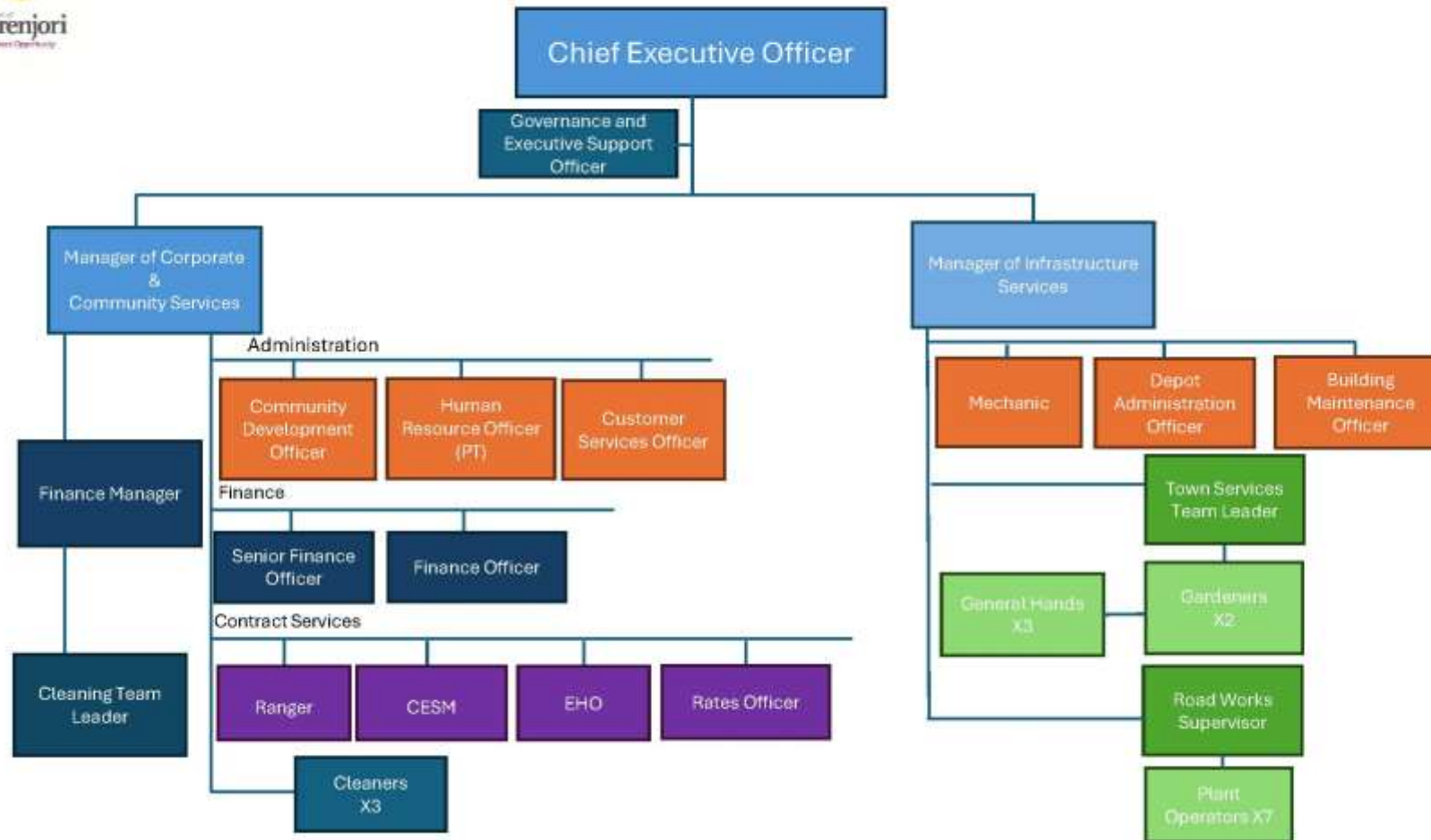
The Shire has a core value that it must have the capacity to manage its finances in the long-term to enable the community's expectations to be met and growth to be delivered on. It will manage its resources to create the greatest net gain and invest strategically in projects and programs that bring the greatest long term good.

## FUNCTION & SERVICE AREAS

For the purposes of financial and general reporting local government functions (activities) have been classified into Service Areas. The Shire of Perenjori is dedicated to providing high quality services to the community through the various services and facilities which it has established. Each function/service is divided into programs which in turn are made up of line items for revenue and expenditure.

- **General Purpose Funding** - Rates, interest revenue, bank fees and general finance.
- **Governance** – Council Members Expenses, General Administrative, grant funding and interest from reserves.
- **Law, Order & Public Safety** - Supervision of various local laws, fire prevention and animal/vermin control.
- **Education** - provide care of families and children including the Perenjori Early Childhood Centre, Provide Youth Activities, provide support to School & Playgroup.
- **Health** - Environmental Health services (food control), Support the Perenjori Medical Centre Service to provide ongoing Medical Services, support towards the St John Ambulance building maintenance, Preventative Pest Control (mosquito control).
- **Housing** – maintenance of staff and rental housing.
- **Community Amenities** - Rubbish collection services, maintenance of various refuse sites, control and co-ordination waste management, cemeteries and public conveniences. The administration of the Town Planning Scheme. Community Development Services including functions and projects, community bus/transport, support to local groups, Community Resource Centre building maintenance and support.
- **Recreation & Culture** – Maintenance of halls and sporting facilities. Operation and maintenance of the Perenjori Aquatic Centre. Operation of the Perenjori Library. Operation and maintenance of the Perenjori Gym. Support and staging of cultural events and assets including Perenjori Tourist Centre and Perenjori Agricultural Show.
- **Transport** - Construction and maintenance of streets, roads, footpaths, parking facilities, cleaning and lighting of streets, traffic control/signage and depot maintenance. Maintenance of Perenjori Air Strip.
- **Economic Services** – Tourism and area promotion services, building control, Operation and maintenance of the Perenjori Caravan Park, support towards Rural Services and other Economic services including Standpipe/Dam maintenance.
- **Other Property Services** - Private works operations, plant repairs, operations costs and the allocation of overheads.

# SHIRE OF PERENJORI ORGANISATION STRUCTURE 2024





# OUR COUNCIL

## The Shire's Roles

The Shire of Perenjori consists of seven (7) Councillors including the Shire President. Ordinarily, Councillors are elected for a four-year term with four members retiring in one election and remaining Councillors retiring at the next.

Elections are usually held in October of every second year, the next Council Election will be held in 2025. The President of the Council is elected by the Councillors at the first meeting following the ordinary election. Extraordinary elections are held to fill any vacancies which may have occurred during the year. The Council is the elected governing body that sets the direction and policies of the Local Government and consists of a President and Councillors.

### The role of the Council is to:

- Govern the local government's affairs.
- Be responsible for the performance of the local government's functions.
- Oversee the allocation of the local government's finances and resources; and
- Determine the local government's policies.

### The role of the President is to:

- Preside at meetings in accordance with the *Local Government Act 1995*.
- Provide leadership and guidance to the community in the district.
- Carry out civic and ceremonial duties on behalf of the local government.
- Speak on behalf of the local government.
- Perform such other functions as are given to the president by the *Local Government Act 1995* or any other written law; and
- Liaise with the Chief Executive Officer on the local government's affairs and the performance of its functions.

### The role of Councillors is to:

- Represent the interests of electors, ratepayers and residents of the district.
- Provide leadership and guidance to the community in the district.
- Facilitate communication between the community and the Council.
- Participate in the local government's decision-making processes at Council and committee meetings; and
- Perform such other functions as are given to a councillor by the *Local Government Act 1995* or any other written law.

The Council sets the direction and policies of the Local Government whereas the administration, managed by the Chief Executive Officer, must ensure Council decisions and policies are implemented.

# ADMINISTRATION

Each Local Government has an administration that is responsible for implementing Council decisions and managing Local Government operations.

The Chief Executive Officer is employed by the Council to head the administration, manage day to day operations and ensure that Council decisions are implemented.

The functions of the Chief Executive Officer are to:

- To implement the strategic goals and objectives of the organisation.
- To lead and manage the people, infrastructure and assets of the Shire
- Meet corporate objectives.
- Ensure that delegations are exercised within statutory requirements, Council Policies and strategic objectives.
- Lead the organisation in providing a high level of service to the Community and Elected Members.
- Administer the Legal and Statutory obligations of the Council's operation and be the chief adviser to Council on these matters.
- Foster a Corporate approach to ensure effective financial controls operate within and across each functional area.
- Ensure that records and documents of the local government are properly kept for the purposes of the *Local Government Act 1995* and any other written law; and perform any other function specified or delegated by the local government or imposed under the *Local Government Act 1995* or any other written law as a function to be performed by the Chief Executive Officer.
- Council may delegate to the Chief Executive Officer certain of its powers and duties. The Chief Executive Officer may delegate powers and duties of his/her office to other employees (*Local Government Act 1995* s 5.42 and 5.45).

# COUNCIL DECISION MAKING & COMMITTEES

Ordinary Council Meetings are generally held on the third Thursday of every month unless otherwise endorsed by Council. Generally, there is no meeting in January and meetings will commence at 3:00 pm.

A briefing session is usually held on the Second Thursday of each month (the week before the Ordinary Council Meeting) from 3:00 pm and is open to members of the public. For the remainder of 2024, Council will trial holding a briefing session at 11:00 am on the same day as the Ordinary Council Meeting. Members of the public are welcome to attend Council Meetings, and Public Question Time is available at the commencement of each meeting.

## Schedule of Ordinary Council Meetings 2024/25

<b>Date</b>	<b>Type</b>	<b>Time</b>	<b>Location</b>
Thursday, 25 July 2024	Ordinary	3:00 pm	Perenjori Council Chambers
Thursday, 22 August 2024	Ordinary	3:00 pm	Perenjori Council Chambers
Thursday, 19 September 2024	Ordinary	3:00 pm	Perenjori Council Chambers
Thursday, 24 October 2024	Ordinary	3:00 pm	Perenjori Council Chambers
Thursday, 21 November 2024	Ordinary	3:00 pm	Perenjori Council Chambers
Thursday, 19 December 2024	Ordinary	3:00 pm	Perenjori Council Chambers
January	No Meeting		
Thursday, 20 February 2025	Ordinary	3:00 pm	Perenjori Council Chambers
Thursday, 20 March 2025	Ordinary	3:00 pm	Latham Community Centre
Thursday, 24 April 2025	Ordinary	3:00 pm	Perenjori Council Chambers
Thursday, 22 May 2025	Ordinary	3:00 pm	Perenjori Council Chambers
Thursday, 19 June 2025	Ordinary	3:00 pm	Perenjori Council Chambers

The main business of the meeting is to consider and make resolutions including recommendations on matters which have first been dealt with by the appropriate Standing Committee.

The Council has established a register of delegations of authority to the Chief Executive Officer who, in turn, has delegated certain functions to staff.

## Statutory Committees

Audit Committee	Bush Fire Advisory Committee
Council appoints seven Elected Members to the Audit Committee.	Council appoints the CEO ( <i>or delegate</i> ) and one elected member to the Bush Fire Advisory Committee

### Council Delegates to External Committees

Northern Country Zone	North Midlands Sub-Regional Road Group
Wildflower Country Tourism Group	Local Emergency Management Committee

### Council Delegates to Community Committees

Perenjori Tourism Townscape Committee
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### Appointments under the *Bush Fires Act 1954*

Chief Bush Fire Control Officer (CBFCO)	Deputy Chief Bush Fire Control Officer
Fire Weather Officer	Fire Control Officers inclusive of Permit Issuing

## LEGISLATION ADMINISTERED

The Shire of Perenjori was established under and operates in accordance with the *Local Government Act 1995*. Other legislation and regulations affecting the functions and operations of the Shire of Perenjori include:

<ul style="list-style-type: none"> <li>• <i>Building Act 2011</i></li> <li>• <i>Building Regulations 2012</i></li> <li>• <i>Bush Fires Act 1954</i></li> <li>• <i>Bush Fire (Infringements) Regulations 1978</i></li> <li>• <i>Bush Fire Regulations 1954</i></li> <li>• <i>Caravan Parks &amp; Camping Grounds Act 1995</i></li> <li>• <i>Caravan Parks &amp; Camping Grounds Regulations 1997</i></li> <li>• <i>Cat Act 2011</i></li> <li>• <i>Cemeteries Act 1986</i></li> <li>• <i>Disability Services Regulations 2004</i></li> <li>• <i>Dividing Fences Act 1961</i></li> <li>• <i>Dog Act 1976</i></li> <li>• <i>Dog Regulations 1976</i></li> <li>• <i>Dog (Restricted Breeds) Regulations (No 2) 2002</i></li> <li>• <i>Emergency Management Act 2005</i></li> <li>• <i>Environmental Protection Act 1986</i></li> <li>• <i>Environmental Protection Act Regulations 1987</i></li> <li>• <i>Equal Opportunity Act 1984</i></li> <li>• <i>Fire and Emergency Services Authority of Western Australia Act 1998</i></li> <li>• <i>Freedom of Information Act 1992</i></li> <li>• <i>Freedom of Information Regulations 1972</i></li> <li>• <i>Health Act 1911</i></li> <li>• <i>Industrial Relations Act 1979</i></li> <li>• <i>Land Administration Act 1997</i></li> <li>• <i>Library Board of Western Australia Act 1951</i></li> <li>• <i>Liquor Licensing Act 1988</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Local Government Act 1995</i></li> <li>• <i>Local Government (Administration) Regulations 1996</i></li> <li>• <i>Local Government (Audit) Regulations 1996</i></li> <li>• <i>Local Government (Constitution) Regulations 1998</i></li> <li>• <i>Local Government (Elections) Regulations 1997</i></li> <li>• <i>Local Government (Financial Management) Regulations 1996</i></li> <li>• <i>Local Government (Functions and General) Regulations 1996</i></li> <li>• <i>Local Government (Miscellaneous Provisions) Act 1960</i></li> <li>• <i>Local Government Grants Act 1978</i></li> <li>• <i>Occupational Safety &amp; Health Act 1984</i></li> <li>• <i>Occupational Safety &amp; Health Regulations 1996</i></li> <li>• <i>Planning &amp; Development Act 2005</i></li> <li>• <i>Planning &amp; Development (Local Government Planning Fees) Regulations 2000</i></li> <li>• <i>Public Interest Disclosure Act 2003</i></li> <li>• <i>Rates and Charges (Rebates and Deferments) Act 1992</i></li> <li>• <i>Road Traffic Act 1974</i></li> <li>• <i>State Records Act 2000</i></li> <li>• <i>State Records Principles &amp; Standards 2002</i></li> <li>• <i>Strata Titles Act 1985</i></li> <li>• <i>Strata Titles General Regulations 1996</i></li> <li>• <i>Town Planning Regulations 1967</i></li> <li>• <i>Town Planning and Development (Subdivisions) Regulations 2000</i></li> <li>• <i>Transfer of Land Act 1893</i></li> <li>• <i>Western Australia Disability Services Act 1993</i></li> <li>• <i>Workers' Compensation and Injury Management Act 1981</i></li> <li>• <i>Workers' Compensation and Injury Management Regulations 1982</i></li> </ul>
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## LOCAL LAW

Additionally, the Shire administers the following Shire of Perenjori Local Laws:

1. Standing Orders Local Law 2015
2. Local Government Property Local Law 2000
3. Dogs Local Law 2005
4. Health Local Law 2001
5. Fencing Local Law 2000
6. Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000
7. Cemeteries Local Law 2000
8. Extractive Industries Local Law 2013

# PUBLIC PARTICIPATION

Members of the public are invited to put forward their views to council in several ways:

## Attendance at Council Meetings

Ordinary Council meetings are open for the public to attend. The agenda for the meeting is available before the meeting date and can be obtained from the Shire of Perenjori Administration building on Fowler St or on the Shire of Perenjori's website. Each Council agenda includes Public Question Time and Petitions / Deputations / Presentations / Submissions as standard items.

- **Public Question Time** - Members of the public are able to ask questions (preferably in writing) on any matter affecting the Shire in the time set aside for this purpose at meetings of the Council and Committees open to the public, prior to the commencement of the meeting.
- **Petitions** - Written petitions presented to the Council must be addressed to the Shire President and comply with Council's requirements detailed within its Meeting Procedures Local Law.
- **Deputations** - Where a member of the Community has an interest in an item listed for discussion at a Council or Committee meeting, upon prior written application to the Chief Executive Officer they are entitled to give a deputation.

## Written Requests

Members of the public can write to the Council on any policy, activity or service of the Council.

## Community Consultation

The Shire of Perenjori has a Community Engagement Strategy which outlines opportunities for community members to have their say on a range of Shire activities and initiatives.

## Strategy Objective

To ensure that all members of the community have the opportunity to engage with Council on issues and decisions that affect them.

## Elected Members

Elected members contact details are made available to the public on the Shire of Perenjori website should anyone wish to discuss issues relevant to the Council.

## Membership of Council Advisory Committees

The Bush Fire Advisory Committee and Perenjori Tourism Townscape Committee consist of Councillors and interested members of the public.

## COUNCIL DOCUMENTS

The following documents are available for inspection by electors, residents and other stakeholders of the Shire of Perenjori, at the Council's Administration Centre:

- Annual Financial Statement – at least seven days prior to the Annual General Meeting;
- Annual Budget;
- FOI Information Statement;
- Register of Delegated Authority;
- Shire of Perenjori Local Planning Scheme;
- Policy Manual;
- Tender Register (*Local Government Act 1995 Local Government (Functions and General) Regulations 1996 No.17*);
- Code of Conduct;
- Register of Financial Interests;
- Register of Complaints;
- Electoral Gift Register;
- Register of Annual and Primary Returns;
- Register of Councillor Training and Professional Development;
- Register of Fees, Expenses and Allowances Paid to Elected Members;
- Register of Gifts and Travel Disclosures;
- Annual Report;
- Schedule of Annual Fees and Charges;
- Proposed local law of which the local government has given State-wide public notice under Section 3.12 (3) of the *Local Government Act 1995*;
- Local laws made by the local government in accordance with Section 3.12 of the *Local Government Act 1995*;
- Regulations made by the Governor under Section 9.6 of the *Local Government Act 1995* that operates as if they were local laws of the local government.
- Any written law having a provision in respect of which the local government has a power or duty to enforce;
- Rates Records;
- Confirmed Signed Minutes of Council or Committee Meetings;
- Minutes of Annual Electors Meetings;
- Notice papers and Agendas relating to any Council and/or Committee meetings and reports and other documents that have been:
  - Tabled at a Council or Committee meeting; or
  - Produced by the Local Government or a Committee for presentation at a Council or Committee meeting and which have been presented at the meeting;
- Report of a review of a local law prepared under Section 3.16 (3) of the *Local Government Act 1995*;
- Strategic Community Plan & Corporate Business Plan prepared under Section 3.59 of the *Local Government Act 1995*;
- Strategic Resource Plan;
- Council Plan Quarterly Updates;
- Disability Access and Inclusion Plan;
- Bush Fire Risk Management Plan;
- Local Emergency Management Plan;
- Contract under *Section 5.39 of the Local Government Act 1995* and variation of such contract; such other information relating to the Local Government:
  - Requires by a provision of this Act to be available for public inspection; or



- As may be prescribed.
- In the form or medium in which it may for the time being be held by the Local Government.

## Retention of Council Documents

All Council records are retained in accordance with the State Records Advisory Council approved Local Government Retention and Disposal Schedule. This schedule stipulates how long a record must be kept and is available for inspection.

## FOI – ACCESS TO INFORMATION

While the Council endeavours to respond to information requests informally, Freedom of Information Legislation may be used to request access to information not available by any other means.

Allows access to documents to be obtained promptly and at the lowest reasonable costs; and

Assists the public to ensure that personal information contained in documents is accurate, complete, up to date and is not misleading.

While the Act provides for general right of access to documents it also recognizes that some documents require protection – these exemptions are listed in Schedule 1 of the Act and include:

- Personal information;
- Information concerning trade secrets;
- Other commercially valuable information; or
- Any other information concerning the business, professional, commercial or financial affairs of a third party who is not the applicant.

Access to the Shire of Perenjori records (Personal or Non-Personal), can be made by application to the Chief Executive Officer at the Council's Administration Office (Refer to 'Freedom of Information Procedures' for full application details).

### 14.3 OUTCOME OF DISPOSAL OF VARIOUS ASSETS

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM 0874
<b>Date:</b>	25 July 2024
<b>Disclosure of Interest:</b>	
<b>Voting Requirements:</b>	Simple Majority
<b>Author:</b>	Rhiannon Young – Depot Administration
<b>Responsible Officer:</b>	Paul Anderson – Chief Executive Officer
<b>Attachments:</b>	Nil

#### Summary

This report provides detail of the recent disposal of three 2017 Mitsubishi Triton 4x2 Utes, one 2015 Mitsubishi Triton 4x2 Ute, and one 2011 Isuzu FVZ1400 Bitumen Spray Truck via public auction for acknowledgment by Council.

#### Background

The below plant items were listed for public auction by Smith Broughton on Tuesday 11 June and closed on Friday 14 June 2024. The four Mitsubishi Triton Utes did not meet reserve however, the 2011 Isuzu FVZ Bitumen Spray Truck met and exceeded the disposal reserve of \$80,000.

Asset	Reserve	Highest Offer	Gross Sale
2017 Mitsubishi Triton 4x2 (1AID331)	\$11,000	\$10,000	\$9,090.91 (Reserve Not Met)
2017 Mitsubishi Triton 4x2 (1AID284)	\$12,500	\$10,750	\$9,772.73 (Reserve Not Met)
2017 Mitsubishi Triton 4x2 (1AID284)	\$13,500	\$12,750	\$11,590.91 (Reserve Not Met)
2015 Mitsubishi Triton 4x2 (1HXV307)	\$11,000	\$8,500	\$7,727.27 (Reserve Not Met)
2011 Isuzu FVZ Bitumen Spray Truck (1HGD367)	\$80,000	\$141,500	\$137,935 (Reserve Met)

Ute Sale Net Total: \$40,840

Bitumen Spray Truck Sale Net total: \$137,935.

#### Statutory Environment

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

#### Policy Implications

Nil

#### Consultation

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

#### Financial Implications

The four Mitsubishi Triton Utes were disposed of in accordance with the Shire of Perenjori's plant replacement program and 2034/24 Annual Budget. There was no budget allocation in the 2023/24 Annual Budget for the disposal of the Bitumen Spray Truck however, at the Ordinary Council Meeting held on 18 April 2024, Council endorsed its disposal in an 'as is' condition due to the considerable amount of work required to return it to an operational state.

#### Strategic Community Plan

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

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

**Officer Comment**

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

**OFFICER RECOMMENDATION**

**Council Resolution Number:**

**Moved:**

**Seconded:**

**That Council note and endorse the disposal of the following assets via public auction by Smith Broughton:**

- 2017 Mitsubishi Triton 4x2 (1AID331) for \$10,000 (Under Reserve)
- 2017 Mitsubishi Triton 4x2 (1AID284) for \$10,750 (Under Reserve)
- 2017 Mitsubishi Triton 4x2 (1AID284) for \$12,750 (Under Reserve)
- 2015 Mitsubishi Triton 4x2 (1HXV307) for \$8,500 (Under Reserve)
- 2011 Isuzu FVZ Bitumen Spray Truck (1HGD367) for \$141,500 (Over Reserve)

**Motion put and carried / lost**

**For:**

**Against:**

[Next Item](#)

#### 14.4 AMENDMENT TO LOCAL LAWS

<b>Applicant:</b>	Shire of Perenjori
<b>File:</b>	ADM 0288
<b>Date:</b>	25 July 2024
<b>Disclosure of Interest:</b>	
<b>Voting Requirements:</b>	Simple Majority
<b>Author:</b>	Bianca Plug – Governance and Executive Support Officer
<b>Responsible Officer:</b>	Paul Anderson – Chief Executive Officer
<b>Attachments:</b>	<a href="#">14.4.1 – Draft Local Government Property Amendment Local Law &amp; Explanatory Memorandum</a> <a href="#">14.4.2 – Draft Thoroughfares and Trading in Thoroughfares and Public Places Amendment Local Law &amp; Explanatory Memorandum</a> <a href="#">14.4.3 – Draft Dogs Amendment Local Law &amp; Explanatory Memorandum</a>

#### Summary

This item recommends that Council endorses amendments to the Shire’s Local Government Property Local Law, Thoroughfares and Trading in Throughfares and Public Places and Dog Local Law and approves the giving of local public notice of such amendments as required by s.3.12 of the *Local Government Act 1995*.

#### Background

At its meeting held on 24 August 2023, the Council resolved to give local public notice, in accordance with s3.16(2) of the *Local Government Act 1995*, of the Shire’s intention to review the Shire’s existing local laws and to invite public submissions for a period not less than 6 weeks. Following the Council’s decision, local public notice was given as required. Advertisements were placed in the Bush Telegraph, on the Shire’s website and on noticeboards within the Perenjori and Latham townsites.

Following the close of the public submission period, there were no submissions received. A report was submitted to Council at its meeting held on 24 October 2023, where the Council resolved to repeal the Shire’s Model By Laws (Caravan Parks and Camping Grounds) No.2 (1971) and continue in operation without repeal:

1. Shire of Perenjori Health Local Laws (2001);
2. Shire of Perenjori Cemeteries Local Law (2000);
3. Shire of Perenjori Fencing Local Law (2000);
4. Shire of Perenjori Local Government Property Local Law (2000);
5. Shire of Perenjori Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law (2000);
6. Shire of Perenjori Dogs Local Law 2005;
7. Shire of Perenjori Extractive Industries Local Law 2013; and
8. Shire of Perenjori Standing Orders Local Law 2015.

This report follows on from the review undertaken in October 2023 and proposes amendments to the Local Government Property Local Law, Thoroughfares and Trading in Thoroughfares and Public Places Local Law and the Dog Local Law, in accordance with s.3.12 of the Act.

#### Statutory Environment

When amending or repealing a local law, it must be done in accordance with section 3.12 of the Act, which is the same procedure for ‘making’ a local law. This is because amendment or repeal local laws are new local laws themselves and must follow the full statutory process to be made within power.

#### **3.12. Procedure for making local laws**

- (1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.
- (2A) Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.
- (2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.
- (3) The local government is to —
  - (a) give local public notice stating that —

- (i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and
    - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
    - (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;
  - and
  - (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and
  - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.
- (4) After the last day for submissions, the local government is to consider any submissions made and may make the local law\* as proposed or make a local law\* that is not significantly different from what was proposed.

\* *Absolute majority required.*

- (5) After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.
- (6) After the local law has been published in the Gazette the local government is to give local public notice —
  - (a) stating the title of the local law; and
  - (b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and
  - (c) advising that the local law is published on the local government's official website and that copies of the local law may be inspected at or obtained from the local government's office.
- (7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.

The local laws contained within this report are made under various legislation as follows:

- *Local Government Act 1995* – Local Government Property Local Law and Thoroughfares Local Law;
- Dog Act 1976 – Dogs Local Law.

## **Policy Implications**

Nil

## **Consultation**

Paul Anderson, Chief Executive Officer

David Nicholson, McLeods Lawyers

## **Financial Implications**

Advertising and compliance expenses are included in the 2024/25 Annual Budget.

## **Strategic Community Plan**

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

4.1. The community is well-informed and engaged

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

## **Officer Comment**

Following the completion of the Local Laws review in October 2023, McLeods Lawyers were engaged to provide legal guidance in making any necessary amendments to the Shires current Local Laws. This report proposes amendments to the Local Government Property Local Law, Thoroughfares and Trading in Thoroughfares and Public Places Local Law and the Dog Local Law. The proposed amendments are contained within the explanatory memorandums.

Following the completion process of the above Local Laws, in accordance with s.3.12 of the Act, the remaining Local Laws will be reviewed by McLeods Lawyers.

**OFFICER RECOMMENDATION**

**Council Resolution Number:**

**Moved:**

**Seconded:**

**That Council:**

- 1. Endorses the attached Local Government Property Local Law, Thoroughfares and Trading in Thoroughfares and Public Places Local Law and the Dog Local Law as amended.**
- 2. Directs the CEO to give state-wide and local public notice, in accordance with section 3.12(3) of the *Local Government Act 1995*, of the Shire's intention to amend Local Government Property Local Law, Thoroughfares and Trading in Thoroughfares and Public Places Local Law and the Dog Local Law, to allow public submissions for a period not less than 6 (six) weeks.**

**Motion put and carried / lost**

**For:**

**Against:**

[Next Item](#)

**Local Government Act 1995**

SHIRE OF PERENJORI

# Local Government Property Amendment Local Law 2024

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Perenjori resolved on (date month year) to make the following local law.

## Part 1 - Preliminary

### 1.1 Citation

This local law may be cited as the *Shire of Perenjori Local Government Property Amendment Local Law 2024*.

### 1.2 Commencement

This local law will come into operation on the fourteenth day after the day on which it is published in the *Government Gazette*.

### 1.3 Principal local law amended

This local law amends the *Shire of Perenjori Local Government Property Local Law* as published in the *Government Gazette* on 2 February 2001 and amended by the *Local Government Amendment (Property) Local Law 2014* published in the *Government Gazette* on 6 January 2015.

## Part 2 - Amendments

### 2.1 Clause 1.2 amended

(1) Clause 1.2 is amended as follows –

- (a) amend the definition of “**liquor**” by deleting the words “*Liquor Licensing Act 1988*” and inserting “*Liquor Control Act 1988*”; and
- (b) insert the following definition in alphabetical order –
  - (i) “**aircraft** has the meaning given to it in the *Civil Aviation Act 1988* (Cth)”.

### 2.2 Clause 1.9 renumbered

Clause 1.9 is renumbered to clause 1.6.

### 2.3 Clause 2.6 amended

(1) Clause 2.6 is amended as follows –

- (a) In sub-clause (1) delete “2” and insert “The provisions of clause 2.2” and renumber as sub-clause (2);
- (b) Renumber sub-clause (2) to sub-clause (3); and
- (c) Insert the following new sub-clause (1) before renumbered sub-clause (2) –
  - “(1) The Council may amend or revoke a determination.”;



**2.4 Clause 2.7 amended**

Clause 2.7 is amended by deleting the word “aeroplane” in sub-clause (1)(c) and inserting the word “aircraft”.

**2.5 Clause 2.8 amended**

Clause 2.8(1)(c) is amended by deleting the words “on the property” and inserting the words “on the property” after the words “class of vehicle”.

**2.6 Clause 3.4 amended**

Clause 3.4(2)(h) is amended by deleting the words “*Liquor Licensing Act 1988*” and inserting the words “*Liquor Control Act 1988*”.

**2.7 Clause 3.9 amended**

Clause 3.9 is amended by deleting the words “mutatis mutandis” in sub-clause (2) and inserting the words “as though it were an application for a permit”.

**2.8 Clause 3.13 amended**

(1) Clause 3.13 is amended as follows –

- (a) in sub-clause (1)(g)(ii), deleting the word “stand” and inserting the word “stop”;
- (b) in sub-clause (1)(n), deleting the word “or” after the words “to a person;”;
- (c) in sub-clause (1)(o), inserting the word “or” after the words “on local government property;”;
- (d) inserting the following sub-clause (1)(p) –
  - “(p) conduct or take part in any gambling game or contest or bet, or offer to bet, publicly.”

**2.9 Clause 3.15 amended**

Clause 3.15 is amended by deleting the words “*Liquor Licensing Act 1988*” and inserting “*Liquor Control Act 1988*”.

**2.10 Clause 3.16 amended**

Clause 3.16 is amended by deleting the words “*Liquor Licensing Act 1988*” and inserting “*Liquor Control Act 1988*”.

**2.11 Clause 5.1 amended**

(1) Clause 5.1 is amended as follows –

- (a) in sub-clause (1)(a)(i):
  - (i) delete “6” and insert “10”; and
  - (ii) delete “14” and insert “16”;
- (b) in sub-clause (1)(a)(ii) –

- (i) delete the words “contagious, infectious or cutaneous disease or complaint, or is in an unclean condition; or”; and
- (ii) after the word “any” insert “gastrointestinal disease or complaint, or, skin infection or other disease that is communicable in an aquatic environment;”
- (c) delete sub-clause (1)(a)(iii);
- (d) insert the following new sub-clauses (1)(a)(iii) – (v) –
  - “(iii) in an unclean condition;
  - (iv) wearing unclean clothes; or
  - (v) under the apparent influence of alcohol or drugs.”

**2.12 Clause 5.3 amended**

Clause 5.3 is amended by inserting the following sub-clause (2) –

- “(2) Paragraphs (a) and (b) of subclause (1) do not apply to a child, when accompanied by a parent, guardian or caregiver, where the child is –
  - (a) under the age of 8 years; or
  - (b) otherwise permitted by an authorised person to use the relevant entry.”

**2.13 Part 5, Division 4 inserted**

Part 5, Division 4 is inserted as follows –

*“Division 4 - Aerodrome (airport)*

**5.4 Access of animals restricted**

- (1) A person shall not bring an animal on to an aerodrome unless –
  - (a) the person is a person referred to in section 8 of the *Dog Act 1976* acting in accordance with that provision;
  - (b) the animal is being air freighted from the aerodrome;
  - (c) the animal has been air freighted to the aerodrome; or
  - (d) the person is authorized to do so by the local government.
- (2) A person in charge of an animal shall keep the animal under control and shall not allow it to wander at large on the aerodrome.
- (3) If an animal is at any time on an aerodrome in contravention of subclause (2), in addition to the person specified in that subclause, the owner of the animal at that time commits an offence against subclause (2).”

**2.14 Clause 7.1 amended**

Clause 7.1 is amended by deleting the words “regulations 33 and 34” and inserting “regulations 32A and 33”.

## 2.15 Schedule 1 amended

(1) Schedule 1 is amended as follows –

- (a) delete the table under the heading “Prescribed Offences” and insert the following table –

<b>Clause</b>	<b>Description Modified</b>	<b>Penalty \$</b>
2.4	Failure to comply with determination	300
3.6	Failure to comply with conditions of permit	300
3.13(1)	Failure to obtain a permit	300
3.14(3)	Failure to obtain permit to camp outside a facility	300
3.15(1)	Failure to obtain permit for liquor	300
3.16	Failure of permit holder to comply with responsibilities	300
4.2(1)	Behaviour detrimental to property	300
4.4	Under influence of liquor or prohibited drug	300
4.6(2)	Failure to comply with sign on local government property	300
5.2	Unauthorized entry to fenced or closed local government property	300
5.3	Gender not specified using entry of toilet block or change room	300
5.4(1)	Unauthorized presence of animal on aerodrome	350
5.4(2)	Animal wandering at large on aerodrome – person in charge	350
5.4(3)	Animal wandering at large on aerodrome – owner	350
6.1(1)	Unauthorized entry to function on local government property	300
9.1	Failure to comply with notice	400

Dated: 2024

The Common Seal of the Shire of Perenjori was affixed by authority of the resolution of the Council in the presence of-

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JUDE SUTHERLAND, SHIRE PRESIDENT

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PAUL ANDERSON, CHIEF EXECUTIVE OFFICER

## EXPLANATORY MEMORANDUM

### 1. **ADMINISTERING AUTHORITY**

Shire of Perenjori

### 2. **PUBLICATION OF LOCAL LAW**

WA Government Gazette dated 2 February 2001 No. 24

### 3. **TITLE OF LOCAL LAW**

Shire of Perenjori Local Government Property Amendment Local Law 2024.

### 4. **SECTION(S) OF ENABLING ACT(S)**

This local law was made under section 3.5(1) of the *Local Government Act 1995*.

### 5. **PURPOSE, EFFECT AND JUSTIFICATION**

**Purpose** of the local law:

To amend and update the *Shire of Perenjori Local Government Property Local Law (Principal Local Law)* following its periodic review as required by section 3.16 of the *Local Government Act 1995*.

**Effect** of the local law:

The effect of the proposed amendment to the Principal Local Law will be to –

- (a) include gambling games, contests, or bets taking place publicly as an activity requiring a permit under the Principal Local Law;
- (b) restrict the access of animals to aerodromes (airports) within the Shire's district;
- (c) create an exception for parents, guardians and caregivers accessing gender-specific bathrooms;
- (d) update clauses and insert defined terms that align with terms currently used in legislation and that provide further clarity to the Principal Local Law;
- (e) update penalties for offences under the Principal Local Law;
- (f) correct references to legislation and other typographical and similar errors.

**Justification** for the local law:

Minor amendments have been made which bring the Principal Local Law in line with the template model local law 'Public Places and Local Government Property Local Law' prepared by WALGA and adapted to meet the needs of the Shire. The penalties with respect to offences under the Principal Local Law have been adjusted in line with contemporary monetary penalties for offences of these kinds.

### 6. **ADDITIONAL INFORMATION**

Not applicable.

**7. UNUSUAL OR CONTROVERSIAL PROVISIONS**

Not applicable.

**8. CONSULTATIONS, SUBMISSIONS AND RESPONSES**

*[Shire to insert details if applicable]*

**9. FEEES AND CHARGES, PENALTIES AND MODIFIED PENALTIES**

**Fees and charges:**

Nil.

**Reason for new fees and charges or any increase in fees and charges:**

Nil.

**Penalties and modified penalties:**

<b>TYPE OF MODIFIED PENALTY</b>	<b>DATE LAST UPDATED INCREASE/DECREASE</b>	<b>OLD</b>	<b>NEW</b>	<b>INCREASE/ DECREASE (%)</b>
Modified penalty for failure to comply with determination	Increase from 2001 when last updated	\$100	\$300	200% increase
Modified penalty for failure to comply with conditions of permit	Increase from 2001 when last updated	\$100	\$300	200% increase
Modified penalty for failure to obtain a permit for an activity	Increase from 2001 when last updated	\$100	\$300	200% increase
Modified penalty for failure to obtain a permit to camp outside a facility	Increase from 2001 when last updated	\$100	\$300	200% increase
Modified penalty for failure to obtain a permit for liquor	Increase from 2001 when last updated	\$100	\$300	200% increase
Modified penalty for failure of a permit holder to comply with responsibilities	Increase from 2001 when last updated	\$100	\$300	200% increase
Modified penalty for behaviour detrimental to property	Increase from 2001 when last updated	\$100	\$300	200% increase
Modified penalty for being under the influence of liquor or prohibited drug on local government property	Increase from 2001 when last updated	\$100	\$300	200% increase

Modified penalty for a failure to comply with a sign on local government property	Increase from 2001 when last updated	\$100	\$300	200% increase
Modified penalty for unauthorised entry to fenced or closed local government property	Increase from 2001 when last updated	\$100	\$300	200% increase
Modified penalty for not using specific gender toilet block entry or change room	Increase from 2001 when last updated	\$100	\$300	200% increase
Modified penalty for unauthorised presence of animal on aerodrome	New penalty	n/a	\$300	n/a
Modified penalty for animal wandering at large on aerodrome – person in charge	New penalty	n/a	\$350	n/a
Modified penalty for animal wandering at large on aerodrome - owner	New penalty	n/a	\$350	n/a
Modified penalty for unauthorised entry to function on local government property	Increase from 2001 when last updated	\$100	\$300	200% increase
Modified penalty for failure to comply with notice	Increase from 2001 when last updated	\$200	\$400	100% increase

**Reason for new penalties or any increase in penalties or modified penalties:**

Adjusted for inflation and in line with contemporary monetary penalties for offences of these kinds.

**10. STATUTORY PROCEDURES CHECKLIST**

The completed and signed Statutory Procedures Checklist is attached.

**11. DISCLAIMER**

The Explanatory Memorandum is produced only as an aid to understanding the abovementioned local law and must not be substituted for the local law or gazetted or made available to the public in any manner or circumstance.

**12. CONTACT PERSON**

The local government's authorised officer for any enquiries about the local law is –

Full Name: Paul Anderson  
Position Title: Chief Executive Officer  
E-mail address: [ceo@perenjori.wa.gov.au](mailto:ceo@perenjori.wa.gov.au)  
Telephone No.: (08) 9973 0100

Mobile No. (if applicable): 0428 352 036

**13.**

Signature:

PRINTED NAME:

Public Office:

Administering Authority:

\_\_\_\_\_  
JUDE SUTHERLAND

President

Shire of Perenjori

\_\_\_\_\_  
PAUL ANDERSON

Chief Executive Officer

Shire of Perenjori



# STATUTORY PROCEDURES CHECKLIST

## Procedures for making a valid Local Law: In accordance with *Local Government Act 1995* and *Ministerial Directions*

Please tick ✓ the 2nd column, where applicable, to indicate the procedural steps completed. Insert 'N/A' if the step is not applicable.

Only Box A is to be checked, not Box C, when the CEO of DEC has directed a local government.

<b>A. Waste Avoidance and Resource Recovery Act 2007 and Local Government Act 1995</b>		
61(1)(b)	n/a	Under s. 61(1)(b) of the <b>WARR Act</b> the CEO of DEC <u>directed</u> a local government to adopt or amend or repeal a waste-related local law–  <b>CEO of DEC’s letter of direction: [Insert date of letter]</b>
3.12(2)	n/a	Presiding person gave notice to the meeting of the <b>purpose</b> and <b>effect</b> of the proposed local law in the prescribed manner: (a) in the agenda of that meeting; and (b) in the minutes of that meeting.  <b>Date of Council meeting: [Insert meeting date and item number]</b>
3.12(5)	n/a	Published the adopted local law in the <i>Government Gazette</i> . <b>Date of Gazette: [Insert date] No. [Insert number]</b> and Sent copy of adopted/gazetted local law to the Ministers: <b>Sent to Minister for Local Government: [Insert date of letter]</b> <b>Sent to Minister for Environment: [Insert date of letter]</b>
3.12(6)	n/a	Local public notice: (refer s.1.7 under the LG Act) Published in newspaper circulating generally throughout the State.  <b>Name of newspaper: [Insert text]</b> <b>Date of publication: [Insert date] Page No.: [Insert number]</b> <i>(copy of newspaper notice attached)</i> <b>Appeared on Notice Boards (local government offices and every library):</b> <b>From: [Insert date] To: [Insert date]</b>
3.12(7)	n/a	Sent EM material to the Joint Standing Committee on Delegated Legislation. <b>Hard copies sent to JSCDL: [Insert date of letter]</b> <b>And either:</b> • <b>Electronic copies sent by e-mail to JSCDL: [Insert date of e-mail]</b>
3.12(8)	n/a	<b>or</b> • <b>Copies on CD included with hard copies to JSCDL: [YES / NO]</b>  If applicable: This local law is <b>an amendment local law</b> which amends the text of the principal local law. <b>or</b> This local law is <b>a repeal local law</b> .

Procedure in Box B must be completed before the commencement of 3.12 procedures of the LG Act.

<b>B. Local Government Act 1995 Section 3.6 Places outside the district (eg: shoreline on public beach)</b>		
3.6(1)	n/a	Governor’s approval was first obtained for a local government to make a local law that <b>applies</b> outside its district.  <b>Local government’s request for approval: [Insert date and Ref No.]</b>  <b>Notice in <i>Government Gazette</i> of Governor’s approval:</b> <b>Date of Gazette: [Insert date] No. [Insert] Page No.: [Insert number]</b>

**C. Local Government Act 1995**

## Section 3.12 Procedure for making local laws

3.12(2)	<p>Presiding person gave notice to the meeting of the <b>purpose</b> and <b>effect</b> of the proposed local law in the prescribed manner<sup>1</sup>:</p> <p>(a) in the agenda of that meeting; and</p> <p>(b) in the minutes of that meeting.</p> <p><b>Date of Council meeting: [Insert meeting date and item number]</b> (copy of Council <i>minutes</i> attached)</p>
3.12(3)(a)	<p>State-wide public notice: (refer s.1.8 under this Act) Published in newspaper circulating generally throughout the State.</p> <p><b>Name of newspaper: [Insert text]</b> <b>Date of publication: [Insert date] Page No.: [Insert number]</b> (copy of actual <i>newspaper notice</i> attached)</p>
3.12(3a)	<p>Local public notice: (refer s.1.7 under this Act) Published in a newspaper circulating generally throughout the State, and exhibited on a notice board of the local government's offices and every library in the district.</p> <p><b>Name of newspaper: [Insert text]</b> <b>Date of publication: [Insert date] Page No.: [Insert number]</b> (If a different newspaper, copy of actual <i>newspaper notice</i> attached)</p> <p><b>Appeared on Notice Boards (local government offices and every library):</b> <b>From: [Insert date] To: [Insert date]</b></p>
3.12(3)(b)	<p><u>Immediately after State-wide local public notice is published:</u> Sent copy of</p> <ul style="list-style-type: none"> <li>• the proposed local law (in gazette-ready format) <b>and</b></li> <li>• a copy of the State-wide public notice,</li> </ul> <p>to the Minister for Local Government<sup>2</sup>.</p> <p><b>Sent to Minister for Local Government: [Insert date of letter]</b></p> <p>and, where applicable, same copies sent to another Minister:</p> <ul style="list-style-type: none"> <li>• Minister for Commerce<sup>3</sup>, administering the <i>Dividing Fences Act 1961</i> (for fencing local law)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Minister for Emergency Services, administering the <i>Bush Fires Act 1954</i> (for bush fire brigade or fire-break local law)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Minister for Environment, administering the <i>Waste Avoidance and Resource Recovery Act 2007</i> (for waste local law)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Minister for Health, administering the <i>Health Act 1911</i> (for health local law and cremation-related cemetery local law)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Minister for Agriculture and Food, administering the <i>Agriculture and Related Resources Protection Act 1976</i> (for pest plant local law)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Minister for <b>[Insert text]</b>, administering the <b>[Insert Act]</b>, (for <b>[Insert text]</b> local law)</li> </ul> <p><b>Sent to other Minister for [Insert text]: [Insert date of letter]</b></p>

<sup>1</sup> Refer to regulation 3 in the *Local Government (Functions and General) Regulations 1996*.

<sup>2</sup> The Minister for Local Government administers the *Cemeteries Act 1986* (for cemetery local laws), the *Dog Act 1976* (for dog local laws) and the *Local Government Act 1995* (for standing orders, local government property, public places, public parking, activities on thoroughfares local laws, etc).

<sup>3</sup> The Minister for Commerce also administers the *Local Government (Miscellaneous Provisions) Act 1960* (Parts VIII, IX & XV only) but no local laws are required these Parts.

**C. Local Government Act 1995**

Section 3.12 Procedure for making local laws

**C. Local Government Act 1995**

Section 3.12 Procedure for making local laws (continued)

3.12(4)	n/a	<p><b>Relevant to: WARR Act and Health Act - procedures prior to adoption:</b>  After last day for submissions, <u>consideration</u> at Council meeting of –</p> <ul style="list-style-type: none"> <li>• submissions received</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>• whether to make the local law as proposed (by absolute majority)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• whether to make a local law that was not significantly different from what was proposed (by absolute majority).</li> </ul> <p><b>Council meeting date: [Insert meeting date &amp; item number]</b>  <i>(copy of Council minutes attached)</i></p> <p>and</p> <ul style="list-style-type: none"> <li>• gave copy of <u>final</u> version of proposed local law for consent under –</li> </ul> <p><b>WARR Act: Consent of CEO of DEC: [Insert date]</b>  <b>Health Act: Consent of Exec. Director of Public Health: [Insert date]</b>  <i>(Consent is required prior to local government's actual adoption.)</i></p> <p><b>LG Act - final procedure for actual adoption:</b>  After close of public consultation period of <b>minimum<sup>4</sup></b> 6 weeks, considered any submissions made about the proposed local law –</p> <p>and adopted the local law as proposed (by absolute majority)</p> <p>or adopted a local law that was considered not significantly different from what was proposed (by absolute majority).</p> <p><b>Council meeting date: [Insert meeting date &amp; item number]</b>  <i>(copy of Council minutes attached)</i></p>
3.12(4)		<p>Published the adopted local law in the <i>Government Gazette</i>.  <b>Date of Gazette: [Insert date] No. [Insert number]</b></p> <p><u>After</u> the adopted local law was published in the <i>Government Gazette</i>, sent a signed and sealed copy of the adopted local law to the Minister for Local Government.</p> <p><b>Sent to Minister for Local Government: [Insert date of letter]</b></p> <p>and where local law was made under legislation other than the <i>Local Government Act 1995</i>, sent to the relevant Minister:</p> <ul style="list-style-type: none"> <li>• Minister for Commerce, administering the <i>Dividing Fences Act 1961</i> (for fencing local law)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Minister for Emergency Services, administering the <i>Bush Fires Act 1954</i> (for bush fire brigade and fire-break local law)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Minister for Environment, administering the <i>Waste Avoidance and Resource Recovery Act 2007</i> (for waste local law)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Minister for Health, administering the <i>Health Act 1911</i> (for health local law and cremation-related cemetery local law)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Minister for Agriculture and Food, administering the <i>Agriculture and Related Resources Protection Act 1976</i> (for pest plant local law)</li> </ul> <p>or</p>
3.12(5)		

<sup>4</sup> The local government cannot adopt the local law before the public consultation period (minimum 6 weeks) has closed. Section 61(f) of the *Interpretation Act 1984* determines the method for calculating the consultation period. Guidance is provided in the *Local Government Operational Guidelines No. 16 on Local Laws*, downloadable from the Department of Local Government's website: [www.dlg.wa.gov.au](http://www.dlg.wa.gov.au).

	<ul style="list-style-type: none"> <li>Minister for <b>[Insert text]</b>, administering the <b>[Insert Act]</b>, (for <b>[Insert text]</b> local law)</li> </ul> <p><b>Sent to other Minister for [Insert text]: [Insert date of letter]</b></p>
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Cont/...

<b>C. Local Government Act 1995</b> Section 3.12 Procedure for making local laws (continued)	
3.12(6)	<p><u>After</u> the local law was published in the Gazette and <u>after</u> a signed and sealed copy of the local law was given to the Minister(s): gave local public notice of gazettal (<i>refer s.1.7 of this Act</i>)</p> <p>Published in a newspaper circulating generally throughout the District, and exhibited on a notice board of the local government's offices and every library in the district.</p> <p><b>Name of newspaper: [Insert text]</b>  <b>Date of publication: [Insert date] Page No.: [Insert number]</b>  <i>(copy of Newspaper notice attached)</i></p> <p><b>Appeared on Notice Boards (local government offices and every library):</b>  <b>From: [Insert date] To: [Insert date]</b></p>
3.12(7)	<p><u>Within 10 working days of the Gazettal date:</u> supplied copies of the local law, Explanatory Memorandum, Statutory Procedures Checklist and other supporting material in accordance with Ministerial Directions, to the WA Parliament's Joint Standing Committee on Delegated Legislation (JSCDL):</p> <p><b>Hard copies sent to JSCDL: [Insert date of letter]</b>  <b>And either:</b></p> <ul style="list-style-type: none"> <li><b>Electronic copies sent by e-mail to JSCDL: [Insert date of e-mail]</b></li> </ul> <p><b>or</b></p> <ul style="list-style-type: none"> <li><b>Copies on CD included with hard copies to JSCDL: [YES / NO]</b></li> </ul>
3.12(8)	<p>This local law is <b>an amendment local law</b> which amends the text of the principal local law.</p> <p><u>or</u></p> <p>This local law is <b>a repeal local law</b>.</p>

Signature:

PRINTED NAME:

Public Office:

Administering Authority:

\_\_\_\_\_  
 JUDE SUTHERLAND

President

Shire of Perenjori

\_\_\_\_\_  
 PAUL ANDERSON

Chief Executive Officer

Shire of Perenjori

**Local Government Act 1995**

SHIRE OF PERENJORI

# Activities on Thoroughfares and Trading in Thoroughfares and Public Places Amendment Local Law 2024

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Perenjori resolved on (date month year) to make the following local law.

## Part 1 - Preliminary

### 1.1 Citation

This local law may be cited as the *Shire of Perenjori Activities on Thoroughfares and Trading in Thoroughfares and Public Places Amendment Local Law 2024*.

### 1.2 Commencement

This local law will come into operation on the fourteenth day after the day on which it is published in the *Government Gazette*.

### 1.3 Principal local law amended

This local law amends the *Shire of Perenjori Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law* as published in the *Government Gazette* on 2 February 2001.

## Part 2 - Amendments

### 2.1 Clause 1.2 amended

(1) Clause 1.2 is amended as follows –

- (a) amend the definition of “**built-up area**” by deleting the words “*Road Traffic Code 1975*” and inserting “*Road Traffic Code 2000*”;
- (b) amend the definition of “**carriageway**” by deleting the words “means the paved or made portion of a thoroughfare used or intended for use by vehicles” and inserting “has the meaning given to it in the *Road Traffic Code 2000*”;
- (c) amend the definition of “**footpath**” by deleting the words “means the paved or made portion of a thoroughfare used or intended for use by pedestrians and cyclists” and inserting “has the meaning given to it in the *Road Traffic Code 2000*”;
- (d) amend the definition of “**liquor**” by deleting the words “*Liquor Licensing Act 1988*” and inserting “*Liquor Control Act 1988*”;
- (e) insert the following definitions in alphabetical order –
  - (i) “**bulk rubbish container** means a bin or container designed or used for holding a substantial quantity of rubbish which is unlikely to be lifted without mechanical assistance, but does not include a bin or container used in connection with the local government’s regular domestic rubbish collection service”;

- (ii) “**crossing** means a crossing giving access from a public thoroughfare to –
  - (a) private land; or
  - (b) a private thoroughfare serving private land”;
- (iii) “**garden** means any part of a thoroughfare planted, developed or treated, otherwise than as a lawn, with one or more plants”;
- (iv) “**intersection** has the meaning given to it in the *Road Traffic Code 2000*”;
- (v) “**local planning scheme** means a local planning scheme of the local government made under the *Planning and Development Act 2005*”;
- (vi) “**lot** has the meaning given to it in the *Planning and Development Act 2005*”;
- (vii) “**owner or occupier** in relation to land does not include the local government”;
- (viii) “**permissible verge treatment** means any one of the four treatments described in clause 2.9(2), and includes any reticulation pipes and sprinklers”;
- (ix) “**person** does not include the local government”;
- (x) “**verge** means that part of a thoroughfare between the carriageway and the land which abuts the thoroughfare, but does not include any footpath”.

## 2.2 Clause 2.1 amended

(1) Clause 2.1 is amended as follows –

- (a) renumber sub-clauses (a) and (b) to (e) and (f) respectively;
- (b) insert the following sub-clauses before renumbered subclause (e) and (f) –
  - “(a) plant any plant (except grasses or a similar plant) within 10 metres of an intersection;
  - (b) damage a lawn or a garden or remove any plant or part of a plant from a lawn or a garden unless –
    - (i) the person is the owner or the occupier of the lot abutting that portion of the thoroughfare and the lawn or the garden or the particular plant has not been installed or planted by the local government; or
    - (ii) the person is acting under the authority of a written law;
  - (c) plant any plant (except grass or a similar plant) on a thoroughfare so that it is within 2m of a carriageway;
  - (d) place on any footpath any fruit, fruit skins or other substance or fluid (whether vegetable or otherwise, but not water) which may create a hazard for any person using the footpath;

- (c) insert “or” following the semi-colon in renumbered subclause (f); and
- (d) insert the following sub-clause after renumbered subclause (f):
  - “(g) within a mall, arcade or verandah of a shopping centre, ride any bicycle, skateboard, rollerblades or similar device.”

### **2.3 Clause 2.2 amended**

(1) Clause 2.2 is amended as follows –

- (a) renumber sub-clauses (b), (c), (d) and (e) to (f), (g), (h) and (m) respectively;
- (b) insert the following sub-clauses after subclause (a) –
  - “(b) subject to Division 3 of this Part, throw, place or deposit any thing on a verge except for removal by the local government under a bulk rubbish collection, and then only in accordance with the terms and conditions and during the period of time advertised in connection with that collection by the local government;
  - (c) cause any obstruction to a vehicle or a person using a thoroughfare as a thoroughfare;
  - (d) cause any obstruction to a water channel or a water course in a thoroughfare; and
  - (e) throw, place or drain offensive, noxious or dangerous fluid onto a thoroughfare.
- (c) insert the following sub-clauses after renumbered subclause (h):
  - (i) unless installing, or in order to maintain, a permissible verge treatment –
    - (i) lay pipes under or provide taps on any verge; or
    - (ii) place or install any thing on any part of a thoroughfare, and without limiting the generality of the foregoing, any gravel, stone, flagstone, cement, concrete slabs, blocks, bricks, pebbles, plastic sheeting, kerbing, wood chips, bark or sawdust;
  - (j) provide, erect, install or use in or on any building, structure or land abutting on a thoroughfare any hoist or other thing for use over the thoroughfare;
  - (k) on a public place use anything or do anything so as to create a nuisance;
  - (l) place or cause to be placed on a thoroughfare a bulk rubbish container; or”

### **2.4 Clause 2.3 amended**

Clause 2.3 is amended by deleting the words “*Liquor Licensing Act 1988*” and inserting “*Liquor Control Act 1988*”.

## 2.5 Part 2, Division 3 inserted

Part 2, Division 3 is inserted as follows –

*“Division 3 – Vehicle crossings*

*Subdivision 1 – Temporary crossings*

### 2.5 Permit required

- (1) Where it is likely that works on a lot will involve vehicles leaving a thoroughfare and entering the lot, the person responsible for the works shall obtain a permit for the construction of a temporary crossing to protect the existing carriageway, kerb, drains and footpath, where –
  - (a) a crossing does not exist; or
  - (b) a crossing does exist, but the nature of the vehicles and their loads is such that they are likely to cause damage to the crossing;
- (2) The **person responsible for the works** in subclause (1) is to be taken to be –
  - (a) the person named on the building permit issued under the *Building Act 2011*, if one has been issued in relation to the works; or
  - (b) the registered proprietor of the lot, if no building permit has been issued under the *Building Act 2011* in relation to the works.
- (3) If the local government approves an application for a permit for the purpose of subclause (1), the permit is taken to be issued on the condition that until such time as the temporary crossing is removed, the permit holder shall keep the temporary crossing in good repair and in such a condition so as not to create any danger or obstruction to persons using the thoroughfare.

*Subdivision 2 – Redundant vehicle crossings*

### 2.6 Removal of redundant crossing

- (1) Where works on a lot will result in a crossing no longer giving access to a lot, the crossing is to be removed and the kerb, drain, footpath, verge and any other part of the thoroughfare affected by the removal are to be reinstated to the satisfaction of the local government.
- (2) The local government may give written notice to the owner or occupier of a lot requiring her or him to –
  - (a) remove any part of or all of a crossing which does not give access to the lot; and
  - (b) reinstate the kerb, drain, footpath, verge and any other part of the thoroughfare, which may be affected by the removal,within the period of time stated in the notice, and the owner or occupier of the lot shall comply with that notice.”

## 2.6 Part 2, Division 4 inserted

Part 2, Division 4 is inserted as follows –



*“Division 4 – Verge treatments*

*Subdivision 1 – Preliminary*

**2.7 Interpretation**

In this Division, unless the context otherwise requires –

***acceptable material*** means any material which will create a hard and stable surface, and which appears on a list of acceptable materials maintained by the local government.

**2.8 Application**

This Division only applies to the townsite.

*Subdivision 2 – Permissible verge treatments*

**2.9 Permissible verge treatments**

- (1) An owner or occupier of land which abuts on a verge may on that part of the verge directly in front of her or his land install a permissible verge treatment.
- (2) The permissible verge treatments are –
  - (a) the planting and maintenance of a lawn;
  - (b) the planting and maintenance of a garden provided that –
    - (i) clear sight visibility is maintained at all times for a person using the abutting thoroughfare in the vicinity of an intersection or bend in the thoroughfare or using a driveway on land adjacent to the thoroughfare for access to or from the thoroughfare; and
    - (ii) where there is no footpath, a pedestrian has safe and clear access of a minimum width of 2m along that part of the verge immediately adjacent to the kerb;
  - (c) the installation of an acceptable material; or
  - (d) the installation over no more than one third of the area of the verge (excluding any vehicle crossing) of an acceptable material in accordance with paragraph (c), and the planting and maintenance of either a lawn or a garden on the balance of the verge in accordance with paragraph (a) or (b).

**2.10 Only permissible verge treatments to be installed**

- (1) A person shall not install or maintain a verge treatment which is not a permissible verge treatment.
- (2) The owner and occupier of the lot abutting a verge treatment referred to in subclause (1) are each to be taken to have installed and maintained that verge treatment for the purposes of this clause and clause 2.11.

**2.11 Obligations of owner or occupier**

An owner or occupier who installs or maintains a permissible verge treatment shall –

- (a) keep the permissible verge treatment in a good and tidy condition and ensure, where the verge treatment is a garden or lawn, that a footpath on the verge and a carriageway adjoining the verge is not obstructed by the verge treatment;
- (b) not place any obstruction on or around the verge treatment; and
- (c) not disturb a footpath on the verge.

#### **2.12 Notice to owner or occupier**

The local government may give a notice in writing to the owner or the occupier of a lot abutting on a verge to make good, within the time specified in the notice, any breach of a provision of this Division.

##### *Subdivision 3 – Public works*

#### **2.13 Power to carry out public works on verge**

Where the local government or an authority empowered to do so under a written law disturbs a verge, the local government or the authority –

- (a) is not liable to compensate any person for that disturbance;
- (b) may backfill with sand, if necessary, any garden or lawn; and
- (c) is not liable to replace or restore any –
  - (i) verge treatment and, in particular, any plant or acceptable material or other hard surface; or
  - (ii) sprinklers, pipes or other reticulation equipment.”

#### **2.7 Part 2, Division 5 inserted**

Part 2, Division 5 is inserted as follows –

##### *“Division 5 – Property numbers*

##### *Subdivision 1 – Preliminary*

#### **2.14 Interpretation**

In this Division, unless the context requires otherwise –

**number** means a number of a lot with or without an alphabetical suffix indicating the address of the lot by reference to a thoroughfare.

##### *Subdivision 2 – Assignment and marking of numbers*

#### **2.15 Assignment of numbers**

The local government may assign a number to a lot in the district and may assign another number to the lot instead of that previously assigned.”

#### **2.8 Part 2, Division 6 inserted**

Part 2, Division 6 is inserted as follows –

*“Division 6 – Fencing*

**2.16 Public place – Item 4(1) of Division 1, Schedule 3.1 of the Act**

The following places are specified as a public place for the purpose of item 4(1) of Division 1 of Schedule 3.1 of the Act –

- (a) a public place, as that term is defined in clause 1.2; and
- (b) local government property.”

**2.9 Part 2, Division 7 inserted**

Part 2, Division 7 is inserted as follows –

*“Division 7 – Signs erected by the local government*

**2.17 Signs**

- (1) A local government may erect a sign on a public place specifying any conditions of use which apply to that place.
- (2) A person shall comply with a sign erected under subclause (1).
- (3) A condition of use specified on a sign erected under subclause (1) is to be for the purpose of giving notice of the effect of a provision of this local law.

**2.18 Transitional**

Where a sign erected on a public place has been erected under a local law of the local government repealed by this local law, then on and from the commencement day, it is to be taken to be a sign erected under clause 2.17 if –

- (a) the sign specifies a condition of use relating to the public place which gives notice of the effect of a provision of this local law; and
- (b) the condition of use specified is not inconsistent with any provision of this local law.”

**2.10 Part 3, Division 2 inserted**

Part 3, Division 2 is amended as follows –

*“Division 2 – Shopping Trolleys*

**3.3 Interpretation**

In this Division –

**retailer** means a proprietor of a shop in respect of which shopping trolleys are provided for the use of customers of the shop; and

**shopping trolley** means a wheeled container or receptacle supplied by a retailer to enable a person to transport goods.

**3.4 Shopping trolley to be marked**

A retailer shall clearly mark its name or its trading name on any shopping trolley made available for the use of customers.

### **3.5 Person not to leave trolley in public place.**

A person shall not leave a shopping trolley in a public place other than in an area set aside for the storage of shopping trolleys.

### **3.6 Retailer to remove abandoned trolley**

- (1) If a shopping trolley is found in a public place, other than in an area set aside for the storage of shopping trolleys, the local government may advise (verbally or in writing) a retailer whose name is marked on the trolley of the location of the shopping trolley.
- (2) A retailer shall remove a shopping trolley within 24 hours of being so advised under subclause (1), unless the retailer –
  - (a) requests the local government to collect and deliver the shopping trolley to the retailer; and
  - (b) pays any fee for that collection and delivery (imposed and determined under and in accordance with sections 6.16 to 6.19 of the Act) within the period specified by the local government.

### **3.7 Retailer taken to own trolley**

In the absence of any proof to the contrary, a shopping trolley is to be taken to belong to a retailer whose name is marked on the trolley.”

#### **2.11 Clause 4.1 amended**

Clause 4.1 is amended by deleting the words “established under the Land Resource Policy Council within the Office of Premier and Cabinet” in the definition of “**Roadside Conservation Committee**” and inserting the words “appointed by the responsible Minister”.

#### **2.12 Clause 4.4 amended**

Clause 4.4 is amended by deleting the words “‘Code of Practice for Roadside Conservation and Road Maintenance Works’ prepared by the Roadside Conservation Committee” and inserting the words “Handbook of Environmental Practice for Roadside Construction and Road Maintenance”.

#### **2.13 Clause 4.7 amended**

Clause 4.7 is amended by deleting the word “as” in sub-clause (a) and inserting the word “has”.

#### **2.14 Clause 5.1 amended**

- (1) Clause 5.1 is amended as follows –
  - (a) in sub-clause (f) delete “and”;
  - (b) in sub-clause (g)(ii), inserting the word “only” after the words “which are”;
  - (c) insert the following sub-clauses –
    - “(h) the delivery of pre-ordered goods or services to the purchaser of those goods or services or to the person nominated by the purchaser of those goods or services whether or not payment for those goods or services is accepted on delivery; or

- (i) the taking of further orders for goods or services from the purchaser of those pre-ordered goods or services or from the person nominated by the purchaser of those pre-ordered goods or services when those orders are taken at the same time as a previous order is being delivered, whether or not payment is made for those goods or services at the time of taking the order.”

## **2.15 Clause 5.8 amended**

Clause 5.8 is amended by deleting the words “*Weights and Measures Act 1915*” and inserting “*National Measurement Act 1960 (Cth)*”.

## **2.16 Part 5, Division 2 inserted**

Part 5, Division 2 is inserted as follows –

*“Division 2 – Street entertainers*

*Subdivision 1 - Preliminary*

### **5.9 Interpretation**

In this Division, unless the context otherwise requires –

***perform*** includes to play a musical instrument, sing, mime, dance, give an acrobatic or aerobic display or entertain, but does not include public speaking;

***permit*** means a permit issued for the purpose of clause 6.10;

***permitted area*** means the area or areas, specified in a permit, in which the permit holder may perform; and

***permitted time*** means the time or time, specified in a permit, during which the permit holder may perform.

*Subdivision 2 - Permits*

### **5.10 Permit required to perform**

A person shall not perform in a public place without a permit.

### **5.11 Variation of permitted area and permitted time**

(1) The local government may by notice in writing to a permit holder vary –

- (a) the permitted area;
- (b) the permitted time; or
- (c) both the permitted area and the permitted time,

shown on a permit.

(2) The local government may direct a permit holder to move from one permitted area to another permitted area, if more than one area is specified in a permit.

### **5.12 Duration of permit**

A permit is valid for a period of 3 months after the date on which it is issued unless it is sooner cancelled under this local law.

### **5.13 Cancellation of permit**

The CEO may cancel a permit if in her or his opinion the volume of sound caused by the permit holder in connection with the performance adversely affects the enjoyment, convenience or comfort of other persons in a public place, or if, in her or his opinion, or in the opinion of an authorised person, the performance otherwise constitutes a nuisance.

### **5.14 Obligations of permit holder**

A permit holder shall not in a public place –

- (a) perform wearing dirty, torn or ragged clothing;
- (b) act in an offensive manner; or
- (c) place, install, erect, play or use any musical instrument or any device which emits music, including a loud speaker or an amplifier-
  - (i) other than in the permitted area; and
  - (ii) unless the musical instrument or device is specified in the permit.”

## **2.17 Part 5, Division 3 inserted**

Part 5, Division 3 is inserted as follows –

*“Division 3 – Outdoor eating facilities on public places*

### **5.15 Interpretation**

In this Division –

**Facility** means an outdoor eating facility or establishment on any part of a public place, but does not include such a facility or establishment on private land;

**permit holder** means the person to whom a permit has been issued for the purpose of clause 6.16; and

**public place** has the meaning given to it in clause 6.1.

### **5.16 Permit required to conduct Facility**

A person shall not establish or conduct a Facility without a permit.

### **5.17 Matters to be considered in determining application**

In determining an application for a permit for the purpose of clause 5.16, the local government may consider in addition to any other matter it considers relevant, whether or not –

- (a) the Facility is conducted in conjunction with and as an extension of a food business which abut on the Facility, and whether the applicant is the person conducting such food business;

- (b) any abutting food business is registered in accordance with the *Food Act 2008* and whether the use of the business is permitted under the town planning scheme;
- (c) users of the Facility will have access to proper and sufficient sanitary and ablutionary conveniences;
- (d) the Facility would –
  - (i) obstruct the visibility or clear sight lines at an intersection of thoroughfares of any person; or
  - (ii) impede pedestrian access; and
- (e) the tables, chairs and other equipment to be used may obstruct or impede the use of the public place for the purpose for which it was designed.

#### **5.18 Obligations of permit holder**

- (1) The permit holder for a Facility shall –
  - (a) ensure that the Facility is conducted at all times in accordance with the provisions of this local law;
  - (b) ensure that the eating area is kept in a clean and tidy condition at all times;
  - (c) maintain the chairs, tables and other structures in the eating area in a good, clean and serviceable condition at all times; and
  - (d) be solely responsible for all and any costs associated with the removal, alteration, repair, reinstatement or reconstruction of any part of the public place arising from the conduct of the Facility.
- (2) Whenever, in the opinion of the local government, any work is required to be carried out to a Facility, the local government may give a notice to the permit holder for the Facility to carry out that work within the time limited by the notice.
- (3) In subclause (2), “work” includes the removal, alteration, repair, reinstatement or reconstruction of any part of a public place arising from or in connection with the setting up or conduct of a Facility.

#### **5.19 Removal of Facility unlawfully conducted**

Where a Facility is conducted without a permit, or in contravention of a condition of a permit, any tables, chairs, umbrellas or other equipment may be removed by an authorized person and impounded in accordance with the Act.

#### **5.20 Use of Facility by public**

- (1) A person shall not occupy a chair or otherwise use the equipment in a Facility the subject of a permit unless the person uses them for the purpose of consuming food or drinks provided by the Facility.
- (2) A person shall leave a Facility when requested to do so by the permit holder.

## **5.21 Temporary removal of Facility may be requested**

- (1) The permit holder for a Facility is to temporarily remove the Facility when requested to do so on reasonable grounds by an authorized person or a member of the Police Service or an emergency service.
- (2) The permit holder may replace the Facility removed under subclause (1) as soon as the person who directed her or him to remove it allows it to be replaced.”

## **2.18 Clause 6.7 amended**

Clause 6.7(2)(b) is amended by deleting the words “*mutatis mutandis*” and inserting “with all the necessary changes as required”.

## **2.19 Clause 8.2 inserted**

Clause 8.2 is inserted as follows –

### **“8.2 Hazardous plants**

- (1) Where a plant in a garden creates or may create a hazard for any person using a thoroughfare, the local government may give a notice to the owner or the occupier of the land abutting on the garden to remove, cut, move or otherwise deal with that plant so as to remove the hazard.
- (2) Subclause (1) does not apply where the plant was planted by the local government.”

## **2.20 Clause 8.3 inserted**

Clause 8.3 is inserted as follows –

### **“8.3 Notice to redirect or repair sprinkler**

Where a lawn or a garden is being watered with a sprinkler which is on the lawn or the garden, in a manner which causes or may cause an inconvenience or obstruction to any person using a thoroughfare, the local government may give a notice to the owner or the occupier of the land abutting on the lawn or the garden, requiring the owner or the occupier or both to move or alter the direction of the sprinkler or other watering equipment.”

## **2.21 Clause 8.4 inserted**

Clause 8.4 is inserted as follows –

### **“8.4 Notice to remove thing unlawfully placed on thoroughfare**

Where any thing is placed on a thoroughfare in contravention of this local law, the local government may by notice in writing to the owner or the occupier of the property which abuts on that portion of the thoroughfare where the thing has been placed, or such other person who may be responsible for the thing being so placed, require the relevant person to remove the thing.”

## **2.22 Schedule – Prescribed offences amended**

- (1) Schedule – Prescribed offences is amended as follows –
  - (a) delete the table and insert the following table –



<b>Clause</b>	<b>Description</b>	<b>Modified Penalty \$</b>
2.1(a)	Planting a plant within 10 metres of an intersection	125
2.1(b)	Damaging a lawn or garden or removing a plant from a lawn or garden	125
2.1(c)	Planting a plant within 2 metres of a carriageway	125
2.1(d)	Placing fruit, other substance or liquid on footpath	125
2.1(e)	Damaging or interfering with signpost or structure on thoroughfare	350
2.1(f)	Playing games so as to impede vehicles or persons on thoroughfare	125
2.1(g)	Riding a bicycle, skateboard, rollerblades or similar device within a shopping centre	125
2.2(1)(a)	Digging a trench through a kerb or footpath without a permit	125
2.2(1)(b)	Throwing, placing or depositing any thing on verge otherwise than in accordance with terms and conditions or outside of time period advertised by local government without a permit	125
2.2(1)(c)	Causing an obstruction to a vehicle or person using a thoroughfare without a permit	125
2.2(1)(d)	Causing an obstruction to a water channel or a water course in a thoroughfare without a permit	250
2.2(1)(e)	Throwing, placing or draining noxious or dangerous fluid onto a thoroughfare without a permit	250
2.2(1)(f)	Damaging a thoroughfare without a permit	125
2.2(1)(g)	Lighting a fire on a thoroughfare without a permit	350
2.2(1)(h)	Felling tree onto thoroughfare without a permit	125
2.2(1)(i)	Laying pipes or installing any thing on any verge or thoroughfare without a permit	125
2.2(1)(j)	Providing, erecting, installing or using any building, structure or land abutting a thoroughfare or hoisting any thing over a thoroughfare without a permit	350
2.2(1)(k)	Creating a nuisance on a thoroughfare without a permit	125
2.2(1)(l)	Placing a bulk rubbish container on a thoroughfare without a permit	125
2.2(1)(m)	Interfering with soil or taking anything from a thoroughfare without a permit	125
2.3(1)	Consumption or possession of liquor on thoroughfare	125
2.4(1)	Driving or taking a vehicle on a closed thoroughfare	350
2.5(1)	Constructing a temporary crossing on a thoroughfare without a permit	250
2.5(3)	Failing to keep temporary crossing in good repair or creating danger or obstruction to persons using thoroughfare	125

<b>Clause</b>	<b>Description</b>	<b>Modified Penalty \$</b>
2.6(1)	Failing to reinstate the kerb, drain, footpath, verge or any other part of the thoroughfare affected by the removal of a temporary crossing to the satisfaction of the local government	350
2.10(1)	Installing or maintain a verge treatment which is not a permissible verge treatment	250
2.11(a)	Failing to keep or maintain a permissible verge treatment in a good and tidy condition or obstructing a footpath on the verge with a verge treatment	125
2.11(b)	Placing an obstruction on or around a permissible verge treatment	125
2.11(c)	Disturbing a footpath on the verge	125
2.17(2)	Failing to comply with a sign erected by a local government in a public place	125
3.1(1)	Animal or vehicle obstructing a public place or local government property	125
3.2(2)(a)	Animal on thoroughfare when not led, ridden or driven	125
3.2(2)(b)	Animal on public place with infectious disease	125
3.2(2)(c)	Training or racing animal on thoroughfare in built-up area	125
3.2(3)	Horse led, ridden or driven on thoroughfare in built-up area	125
3.4	Failing to mark retailer name on a shopping trolley	125
3.5	Leaving a shopping trolley in a public place other than in an area set aside for the storage of shopping trolleys	125
3.6(2)	Failing to remove a shopping trolley from a public place within 24 hours of being advised by local government	125
4.6(1)	Driving a vehicle on other than the carriageway of a flora road	250
4.9	Planting in thoroughfare without a permit	250
4.11	Failure to obtain permit to clear a thoroughfare	500
4.13	Burning of thoroughfare without a permit	500
4.17	Construction of firebreak on thoroughfare without a permit	500
4.19	Commercial harvesting of native flora on thoroughfare+	500
4.20(1)	Collecting seed from native flora on thoroughfare without a permit	350
5.2(1)	Conducting of stall in public place without a permit	350
5.3(1)	Trading without a permit	350
5.8(1)(a)	Failure of stallholder or trader to display or carry permit	125
5.8(1)(b)	Stallholder or trader not displaying valid permit	125
5.8(1)(c)	Stallholder or trader not carrying certified scales when selling goods by weight	125
5.8(2)	Stallholder or trader engaged in prohibited conduct	125
5.10	Performing in a public place without a permit	125

<b>Clause</b>	<b>Description</b>	<b>Modified Penalty \$</b>
5.14(a)	Performing wearing dirty, torn or ragged clothing in a public place	125
5.14(b)	Acting in an offensive manner in a public place	125
5.14(c)	Placing, installing, erecting, playing or using any musical instrument or device which emits music in an area other than in permitted area or without instrument or device being specified in permit	125
5.16	Establishing or constructing outdoor eating facility without a permit	350
5.18(1)(a)	Failing to ensure outdoor eating facility is conducted in accordance with local law	125
5.18(1)(b)	Failing to ensure eating area is kept in a clean and tidy condition	125
5.18(1)(c)	Failing to maintain chairs, tables and other structures in eating area in good, clean and serviceable condition	125
5.20(1)	Use of equipment of outdoor eating facility without purchase of food or drink from facility	125
5.20(2)	Failure to leave outdoor eating facility when requested by permit holder	125
6.5	Failure to comply with a condition of a permit	125
6.9	Failure to produce permit on request of authorized person	125
9.1	Failure to comply with notice given under local law	125

Dated: 2024

The Common Seal of the Shire of Perenjori was affixed by authority of the resolution of the Council in the presence of-

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JUDE SUTHERLAND, SHIRE PRESIDENT

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PAUL ANDERSON, CHIEF EXECUTIVE OFFICER

## EXPLANATORY MEMORANDUM

### 1. ADMINISTERING AUTHORITY

Shire of Perenjori

### 2. PUBLICATION OF LOCAL LAW

WA Government Gazette dated 2 February 2001 No. 24

### 3. TITLE OF LOCAL LAW

Shire of Perenjori Activities on Thoroughfares and Trading in Public Places Amendment Local Law 2024.

### 4. SECTION(S) OF ENABLING ACT(S)

This local law was made under section 3.5(1) of the *Local Government Act 1995*.

### 5. PURPOSE, EFFECT AND JUSTIFICATION

**Purpose** of the local law:

To amend and update the *Shire of Perenjori Activities in Thoroughfares and Trading in Public Places Local Law (Principal Local Law)* following its periodic review as required by section 3.16 of the *Local Government Act 1995*.

**Effect** of the local law:

The effect of the proposed amendment to the Principal Local Law will be to –

- (a) update existing and insert new defined terms that align with terms currently used in legislation and support the new provisions inserted in the Principal Local Law;
- (b) prohibit the planting of plants near carriageways or intersections, causing damage or interfering with gardens on thoroughfares without authority, placing substances on footpaths in a way that may create a hazard and riding personal vehicles within certain parts of shopping centres;
- (c) expand the activities that may only be undertaken in the district with a permit in relation to constructing or placing things on verges or thoroughfares and creating a nuisance in a public place;
- (d) permit persons to construct and maintain temporary crossings subject to a permit granted by the Shire and empower the Shire to remove and give notice to remove crossings that no longer give access to a lot;
- (e) permit persons to install and maintain lawns or gardens on verges (“verge treatments”) according to the Shire’s requirements and give the Shire powers and indemnities with respect to public works carried out on verges;
- (f) empower the Shire to assign property numbers to lots in its district by reference to a thoroughfare;
- (g) make provisions regulating the use of shopping trolleys in public places;

- (h) exempt pre-ordered goods or services from requiring a permit to trade under the local law;
- (i) regulate street entertainers and outdoor eating facilities on public places within the district;
- (j) specify public places as defined in the Principal Local Law and the Shire's property as public places for the purpose of Item 4(1), Schedule 3.1, Division 1 of the *Local Government Act 1995*;
- (k) empower the Shire to give notices with respect to hazardous plants, sprinklers, and things unlawfully placed on a thoroughfare;
- (l) update penalties for prescribed offences;
- (m) correct references to legislation and other typographical and similar errors.

**Justification** for the local law:

The amendments bring the Principal Local Law in line with the template model local law 'Activities on Thoroughfares and Trading Local Law' prepared by WALGA and adapted to meet the needs of the Shire. The proposed amendments will increase the Shire's ability to regulate commercial activities in public places and other activities that are liable to obstruct, interfere, or cause damage to public places or thoroughfares.

**6. ADDITIONAL INFORMATION**

Not applicable.

**7. UNUSUAL OR CONTROVERSIAL PROVISIONS**

Not applicable.

**8. CONSULTATIONS, SUBMISSIONS AND RESPONSES**

*[Shire to insert details if applicable]*

**9. FEES AND CHARGES, PENALTIES AND MODIFIED PENALTIES**

**Fees and charges:**

Nil.

**Reason for new fees and charges or any increase in fees and charges:**

Nil.

**Penalties and modified penalties:**

<b>TYPE OF PENALTY</b>	<b>DATE LAST UPDATED INCREASE/DECREASE</b>	<b>OLD</b>	<b>NEW</b>	<b>INCREASE/ DECREASE (%)</b>
Modified penalty for planting a plant within 10 metres of an intersection	New penalty	n/a	\$125	n/a
Modified penalty for damaging a lawn or garden or removing a plant from a lawn or garden	New penalty	n/a	\$125	n/a
Modified penalty for planting a plant within 2 metres of a carriageway	New penalty	n/a	\$125	n/a
Modified penalty for placing fruit, other substance or liquid on footpath	New penalty	n/a	\$125	n/a
Modified penalty for damaging or interfering with signpost or structure on thoroughfare	Increase from when last updated in 2001	\$300	\$350	16.67%
Modified penalty for playing games so as to impede vehicles or persons on thoroughfares	Increase from when last updated in 2001	\$100	\$125	25%
Modified penalty for riding a bicycle, skateboard, rollerblades or similar device within a shopping centre	New penalty	n/a	\$125	n/a
Modified penalty for digging a trench through a kerb or footpath without a permit	Increase from when last updated in 2001	\$100	\$125	25%
Modified penalty for throwing, placing or depositing any thing on verge otherwise than in accordance with terms and conditions or outside of time period advertised by local government without a permit	New penalty	n/a	\$125	n/a
Modified penalty for causing an obstruction to a vehicle or person using a thoroughfare without a permit	New penalty	n/a	\$125	n/a
Modified penalty for causing an obstruction to a water channel or a water course in a thoroughfare without a permit	New penalty	n/a	\$250	n/a
Modified penalty for throwing, placing or draining noxious or dangerous fluid onto a thoroughfare without a permit	New penalty	n/a	\$250	n/a
Modified penalty for damaging a thoroughfare without a permit	New penalty	n/a	\$125	n/a
Modified penalty for lighting a fire on a	Increase from when last updated in 2001	\$300	\$350	16.67%

thoroughfare without a permit				
Modified penalty for felling tree onto thoroughfare without a permit	Increase from when last updated in 2001	\$100	\$125	25%
Modified penalty for laying pipes or installing any thing on any verge or thoroughfare without a permit	New penalty	n/a	\$125	n/a
Modified penalty for providing, erecting, installing or using any building, structure or land abutting a thoroughfare or hoisting any thing over a thoroughfare without a permit	New penalty	n/a	\$350	n/a
Modified penalty for creating a nuisance on a thoroughfare without a permit	New penalty	n/a	\$125	n/a
Modified penalty for placing a bulk rubbish container on a thoroughfare without a permit	New penalty	n/a	\$125	n/a
Modified penalty for interfering with soil or taking anything from a thoroughfare without a permit	Increase from when last updated in 2001	\$100	\$125	25%
Modified penalty for consumption or possession of liquor on thoroughfare	Increase from when last updated in 2001	\$100	\$125	25%
Modified penalty for driving or taking a vehicle on a closed thoroughfare	Increase from when last updated in 2001	\$300	\$350	16.67%
Modified penalty for constructing a temporary crossing on a thoroughfare without a permit	New penalty	n/a	\$250	n/a
Modified penalty for failing to keep temporary crossing in good repair or creating danger or obstruction to persons using thoroughfare	New penalty	n/a	\$125	n/a
Modified penalty for failing to reinstate the kerb, drain, footpath, verge or any other part of the thoroughfare affected by the removal of a temporary crossing to the satisfaction of the local government	New penalty	n/a	\$350	n/a
Modified penalty for installing or maintain a verge treatment which is not a permissible verge treatment	New penalty	n/a	\$250	n/a
Modified penalty for failing to keep or maintain a	New penalty	n/a	\$125	n/a



permissible verge treatment in a good and tidy condition or obstructing a footpath on the verge with a verge treatment				
Modified penalty for placing an obstruction on or around a permissible verge treatment	New penalty	n/a	\$125	n/a
Modified penalty for disturbing a footpath on the verge	New penalty	n/a	\$125	n/a
Modified penalty for failing to comply with a sign erected by a local government in a public place	New penalty	n/a	\$125	n/a
Modified penalty for animal or vehicle obstructing a public place or local government property	Increase from when last updated in 2001	\$100	\$125	25%
Modified penalty for animal on thoroughfare when not led, ridden or driven	Increase from when last updated in 2001	\$100	\$125	25%
Modified penalty for animal on public place with infectious disease	Increase from when last updated in 2001	\$100	\$125	25%
Modified penalty for training or racing animal on thoroughfare in built-up area	Increase from when last updated in 2001	\$100	\$125	25%
Modified penalty for horse led, ridden or driven on thoroughfare in built-up area	Increase from when last updated in 2001	\$100	\$125	25%
Modified penalty for failing to mark retailer name on a shopping trolley	New penalty	n/a	\$125	n/a
Modified penalty for leaving a shopping trolley in a public place other than in an area set aside for the storage of shopping trolleys	New penalty	n/a	\$125	n/a
Modified penalty for failing to remove a shopping trolley from a public place within 24 hours of being advised by local government	New penalty	n/a	\$125	n/a
Modified penalty for driving a vehicle on other than the carriageway of a flora road	Increase from when last updated in 2001	\$200	\$250	25%
Modified penalty for planting in thoroughfare without a permit	Increase from when last updated in 2001	\$200	\$250	25%
Modified penalty for collecting seed from native flora on thoroughfare without a permit	Increase from when last updated in 2001	\$300	\$350	16.67%

Modified penalty for conducting of stall in public place without a permit	Increase from when last updated in 2001	\$300	\$350	16.67%
Modified penalty for trading without a permit	Increase from when last updated in 2001	\$300	\$350	16.67%
Modified penalty for failure of stallholder or trader to display or carry permit	Increase from when last updated in 2001	\$100	\$125	25%
Modified penalty stallholder or trader not displaying valid permit	Increase from when last updated in 2001	\$100	\$125	25%
Modified penalty stallholder or trader not carrying certified scales when selling goods by weight	Increase from when last updated in 2001	\$100	\$125	25%
Modified penalty stallholder or trader engaged in prohibited conduct	Increase from when last updated in 2001	\$100	\$125	25%
Modified penalty performing in a public place without a permit	New penalty	n/a	\$125	n/a
Modified penalty performing wearing dirty, torn or ragged clothing in a public place	New penalty	n/a	\$125	n/a
Modified penalty acting in an offensive manner in a public place	New penalty	n/a	\$125	n/a
Modified penalty placing, installing, erecting, playing or using any musical instrument or device which emits music in an area other than in permitted area or without instrument or device being specified in permit	New penalty	n/a	\$125	n/a
Modified penalty establishing or constructing outdoor eating facility without a permit	New penalty	n/a	\$350	n/a
Modified penalty failing to ensure outdoor eating facility is conducted in accordance with local law	New penalty	n/a	\$125	n/a
Modified penalty failing to ensure eating area is kept in a clean and tidy condition	New penalty	n/a	\$125	n/a
Modified penalty failing to maintain chairs, tables and other structures in eating area in good, clean and serviceable condition	New penalty	n/a	\$125	n/a
Modified penalty use of equipment of outdoor eating facility without purchase of food or drink from facility	New penalty	n/a	\$125	n/a
Modified penalty failure to leave outdoor eating	New penalty	n/a	\$125	n/a

facility when requested by permit holder				
Modified penalty failure to comply with a condition of a permit	Increase from when last updated in 2001	\$100	\$125	25%
Modified penalty failure to produce permit on request of authorised person	Increase from when last updated in 2001	\$100	\$125	25%
Modified penalty failure to comply with notice given under local law	Increase from when last updated in 2001	\$100	\$125	25%

**Reason for new penalties or any increase in penalties or modified penalties:**

Adjusted for inflation and in line with contemporary monetary penalties for offences of these kinds.

**10. STATUTORY PROCEDURES CHECKLIST**

The completed and signed Statutory Procedures Checklist is attached.

**11. DISCLAIMER**

The Explanatory Memorandum is produced only as an aid to understanding the abovementioned local law and must not be substituted for the local law or gazetted or made available to the public in any manner or circumstance.

**12. CONTACT PERSON**

The local government's authorised officer for any enquiries about the local law is –

Full Name: Paul Anderson  
 Position Title: Chief Executive Officer  
 E-mail address: [ceo@perenjori.wa.gov.au](mailto:ceo@perenjori.wa.gov.au)  
 Telephone No.: (08) 9973 0100  
 Mobile No. (if applicable): 0428 352 036

**13.**

Signature:

PRINTED NAME:

Public Office:

Administering Authority:

\_\_\_\_\_  
 JUDE SUTHERLAND

President

Shire of Perenjori

\_\_\_\_\_  
 PAUL ANDERSON

Chief Executive Officer

Shire of Perenjori

# STATUTORY PROCEDURES CHECKLIST

## Procedures for making a valid Local Law: In accordance with *Local Government Act 1995* and *Ministerial Directions*

Please tick ✓ the 2nd column, where applicable, to indicate the procedural steps completed. Insert 'N/A' if the step is not applicable.

Only Box A is to be checked, not Box C, when the CEO of DEC has directed a local government.

A. Waste Avoidance and Resource Recovery Act 2007 and Local Government Act 1995		
61(1)(b)	n/a	Under s. 61(1)(b) of the <b>WARR Act</b> the CEO of DEC <u>directed</u> a local government to adopt or amend or repeal a waste-related local law–  <b>CEO of DEC’s letter of direction: [Insert date of letter]</b>
3.12(2)	n/a	Presiding person gave notice to the meeting of the <b>purpose</b> and <b>effect</b> of the proposed local law in the prescribed manner: (a) in the agenda of that meeting; and (b) in the minutes of that meeting.  <b>Date of Council meeting: [Insert meeting date and item number]</b>
3.12(5)	n/a	Published the adopted local law in the <i>Government Gazette</i> . <b>Date of Gazette: [Insert date] No. [Insert number]</b> and Sent copy of adopted/gazetted local law to the Ministers: <b>Sent to Minister for Local Government: [Insert date of letter]</b> <b>Sent to Minister for Environment: [Insert date of letter]</b>
3.12(6)	n/a	Local public notice: (refer s.1.7 under the LG Act) Published in newspaper circulating generally throughout the State.  <b>Name of newspaper: [Insert text]</b> <b>Date of publication: [Insert date] Page No.: [Insert number]</b> <i>(copy of newspaper notice attached)</i> <b>Appeared on Notice Boards (local government offices and every library):</b> <b>From: [Insert date] To: [Insert date]</b>
3.12(7)	n/a	Sent EM material to the Joint Standing Committee on Delegated Legislation. <b>Hard copies sent to JSCDL: [Insert date of letter]</b> <b>And either:</b> • <b>Electronic copies sent by e-mail to JSCDL: [Insert date of e-mail]</b>
3.12(8)	n/a	<b>or</b> • <b>Copies on CD included with hard copies to JSCDL: [YES / NO]</b>  If applicable: This local law is <b>an amendment local law</b> which amends the text of the principal local law. <b>or</b> This local law is <b>a repeal local law</b> .

Procedure in Box B must be completed before the commencement of 3.12 procedures of the LG Act.

B. Local Government Act 1995 Section 3.6 Places outside the district (eg: shoreline on public beach)		
3.6(1)	n/a	Governor’s approval was first obtained for a local government to make a local law that <b>applies</b> outside its district.  <b>Local government’s request for approval: [Insert date and Ref No.]</b>  <b>Notice in <i>Government Gazette</i> of Governor’s approval:</b> <b>Date of Gazette: [Insert date] No. [Insert] Page No.: [Insert number]</b>

**C. Local Government Act 1995**

## Section 3.12 Procedure for making local laws

3.12(2)	<p>Presiding person gave notice to the meeting of the <b>purpose</b> and <b>effect</b> of the proposed local law in the prescribed manner<sup>1</sup>:</p> <p>(a) in the agenda of that meeting; and</p> <p>(b) in the minutes of that meeting.</p> <p><b>Date of Council meeting: [Insert meeting date and item number]</b> (copy of Council <i>minutes</i> attached)</p>
3.12(3)(a)	<p>State-wide public notice: (refer s.1.8 under this Act) Published in newspaper circulating generally throughout the State.</p> <p><b>Name of newspaper: [Insert text]</b> <b>Date of publication: [Insert date] Page No.: [Insert number]</b> (copy of actual <i>newspaper notice</i> attached)</p>
3.12(3a)	<p>Local public notice: (refer s.1.7 under this Act) Published in a newspaper circulating generally throughout the State, and exhibited on a notice board of the local government's offices and every library in the district.</p> <p><b>Name of newspaper: [Insert text]</b> <b>Date of publication: [Insert date] Page No.: [Insert number]</b> (If a different newspaper, copy of actual <i>newspaper notice</i> attached)</p> <p><b>Appeared on Notice Boards (local government offices and every library):</b> <b>From: [Insert date] To: [Insert date]</b></p>
3.12(3)(b)	<p><u>Immediately after State-wide local public notice is published:</u> Sent copy of</p> <ul style="list-style-type: none"> <li>• the proposed local law (in gazette-ready format) <b>and</b></li> <li>• a copy of the State-wide public notice,</li> </ul> <p>to the Minister for Local Government<sup>2</sup>.</p> <p><b>Sent to Minister for Local Government: [Insert date of letter]</b></p> <p>and, where applicable, same copies sent to another Minister:</p> <ul style="list-style-type: none"> <li>• Minister for Commerce<sup>3</sup>, administering the <i>Dividing Fences Act 1961</i> (for fencing local law)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Minister for Emergency Services, administering the <i>Bush Fires Act 1954</i> (for bush fire brigade or fire-break local law)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Minister for Environment, administering the <i>Waste Avoidance and Resource Recovery Act 2007</i> (for waste local law)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Minister for Health, administering the <i>Health Act 1911</i> (for health local law and cremation-related cemetery local law)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Minister for Agriculture and Food, administering the <i>Agriculture and Related Resources Protection Act 1976</i> (for pest plant local law)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Minister for [Insert text], administering the <i>[Insert Act]</i>, (for [Insert text] local law)</li> </ul> <p><b>Sent to other Minister for [Insert text]: [Insert date of letter]</b></p>

<sup>1</sup> Refer to regulation 3 in the *Local Government (Functions and General) Regulations 1996*.

<sup>2</sup> The Minister for Local Government administers the *Cemeteries Act 1986* (for cemetery local laws), the *Dog Act 1976* (for dog local laws) and the *Local Government Act 1995* (for standing orders, local government property, public places, public parking, activities on thoroughfares local laws, etc).

<sup>3</sup> The Minister for Commerce also administers the *Local Government (Miscellaneous Provisions) Act 1960* (Parts VIII, IX & XV only) but no local laws are required these Parts.

**C. Local Government Act 1995**

Section 3.12 Procedure for making local laws

**C. Local Government Act 1995**

Section 3.12 Procedure for making local laws (continued)

3.12(4)	n/a	<p><b>Relevant to: WARR Act and Health Act - procedures prior to adoption:</b>  After last day for submissions, <u>consideration</u> at Council meeting of –</p> <ul style="list-style-type: none"> <li>• submissions received</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>• whether to make the local law as proposed (by absolute majority)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• whether to make a local law that was not significantly different from what was proposed (by absolute majority).</li> </ul> <p><b>Council meeting date: [Insert meeting date &amp; item number]</b>  <i>(copy of Council minutes attached)</i></p> <p>and</p> <ul style="list-style-type: none"> <li>• gave copy of <u>final</u> version of proposed local law for consent under –</li> </ul> <p><b>WARR Act: Consent of CEO of DEC: [Insert date]</b>  <b>Health Act: Consent of Exec. Director of Public Health: [Insert date]</b>  <i>(Consent is required prior to local government's actual adoption.)</i></p> <p><b>LG Act - final procedure for actual adoption:</b>  After close of public consultation period of <b>minimum<sup>4</sup></b> 6 weeks, considered any submissions made about the proposed local law –</p> <p>and adopted the local law as proposed (by absolute majority)</p> <p>or adopted a local law that was considered not significantly different from what was proposed (by absolute majority).</p> <p><b>Council meeting date: [Insert meeting date &amp; item number]</b>  <i>(copy of Council minutes attached)</i></p>
3.12(4)		<p>Published the adopted local law in the <i>Government Gazette</i>.  <b>Date of Gazette: [Insert date] No. [Insert number]</b></p> <p><u>After</u> the adopted local law was published in the <i>Government Gazette</i>, sent a signed and sealed copy of the adopted local law to the Minister for Local Government.</p> <p><b>Sent to Minister for Local Government: [Insert date of letter]</b></p> <p>and where local law was made under legislation other than the <i>Local Government Act 1995</i>, sent to the relevant Minister:</p> <ul style="list-style-type: none"> <li>• Minister for Commerce, administering the <i>Dividing Fences Act 1961</i> (for fencing local law)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Minister for Emergency Services, administering the <i>Bush Fires Act 1954</i> (for bush fire brigade and fire-break local law)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Minister for Environment, administering the <i>Waste Avoidance and Resource Recovery Act 2007</i> (for waste local law)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Minister for Health, administering the <i>Health Act 1911</i> (for health local law and cremation-related cemetery local law)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Minister for Agriculture and Food, administering the <i>Agriculture and Related Resources Protection Act 1976</i> (for pest plant local law)</li> </ul> <p>or</p>
3.12(5)		

<sup>4</sup> The local government cannot adopt the local law before the public consultation period (minimum 6 weeks) has closed. Section 61(f) of the *Interpretation Act 1984* determines the method for calculating the consultation period. Guidance is provided in the *Local Government Operational Guidelines No. 16 on Local Laws*, downloadable from the Department of Local Government's website: [www.dlg.wa.gov.au](http://www.dlg.wa.gov.au).

	<ul style="list-style-type: none"> <li>Minister for <b>[Insert text]</b>, administering the <b>[Insert Act]</b>, (for <b>[Insert text]</b> local law)</li> </ul> <p><b>Sent to other Minister for [Insert text]: [Insert date of letter]</b></p>
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Cont/...

<b>C. Local Government Act 1995</b> Section 3.12 Procedure for making local laws (continued)	
3.12(6)	<p><u>After</u> the local law was published in the Gazette and <u>after</u> a signed and sealed copy of the local law was given to the Minister(s): gave local public notice of gazettal (<i>refer s.1.7 of this Act</i>)            Published in a newspaper circulating generally throughout the District, and exhibited on a notice board of the local government's offices and every library in the district.</p> <p><b>Name of newspaper: [Insert text]</b>  <b>Date of publication: [Insert date] Page No.: [Insert number]</b>  <i>(copy of Newspaper notice attached)</i></p> <p><b>Appeared on Notice Boards (local government offices and every library):</b>  <b>From: [Insert date] To: [Insert date]</b></p>
3.12(7)	<p><u>Within 10 working days of the Gazettal date:</u> supplied copies of the local law, Explanatory Memorandum, Statutory Procedures Checklist and other supporting material in accordance with Ministerial Directions, to the WA Parliament's Joint Standing Committee on Delegated Legislation (JSCDL):</p> <p><b>Hard copies sent to JSCDL: [Insert date of letter]</b>  <b>And either:</b></p> <ul style="list-style-type: none"> <li><b>Electronic copies sent by e-mail to JSCDL: [Insert date of e-mail]</b></li> </ul> <p><b>or</b></p> <ul style="list-style-type: none"> <li><b>Copies on CD included with hard copies to JSCDL: [YES / NO]</b></li> </ul>
3.12(8)	<p>This local law is <b>an amendment local law</b> which amends the text of the principal local law.</p> <p><u>or</u>            This local law is <b>a repeal local law</b>.</p>

Signature:

PRINTED NAME:

Public Office:

Administering Authority:

\_\_\_\_\_  
 JUDE SUTHERLAND

President

Shire of Perenjori

\_\_\_\_\_  
 PAUL ANDERSON

Chief Executive Officer

Shire of Perenjori

**Dog Act 1976**

SHIRE OF PERENJORI

## **Dogs Amendment Local Law 2024**

Under the powers conferred by the *Dog Act 1976* and under all other powers enabling it, the Council of the Shire of Perenjori resolved on (date month year) to make the following local law.

### **Part 1 - Preliminary**

#### **1.1 Citation**

This local law may be cited as the *Shire of Perenjori Dogs Amendment Local Law 2024*

#### **1.2 Commencement**

This local law will come into operation on the fourteenth day after the day on which it is published in the *Government Gazette*.

#### **1.3 Principal local law amended**

This local law amends the *Shire of Perenjori Dogs Local Law 2005* as published in the *Government Gazette* on 24 January 2006.

### **Part 2 - Amendments**

#### **2.1 Clause 1.2 amended**

(1) Clause 1.2 is amended as follows –

- (a) delete the definition of “**town planning scheme**”;
- (b) amend the definition of “**Regulations**” by deleting “*Dog Regulations 1976*” and inserting “*Dog Regulations 2013*”;
- (c) insert the following definitions in alphabetical order –
  - (i) “**dangerous dog** means a dog which is the subject of a declaration under section 33E of the Act declaring it to be a dangerous dog”;
  - (ii) “**district** means the district of the local government”;
  - (iii) “**local planning scheme** means a local planning scheme made by the local government under the *Planning and Development Act 2005* which applies throughout the whole or a part of the district”;
  - (iv) “**Schedule** means a schedule in this local law”;
  - (v) “**townsite** means the townsites of Perenjori and Latham which are:
    - (a) constituted under section 26(2) of the *Land Administration Act 1997*; or
    - (b) referred to in clause 37 of Schedule 9.3 of the Act”;



## **2.2 Clause 2.4 deleted**

Clause 2.4 is deleted.

## **2.3 Clause 3.1 amended**

(1) Clause 3.1 is amended as follows –

- (a) in sub-clause (1)(c) insert the words “(unless the gate is temporarily opened in a manner that ensures that the dog remains confined)” after the word “premises”;
- (b) in sub-clause (2) –
  - (i) delete “\$2,000; otherwise \$1,000”;
  - (ii) insert “\$4,000; otherwise \$2,000”.

## **2.4 Clause 4.4 amended**

Clause 4.4 is amended by deleting the word “town” and inserting the word “local”.

## **2.5 Clause 4.7 amended**

Clause 4.7 is amended by deleting the word “town” and inserting the word “local”.

## **2.6 Clause 4.9 amended**

(1) Clause 4.9 is amended as follows –

- (a) delete “\$2,000 and a daily penalty of \$200; otherwise \$1,000 and a daily penalty of \$100”;
- (b) insert “\$4,000 and a daily penalty of \$400; otherwise \$2,000 and a daily penalty of \$200”.

## **2.7 Part 5 deleted**

Part 5 is deleted.

## **2.8 Part 6 amended**

(1) Part 6 is amended as follows –

- (a) renumber Part “6” to “5”;
- (b) renumber clause “6.1” to “5.1”;
- (c) in clause 5.1(2) (formerly sub-clause 6.1(2)) delete the words “Penalty: \$200”;

## **2.9 Part 7 amended**

(1) Part 7 is amended as follows –

- (a) renumber Part “7” to “6”;
- (b) clauses 7.1 – 7.7 are renumbered to clauses 6.1 – 6.7 respectively;
- (c) in clause 6.1 (formerly clause 7.1) –

- (i) delete the words “clause 7.3” and insert “clause 6.3”;
- (ii) delete the words “clause 7.6(1)” and insert “clause 6.6(1)”;
- (d) in clause 6.3 (formerly clause 7.3) delete the words “Form 7” and insert “Form 8”;
- (e) in clause 6.6(1) (formerly clause 7.6(1)) delete the words “Form 8” and insert “Form 9”;
- (f) in clause 6.6(2) (formerly clause 7.6(2)) delete the words “clause 7.3” and insert “clause 6.3”.

**2.10 Schedule 3 amended**

(1) Schedule 3 is amended as follows –

- (a) delete the reference in parentheses to “clause 7.2” and insert “clause 6.2”;
- (b) delete the table and insert –

<b>Offence</b>	<b>Nature of offence</b>	<b>Modified penalty \$</b>	<b>Dangerous Dog Modified Penalty \$</b>
3.1	Failing to provide means for effectively confining a dog	50	200
4.9	Failing to comply with the conditions of a licence	200	400
5.1(2)	Dog excreting in prohibited place	100	100

Dated: 2024

The Common Seal of the Shire of Perenjori was affixed by authority of the resolution of the Council in the presence of-

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JUDE SUTHERLAND, SHIRE PRESIDENT

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PAUL ANDERSON, CHIEF EXECUTIVE OFFICER

## EXPLANATORY MEMORANDUM

### 1. **ADMINISTERING AUTHORITY**

Shire of Perenjori

### 2. **PUBLICATION OF LOCAL LAW**

WA Government Gazette dated 24 January 2006 No. 19

### 3. **TITLE OF LOCAL LAW**

Shire of Perenjori Dogs Amendment Local Law 2024.

### 4. **SECTION(S) OF ENABLING ACT(S)**

This local law was made under section 49 of the *Dog Act 1976*.

### 5. **PURPOSE, EFFECT AND JUSTIFICATION**

**Purpose** of the local law:

To amend and update the *Shire of Perenjori Dogs Local Law 2005 (Principal Local Law)* following its periodic review as required by section 3.16 of the *Local Government Act 1995*.

**Effect** of the local law:

The effect of the proposed amendment to the Principal Local Law will be to –

- (a) remove offences in relation to entering pounds and dogs being in prohibited places and which relate to the designation of dog exercise areas;
- (b) update clauses and insert defined terms that align with terms currently used in legislation and that provide further clarity to the Principal Local Law;
- (c) update penalties for offences under the Principal Local Law;
- (d) correct references to legislation and other typographical and similar errors.

**Justification** for the local law:

The proposed amendments will remove clauses from the Principal Local Law governing subject matter that is adequately covered by sections 43 and 31 of the *Dog Act 1976*, which deal with interferences with detention and seizure under the Act and the control of dogs in public places respectively. Definitions have been added to and amended in clause 1.2 to provide greater clarity for the Principal Local Law and to update terms to align with current legislation. The penalties with respect to offences under the Principal Local Law have been adjusted in line with current monetary penalties for offences of these kinds.

### 6. **ADDITIONAL INFORMATION**

Not applicable.

**7. UNUSUAL OR CONTROVERSIAL PROVISIONS**

Not applicable.

**8. CONSULTATIONS, SUBMISSIONS AND RESPONSES**

*[Shire to insert details if applicable]*

**9. FEES AND CHARGES, PENALTIES AND MODIFIED PENALTIES**

**Fees and charges:**

Nil.

**Reason for new fees and charges or any increase in fees and charges:**

Nil.

**Penalties and modified penalties:**

<b>TYPE OF PENALTY</b>	<b>DATE LAST UPDATED INCREASE/DECREASE</b>	<b>OLD</b>	<b>NEW</b>	<b>INCREASE/ DECREASE (%)</b>
Penalty for failure to provide means for effectively confining a dog	Increase from 2005 when last updated	\$1,000	\$2,000	100% increase
Penalty for failure to provide means for effectively confining a dangerous dog	Increase from 2005 when last updated	\$2,000	\$4,000	100% increase
Penalty for failure to comply with conditions of a licence	Increase from 2005 when last updated	\$1,000 and a daily penalty of \$100	\$2,000 and a daily penalty of \$200	100% increase
Penalty for failure to comply with conditions of a licence – dangerous dog	Increase from 2005 when last updated	\$2,000 and a daily penalty of \$200	\$4,000 and a daily penalty of \$400	100% increase
Modified penalty for failure to comply with conditions of a licence	Increase from 2005 when last updated	\$100	\$200	100% increase
Modified penalty for failure to comply with conditions of a licence – dangerous dog	Increase from 2005 when last updated	\$200	\$400	100% increase
Penalty for dog excreting in public place	Increase from 2005 when last updated	\$40	\$100	150% increase
Penalty for dangerous dog excreting in public place	New penalty	n/a	\$100	n/a

**Reason for new penalties or any increase in penalties or modified penalties:**

Adjusted for inflation and in line with contemporary monetary penalties for offences of these kinds.

**10. STATUTORY PROCEDURES CHECKLIST**

The completed and signed Statutory Procedures Checklist is attached.

**11. DISCLAIMER**

The Explanatory Memorandum is produced only as an aid to understanding the abovementioned local law and must not be substituted for the local law or gazetted or made available to the public in any manner or circumstance.

**12. CONTACT PERSON**

The local government's authorised officer for any enquiries about the local law is –

Full Name: Paul Anderson  
Position Title: Chief Executive Officer  
E-mail address: [ceo@perenjori.wa.gov.au](mailto:ceo@perenjori.wa.gov.au)  
Telephone No.: (08) 9973 0100  
Mobile No. (if applicable): 0428 352 036

**13.**

Signature:

PRINTED NAME:

Public Office:

Administering Authority:

\_\_\_\_\_  
JUDE SUTHERLAND

President

Shire of Perenjori

\_\_\_\_\_  
PAUL ANDERSON

Chief Executive Officer

Shire of Perenjori

# STATUTORY PROCEDURES CHECKLIST

## Procedures for making a valid Local Law: In accordance with *Local Government Act 1995* and *Ministerial Directions*

Please tick ✓ the 2nd column, where applicable, to indicate the procedural steps completed. Insert 'N/A' if the step is not applicable.

Only Box A is to be checked, not Box C, when the CEO of DEC has directed a local government.

<b>A. Waste Avoidance and Resource Recovery Act 2007 and Local Government Act 1995</b>		
61(1)(b)	n/a	Under s. 61(1)(b) of the <b>WARR Act</b> the CEO of DEC <u>directed</u> a local government to adopt or amend or repeal a waste-related local law–  <b>CEO of DEC’s letter of direction: [Insert date of letter]</b>
3.12(2)	n/a	Presiding person gave notice to the meeting of the <b>purpose</b> and <b>effect</b> of the proposed local law in the prescribed manner: (a) in the agenda of that meeting; and (b) in the minutes of that meeting.  <b>Date of Council meeting: [Insert meeting date and item number]</b>
3.12(5)	n/a	Published the adopted local law in the <i>Government Gazette</i> . <b>Date of Gazette: [Insert date] No. [Insert number]</b> and Sent copy of adopted/gazetted local law to the Ministers: <b>Sent to Minister for Local Government: [Insert date of letter]</b> <b>Sent to Minister for Environment: [Insert date of letter]</b>
3.12(6)	n/a	Local public notice: (refer s.1.7 under the LG Act) Published in newspaper circulating generally throughout the State.  <b>Name of newspaper: [Insert text]</b> <b>Date of publication: [Insert date] Page No.: [Insert number]</b> <i>(copy of newspaper notice attached)</i> <b>Appeared on Notice Boards (local government offices and every library):</b> <b>From: [Insert date] To: [Insert date]</b>
3.12(7)	n/a	Sent EM material to the Joint Standing Committee on Delegated Legislation. <b>Hard copies sent to JSCDL: [Insert date of letter]</b> <b>And either:</b> • <b>Electronic copies sent by e-mail to JSCDL: [Insert date of e-mail]</b>
3.12(8)	n/a	<b>or</b> • <b>Copies on CD included with hard copies to JSCDL: [YES / NO]</b>  If applicable: This local law is <b>an amendment local law</b> which amends the text of the principal local law. <b>or</b> This local law is <b>a repeal local law</b> .

Procedure in Box B must be completed before the commencement of 3.12 procedures of the LG Act.

<b>B. Local Government Act 1995 Section 3.6 Places outside the district (eg: shoreline on public beach)</b>		
3.6(1)	n/a	Governor’s approval was first obtained for a local government to make a local law that <b>applies</b> outside its district.  <b>Local government’s request for approval: [Insert date and Ref No.]</b>  <b>Notice in <i>Government Gazette</i> of Governor’s approval:</b> <b>Date of Gazette: [Insert date] No. [Insert] Page No.: [Insert number]</b>

**C. Local Government Act 1995**

## Section 3.12 Procedure for making local laws

3.12(2)	<p>Presiding person gave notice to the meeting of the <b>purpose</b> and <b>effect</b> of the proposed local law in the prescribed manner<sup>1</sup>:</p> <p>(a) in the agenda of that meeting; and</p> <p>(b) in the minutes of that meeting.</p> <p><b>Date of Council meeting:</b> [Insert meeting date and item number] (copy of Council <i>minutes</i> attached)</p>
3.12(3)(a)	<p>State-wide public notice: (refer s.1.8 under this Act) Published in newspaper circulating generally throughout the State.</p> <p><b>Name of newspaper:</b> [Insert text] <b>Date of publication:</b> [Insert date]    <b>Page No.:</b> [Insert number] (copy of actual <i>newspaper notice</i> attached)</p>
3.12(3a)	<p>Local public notice: (refer s.1.7 under this Act) Published in a newspaper circulating generally throughout the State, and exhibited on a notice board of the local government's offices and every library in the district.</p> <p><b>Name of newspaper:</b> [Insert text] <b>Date of publication:</b> [Insert date]    <b>Page No.:</b> [Insert number] (If a different newspaper, copy of actual <i>newspaper notice</i> attached)</p> <p><b>Appeared on Notice Boards (local government offices and every library):</b> <b>From:</b> [Insert date]    <b>To:</b> [Insert date]</p>
3.12(3)(b)	<p><u>Immediately after State-wide local public notice is published:</u> Sent copy of</p> <ul style="list-style-type: none"> <li>• the proposed local law (in gazette-ready format) <b>and</b></li> <li>• a copy of the State-wide public notice,</li> </ul> <p>to the Minister for Local Government<sup>2</sup>.</p> <p><b>Sent to Minister for Local Government:</b> [Insert date of letter]</p> <p>and, where applicable, same copies sent to another Minister:</p> <ul style="list-style-type: none"> <li>• Minister for Commerce<sup>3</sup>, administering the <i>Dividing Fences Act 1961</i> (for fencing local law)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Minister for Emergency Services, administering the <i>Bush Fires Act 1954</i> (for bush fire brigade or fire-break local law)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Minister for Environment, administering the <i>Waste Avoidance and Resource Recovery Act 2007</i> (for waste local law)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Minister for Health, administering the <i>Health Act 1911</i> (for health local law and cremation-related cemetery local law)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Minister for Agriculture and Food, administering the <i>Agriculture and Related Resources Protection Act 1976</i> (for pest plant local law)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Minister for [Insert text], administering the <i>[Insert Act]</i>, (for [Insert text] local law)</li> </ul> <p><b>Sent to other Minister for [Insert text]:</b> [Insert date of letter]</p>

<sup>1</sup> Refer to regulation 3 in the *Local Government (Functions and General) Regulations 1996*.

<sup>2</sup> The Minister for Local Government administers the *Cemeteries Act 1986* (for cemetery local laws), the *Dog Act 1976* (for dog local laws) and the *Local Government Act 1995* (for standing orders, local government property, public places, public parking, activities on thoroughfares local laws, etc).

<sup>3</sup> The Minister for Commerce also administers the *Local Government (Miscellaneous Provisions) Act 1960* (Parts VIII, IX & XV only) but no local laws are required these Parts.



**C. Local Government Act 1995**

Section 3.12 Procedure for making local laws

**C. Local Government Act 1995**

Section 3.12 Procedure for making local laws (continued)

3.12(4)	n/a	<p><b>Relevant to: WARR Act and Health Act - procedures prior to adoption:</b>  After last day for submissions, <u>consideration</u> at Council meeting of –</p> <ul style="list-style-type: none"> <li>• submissions received</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>• whether to make the local law as proposed (by absolute majority)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• whether to make a local law that was not significantly different from what was proposed (by absolute majority).</li> </ul> <p><b>Council meeting date: [Insert meeting date &amp; item number]</b>  <i>(copy of Council minutes attached)</i></p> <p>and</p> <ul style="list-style-type: none"> <li>• gave copy of <u>final</u> version of proposed local law for consent under –</li> </ul> <p><b>WARR Act: Consent of CEO of DEC: [Insert date]</b>  <b>Health Act: Consent of Exec. Director of Public Health: [Insert date]</b>  <i>(Consent is required prior to local government's actual adoption.)</i></p> <p><b>LG Act - final procedure for actual adoption:</b>  After close of public consultation period of <b>minimum<sup>4</sup></b> 6 weeks, considered any submissions made about the proposed local law –</p> <p>and adopted the local law as proposed (by absolute majority)</p> <p>or adopted a local law that was considered not significantly different from what was proposed (by absolute majority).</p> <p><b>Council meeting date: [Insert meeting date &amp; item number]</b>  <i>(copy of Council minutes attached)</i></p>
3.12(4)		<p>Published the adopted local law in the <i>Government Gazette</i>.  <b>Date of Gazette: [Insert date] No. [Insert number]</b></p> <p><u>After</u> the adopted local law was published in the <i>Government Gazette</i>, sent a signed and sealed copy of the adopted local law to the Minister for Local Government.</p> <p><b>Sent to Minister for Local Government: [Insert date of letter]</b></p> <p>and where local law was made under legislation other than the <i>Local Government Act 1995</i>, sent to the relevant Minister:</p> <ul style="list-style-type: none"> <li>• Minister for Commerce, administering the <i>Dividing Fences Act 1961</i> (for fencing local law)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Minister for Emergency Services, administering the <i>Bush Fires Act 1954</i> (for bush fire brigade and fire-break local law)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Minister for Environment, administering the <i>Waste Avoidance and Resource Recovery Act 2007</i> (for waste local law)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Minister for Health, administering the <i>Health Act 1911</i> (for health local law and cremation-related cemetery local law)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Minister for Agriculture and Food, administering the <i>Agriculture and Related Resources Protection Act 1976</i> (for pest plant local law)</li> </ul> <p>or</p>
3.12(5)		

<sup>4</sup> The local government cannot adopt the local law before the public consultation period (minimum 6 weeks) has closed. Section 61(f) of the *Interpretation Act 1984* determines the method for calculating the consultation period. Guidance is provided in the *Local Government Operational Guidelines No. 16 on Local Laws*, downloadable from the Department of Local Government's website: [www.dlg.wa.gov.au](http://www.dlg.wa.gov.au).

	<ul style="list-style-type: none"> <li>Minister for <b>[Insert text]</b>, administering the <b>[Insert Act]</b>, (for <b>[Insert text]</b> local law)</li> </ul> <p><b>Sent to other Minister for [Insert text]: [Insert date of letter]</b></p>
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Cont/...

<b>C. Local Government Act 1995</b> Section 3.12 Procedure for making local laws (continued)	
3.12(6)	<p><u>After</u> the local law was published in the Gazette and <u>after</u> a signed and sealed copy of the local law was given to the Minister(s): gave local public notice of gazettal (<i>refer s.1.7 of this Act</i>)            Published in a newspaper circulating generally throughout the District, and exhibited on a notice board of the local government's offices and every library in the district.</p> <p><b>Name of newspaper: [Insert text]</b>  <b>Date of publication: [Insert date] Page No.: [Insert number]</b>  <i>(copy of Newspaper notice attached)</i></p> <p><b>Appeared on Notice Boards (local government offices and every library):</b>  <b>From: [Insert date] To: [Insert date]</b></p>
3.12(7)	<p><u>Within 10 working days of the Gazettal date:</u> supplied copies of the local law, Explanatory Memorandum, Statutory Procedures Checklist and other supporting material in accordance with Ministerial Directions, to the WA Parliament's Joint Standing Committee on Delegated Legislation (JSCDL):</p> <p><b>Hard copies sent to JSCDL: [Insert date of letter]</b>  <b>And either:</b></p> <ul style="list-style-type: none"> <li><b>Electronic copies sent by e-mail to JSCDL: [Insert date of e-mail]</b></li> </ul> <p><b>or</b></p> <ul style="list-style-type: none"> <li><b>Copies on CD included with hard copies to JSCDL: [YES / NO]</b></li> </ul>
3.12(8)	<p>This local law is <b>an amendment local law</b> which amends the text of the principal local law.</p> <p><u>or</u>            This local law is <b>a repeal local law</b>.</p>

Signature:

PRINTED NAME:

Public Office:

Administering Authority:

\_\_\_\_\_  
 JUDE SUTHERLAND

President

Shire of Perenjori

\_\_\_\_\_  
 PAUL ANDERSON

Chief Executive Officer

Shire of Perenjori

**15. Confidential Reports:**

**16. Ordering the Common Seal:**

<b>Document</b>	<b>Organisation</b>	<b>Purpose</b>	<b>Date</b>
Shared Medical Service Agreement	Shire of Perenjori & Shire of Morawa	Renewal of Shared Medical Service Agreement	21 June 2024
Deed of Gift of Land: Lot 16 (No. 47) Russell Street, Perenjori	Shire of Perenjori & Owner of the Property	Property gifted to the Shire of Perenjori	2 July 2024

**17. Reports of Committees and Members:**

**18. Motions of Which Previous Notice Has Been Given:**

**19. Notice of Motions:**

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

**21. Closure of Meeting:**

The Shire President to declare the meeting closed.

**22. Next Meeting:**

The Shire President to advise that the next Ordinary Meeting of Council will be held on Thursday 22 August 2024 at Council Chambers, 56 Fowler St, Perenjori WA 6620, commencing at 3.00 pm.