



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Beacon Silver Chain
6 Sundercombe St
OSBORNE PARK WA 6017
AUSTRALIA

DEBTOR NO : 80889

DATE : 30/04/2019

PAGE No. : 1

STATEMENT

DATE	INVOICE NO	TYPE	DESCRIPTION	AMOUNT
01/02/2019	13681	INV	Rent to 01/02/2019	170.00
08/02/2019	13760	INV	RENT TO 08/02/2019	170.00
15/02/2019	13778	INV	RENT TO 15/02/2019	170.00
AGED ANALYSIS				
120 DAYS & OVER	90 DAYS	60 DAYS	30 DAYS	CURRENT
		510.00		

TOTAL PAYABLE	510.00
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OFFICE COPY ONLY

IF NO RECEIPT IS REQUIRED, RETAIN TOP PORTION FOR YOUR RECORDS AND RETURN LOWER PORTION WITH REMITTANCE
OFFICIAL RECEIPT MUST BEAR IMPRINT OF CASH REGISTER TO BE VALID

SHIRE OF MT MARSHALL
PO BOX 20, BENCUBBIN WA 6477

Beacon Silver Chain

INVOICE NO	AMOUNT	INVOICE NO	AMOUNT
13681	170.00		
13760	170.00		
13778	170.00		

Attachment 12.1.15

Debtor No: 80889

TOTAL PAYABLE	510.00
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Shire of Mt Marshall
— THE SANDALWOOD SHIRE —

DELEGATION REGISTER

2019

I certify that this Delegation Register was reviewed by Council at its Ordinary Meeting held 21 May 2019, by Resolution

Attachment 12.1.18a

Cr ARC (Tony) Sachse

President

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intentionally**

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ADMINISTRATION

REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)
(Local Government (Administration) Regulations 1996, s19)

INSTRUMENT OF DELEGATION

ADMIN 001 Exercise of Powers under Part 3, Local Government Act 1995

DELEGATION REF:	ADMIN 001
HEAD OF POWER:	LG Act 1995, s 3.24, s.3.25, s.3.27, Part 3 division 3, s.3.39(1)
FILE REF:	A3/5
POLICY REF:	Nil
RESOLUTION DATE:	16 May 2017
RESOLUTION No:	2017/05 - 6
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Environmental Health Officer

DETAIL OF DELEGATION:

The Chief Executive Officer is, under section 3.24 of the Local Government Act 1995, expressly authorised to exercise the following powers under Part 3 of the Act (unless Schedule 3.1 indicates otherwise):

- s.3.25 – Give notices to owners/occupiers requiring certain actions to be taken on the land.
- s.3.27 – Do the things prescribed in Schedule 3.2 on land that is not Local Government property
- Part 3 – Division 3. Subdivision3: Exercise powers of entry, where entry is required to perform a function under the Act, other than under a local law.
- s.3.39 – Remove and impound any goods involved in a contravention that can lead to impounding.

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

Written notices to be recorded in the appropriate file.

REPORTING REQUIREMENTS:

Council to be advised of any notices issued and the outcome.

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

ADMINISTRATION

REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)
(Local Government (Administration) Regulations 1996, s19)

INSTRUMENT OF DELEGATION

ADMIN 002 Minor Variations to Approved Contracts

DELEGATION REF:	ADMIN 002
HEAD OF POWER:	Local Government (Functions and General) Regulations r.20
FILE REF:	Agreements/Contracts/Leases
POLICY REF:	Nil
RESOLUTION DATE:	16 May 2017
RESOLUTION No:	2017/05 - 6
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

The Chief Executive Officer is delegated authority to approve minor variations to contracts entered into by the Shire.

CONDITIONS IMPOSED:

Subject to the funds required to meet the cost of the variation not exceeding the amount allocated in the Shire's annual budget for the contract.

RECORDING REQUIREMENTS:

Record of variation to be recorded on appropriate file

REPORTING REQUIREMENTS:

Council to be informed at its following Ordinary Meeting.

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

ADMINISTRATION

REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)
(Local Government (Administration) Regulations 1996, s19)

INSTRUMENT OF DELEGATION

ADMIN 003 Appointment of Authorised Persons Under Part 9, Division 2, LG Act 1995

DELEGATION REF:	ADMIN 003
HEAD OF POWER:	Local Government Act 1995, Part 9, Division 2
FILE REF:	A2/15
POLICY REF:	Nil
RESOLUTION DATE:	16 May 2017
RESOLUTION No:	2017/05 - 6
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	<ul style="list-style-type: none">• Environmental Health Officer• WA Contract Ranger Services

DETAIL OF DELEGATION:

The Chief Executive Officer is, under section 9.10 of the Local Government Act 1995, expressly authorised for the purposes of performing particular functions contained in Division 2 of Part 9 of the Act.

To enable the CEO to properly manage the affairs of the Shire, he/she be delegated the authority to appoint in writing, appropriate employees for the purpose of exercising the functions contained in Division 2 of Part 9 of the Act.

In accordance with Section 9.10 (2) Local Government Act 1995, the Local Government is to issue to each person so authorised a certificate stating that the person is so authorised, and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorised person.

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

Exercise of any functions to be recorded in the appropriate file.

REPORTING REQUIREMENTS:

Council to be advised of any exercise of authority and the outcome of such.

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

ADMINISTRATION

REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)
(Local Government (Administration) Regulations 1996, s19)

INSTRUMENT OF DELEGATION

ADMIN 004 Shire of Mt Marshall Audit Committee

DELEGATION REF:	ADMIN 004
HEAD OF POWER:	Local Government Act 1995 s.7.1B & 7.12A(2)
FILE REF:	F1/2
POLICY REF:	Nil
RESOLUTION DATE:	16 May 2017
RESOLUTION No:	2017/05 - 6
DELEGATED TO:	The Mt Marshall Audit Committee
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

To meet with Council's Auditor at least once each financial year in compliance with the Local Government Act 1995.

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

Nil

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President

Date:

Chairman, Mt Marshall Audit
Committee

Date:

ADMINISTRATION

REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)
(Local Government (Administration) Regulations 1996, s19)

INSTRUMENT OF DELEGATION

ADMIN 005 Execution of Documents

DELEGATION REF:	ADMIN 005
HEAD OF POWER:	Local Government Act 1995 s. 9.49A (4)
FILE REF:	Nil
POLICY REF:	Nil
RESOLUTION DATE:	16 May 2017
RESOLUTION No:	2017/05 - 6
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

The Chief Executive Officer is delegated authority under section 9.49A (4) of the Local Government Act 1995 to sign documents on behalf of the local government.

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

Documents signed on behalf of the local government to be recorded in the appropriate file.

REPORTING REQUIREMENTS:

Details of documents signed on behalf of the local government are to be presented to Council at the following Ordinary Council Meeting.

DATE REVIEWED:

Annually

President

Date:

Chief Executive Officer

Date:

PROPERTY

REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)
(Local Government (Administration) Regulations 1996, s19)

INSTRUMENT OF DELEGATION

PROP 001 Acquiring or Disposing of Shire Property To A Value

DELEGATION REF:	PROP 001
HEAD OF POWER:	Local Government Act 1995 s5.43(d)
FILE REF:	F1/21
POLICY REF:	F&R 2.2, F&R 2.8
RESOLUTION DATE:	16 May 2017
RESOLUTION No:	2017/05 - 6
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	<ul style="list-style-type: none">• Finance & Administration Manager• Works Supervisor• Executive Assistant• Community Development Officer• Regulatory Officer• Plant Maintenance Officer• Customer Service Officer• Beacon Town Maintenance• Parks and Gardens Leading Hand

DETAIL OF DELEGATION:

The Chief Executive Officer is delegated authority to acquire or dispose of Shire property to the value of \$75,000.

CONDITIONS IMPOSED:

Provided that appropriate provision is made in the shire's annual budget for expenditure and the acquisition is identified in the annual budget, or by resolution of Council, and disposals are effected in compliance with section 3.58 of the Local Government Act 1995 and Regulation 30 of the Local Government (Functions and General) Regulations 1986.

RECORDING REQUIREMENTS:

Issue of signed Purchase Order.

REPORTING REQUIREMENTS:

Nil.

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

PROPERTY

REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)
(Local Government (Administration) Regulations 1996, s19)

INSTRUMENT OF DELEGATION

PROP 002 Sale of Items of Surplus Equipment, Materials, Tools etc. held at Shire Depot

DELEGATION REF:	PROP 002
SUB-DELEGATION REF:	PROP SD002
HEAD OF POWER:	Local Government Act 1995 s3.58 & s5.42 Local Government (Administration) Regulations 1996
FILE REF:	F1/25 (where appropriate)
POLICY REF:	Nil
RESOLUTION DATE:	16 May 2017
RESOLUTION No:	2017/05 - 6
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Works Supervisor

DETAIL OF DELEGATION:

The Chief Executive Officer is delegated authority to sell, in any of the ways available as defined in the Local Government Act 1995, section 3.58, items of surplus equipment, materials, tools, etc., which are no longer required, are outmoded or are no longer serviceable.

CONDITIONS IMPOSED:

This delegation applies only to items with an estimated value less than \$10,000.

RECORDING REQUIREMENTS:

Sale to be recorded.

REPORTING REQUIREMENTS:

Finance Section to be advised so that Shire Asset Register can be amended if required.

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

BUILDING

REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)
(Local Government (Administration) Regulations 1996, s19)

INSTRUMENT OF DELEGATION

BLDG 001 Permits

DELEGATION REF:	BLDG 001
HEAD OF POWER:	Building Act 2011 s127 Building Act 2011 s20 Building Act 2011 s21 Building Act 2011 s27 Building Regulations 2012 Reg 61
FILE REF:	B1/1
POLICY REF:	Nil
RESOLUTION DATE:	16 May 2017
RESOLUTION No:	2017/05 - 6
DELEGATED TO:	<ul style="list-style-type: none">Chief Executive OfficerEnvironmental Health Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

The Chief Executive Officer and the Environmental Health Officer are delegated authority to:

1. Grant a building permit in accordance with Section 20 of the Building Act 2011;
2. Grant a demolition permit in accordance with Section 21 of the Building Act 2011;
3. Impose, vary or revoke conditions on a building or demolition permit in accordance with Section 27 of the Building Act 2011;
4. Approve battery powered smoke alarms in accordance with Regulation 61 of the Building Regulations 2012

CONDITIONS IMPOSED:

Nil – But note that s127(3) of the Building Act 2011 requires that a delegation can only be to an employee of the Local Government.

RECORDING REQUIREMENTS:

All building plans and specifications are to be retained in the appropriate file.

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

Environmental Health Officer
Date:

BUILDING

REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)
(Local Government (Administration) Regulations 1996, s19)

INSTRUMENT OF DELEGATION

BLDG 002 Occupancy Permit/Building Approval Certificate

DELEGATION REF:	BLDG 002
HEAD OF POWER:	Building Act 2011 s.55 Building Act 2011 s.58
FILE REF:	B1/1
POLICY REF:	Nil
RESOLUTION DATE:	16 May 2017
RESOLUTION No:	2017/05 - 6
DELEGATED TO:	<ul style="list-style-type: none">• Chief Executive Officer• Environmental Health Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

The Chief Executive Officer and the Environmental Health Officer are delegated authority to:

1. Refuse to consider an application in accordance with Section 55 of the Building Act 2011;
2. Grant an occupancy permit, building approval certificate in accordance with Section 58 of the Building Act 2011.

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

All occupancy permit, building approval certificates are to be recorded and placed in the correct file.

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

Environmental Health Officer
Date:

President
Date:

Chief Executive Officer
Date:

BUILDING

REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)
(Local Government (Administration) Regulations 1996, s19)

INSTRUMENT OF DELEGATION

BLDG 003 Authorised Persons

DELEGATION REF:	BLDG 003
HEAD OF POWER:	Building Act 2011 s.96(3)
FILE REF:	B1/2
POLICY REF:	Nil
RESOLUTION DATE:	16 May 2017
RESOLUTION No:	2017/05 - 6
DELEGATED TO:	<ul style="list-style-type: none">• Chief Executive Officer• Environmental Health Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

The Chief Executive Officer and the Environmental Health Officer are delegated authority to designate a person as an Authorised Person in accordance with section 96(3) of the Building Act 2011.

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

All designations are to be retained in the appropriate file.

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

Environmental Health Officer

Date:

President

Date:

Chief Executive Officer

Date:

BUILDING

REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)
(Local Government (Administration) Regulations 1996, s19)

INSTRUMENT OF DELEGATION

BLDG 004 Building Orders

DELEGATION REF:	BLDG 004
HEAD OF POWER:	Building Act 2011 s.110 Building Act 2011 s.117
FILE REF:	B1/2
POLICY REF:	Nil
RESOLUTION DATE:	16 May 2017
RESOLUTION No:	2017/05 - 6
DELEGATED TO:	<ul style="list-style-type: none">• Chief Executive Officer• Environmental Health Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

The Chief Executive Officer and the Environmental Health Officer are delegated authority to:

1. Make a building order in accordance with section 110 of the Building Act 2011;
2. Revoke a building order in accordance with section 117 of the Building Act 2011

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

All building orders are to be retained in the appropriate file.

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

Environmental Health Officer

Date:

President

Date:

Chief Executive Officer

Date:

CARAVANS AND CAMPING

REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)
(Local Government (Administration) Regulations 1996, s19)

INSTRUMENT OF DELEGATION

CARA 001 Caravans and Camping

DELEGATION REF:	CARA 001
HEAD OF POWER:	Caravan Parks & Camping Grounds Regulations 1997 r.6
FILE REF:	H2/6
POLICY REF:	Nil
RESOLUTION DATE:	16 May 2017
RESOLUTION No:	2017/05 - 6
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

The Chief Executive Officer be appointed as the authorised person to undertake the functions conferred on a local government by the Caravan Parks and Camping Grounds Regulations 1997.

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

The appointment be authorised in writing.

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President

Date:

Chief Executive Officer

Date:

FINANCE

REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)
(Local Government (Administration) Regulations 1996, s19)

INSTRUMENT OF DELEGATION

FIN 001 Payments from Municipal and Trust Fund

DELEGATION REF:	FIN 001
HEAD OF POWER:	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 r.12
FILE REF:	F1/21
POLICY REF:	Nil
RESOLUTION DATE:	16 May 2017
RESOLUTION No:	2017/05 - 6
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

The Chief Executive Officer is delegated authority to make payments from the Municipal Fund Bank Account and the Trust Fund Bank Account.

CONDITIONS IMPOSED:

Each payment is to be noted on a list compiled for each month showing:

- a. the payee's name
- b. amount of the payment
- c. date of the payment
- d. sufficient information to identify the transaction

RECORDING REQUIREMENTS:

Record each payment on a list and include in minutes.

REPORTING REQUIREMENTS:

List to be presented to next Ordinary monthly meeting of Council and is to appear in the minutes of that meeting.

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

FINANCE

REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)
(Local Government (Administration) Regulations 1996, s19)

INSTRUMENT OF DELEGATION

FIN 002 Write Off Money Owed To The Shire

DELEGATION REF:	FIN 002
HEAD OF POWER:	Local Government Act 1995 s6.12(1)(c)
FILE REF:	F1/20
POLICY REF:	Nil
RESOLUTION DATE:	16 May 2017
RESOLUTION No:	2017/05 - 6
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

The Chief Executive Officer is delegated authority under section 6.12(1)(c) to write off any amount of money owed to the Shire.

CONDITIONS IMPOSED:

The delegated authority is limited to the amount of \$10.00/year for rates and/or services debt.

The delegated authority is limited to the amount of \$150/year for individual debt waivers, write-offs and discounts.

RECORDING REQUIREMENTS:

Nil

REPORTING REQUIREMENTS:

Council to be advised as part of the monthly Debtors Report presented to the Ordinary meeting.

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

FINANCE

REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)
(Local Government (Administration) Regulations 1996, s19)

INSTRUMENT OF DELEGATION

FIN 003 Rating

DELEGATION REF:	FIN 003
HEAD OF POWER:	Local Government Act 1995 s6.49, s6.50(1)&(2), s6.56(1), s6.60(2), s6.76(4)
FILE REF:	F2/1
POLICY REF:	Policy Manual – Part 6
RESOLUTION DATE:	16 May 2017
RESOLUTION No:	2017/05 - 6
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

The Chief Executive Officer is delegated the power to perform the following functions of the Council:

1. Entering into an agreement in accordance with s6.49 of the Local Government Act 1995.
2. The time allowed for the payment of the rate before it becomes in arrear, s6.50(1)&(2) of the Local Government Act 1995.
3. The recovery of rates by complaint or action pursuant to the provisions of s6.56(1) of the Local Government Act 1995.
4. Requiring the lessee to pay rent to the Shire in satisfaction of rates or service charges due and payable in accordance with s6.60(2) of the Local Government Act 1995.
5. The exercise of discretion in regard to granting of any extension of time for service of objections to the Rate Book, s6.76(4) of the Local Government Act 1995.

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

All decisions or approvals are to be saved into the relevant file.

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President

Date:

Chief Executive Officer

Date:

FINANCE

REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)
(Local Government (Administration) Regulations 1996, s19)

INSTRUMENT OF DELEGATION

FIN 004 Purchasing – Raising Of Purchase Orders

DELEGATION REF:	FIN 004
SUB-DELEGATION REF:	FIN SD001
HEAD OF POWER:	Local Government Act 1995, s5.42 Local Government (Administration) Regulations 1996
FILE REF:	F1/21
POLICY REF:	F&R.2.1, F&R.2.5
RESOLUTION DATE:	16 May 2017
RESOLUTION No:	2017/05 - 6
SUB-DELEGATED TO:	<ul style="list-style-type: none">• Finance & Administration Manager• Works Supervisor• Executive Assistant• Community Development Officer• Customer Service Officer• Plant Maintenance Officer• Beacon Town Maintenance Officer• Regulatory Officer
EXPIRY DATE:	Indefinite

DETAIL OF DELEGATION:

1. Raising of Purchase Orders

- i. Expenditure for the purchase of goods and services shall only be authorised through the signing of an official Shire purchase order.
- ii. All goods and services ordered pursuant to paragraph (i) shall have the proper authorisation either by inclusion in the budget or by Council resolution and shall be signed by the officer to whom that specific duty, function or responsibility has been allocated.
- iii. The Officer signing the order shall indicate on the order the chart of account number to which the good or service is to be allocated.
- iv. All purchases are to be made with regard to the adopted purchasing policies, and also take account of the Tender Regulations defined in the Local Government (Administration) Regulations 1996

Under this Delegation the Chief Executive Officer is delegated authority to purchase up to any amount, conditional upon Paragraph 1 (ii) above.

CONDITIONS IMPOSED:

- i. It shall not be necessary to issue an official purchase order form for:
- ii. Fees and payments due under any Act of Parliament,

- iii. Insurances, freight, postal charges and subscription to publications which Council normally obtains,
- iv. Fees and costs payable to debt professional services authorised by resolution of the Council,
- v. Goods purchased from petty cash,
- vi. Payments made under any award binding upon the Council,
- vii. Licences, or rights of copyright, payment of which is not avoidable at law,
- viii. Awards against the Council by a court of law for damages, penalties or royalties, and
- ix. Donations to charitable and non-profit organisations that have been authorised by resolution of the Council.
- x. Officers are to observe Council's Local Purchasing Policy F&R.2.1

RECORDING REQUIREMENTS:

A duplicate copy of all orders issued shall be kept as a record of the exercise of the sub-delegation as required by Local Government (Administration) Regulation 19.

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President

Date:

Chief Executive Officer

Date:

FIRE CONTROL

REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)
(Local Government (Administration) Regulations 1996, s19)

INSTRUMENT OF DELEGATION

FIRE 001 Approval to Perform Bush Fire Control Functions

DELEGATION REF:	FIRE 001
HEAD OF POWER:	Bush Fires Act 1954 s.48
FILE REF:	A6/6
POLICY REF:	Policy Manual – Part 7
RESOLUTION DATE:	16 May 2017
RESOLUTION No:	2017/05 - 6
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

The Chief Executive Officer is delegated authority to perform any emergency management functions necessary in accordance with section 48 of the Bush Fires Act 1954

CONDITIONS IMPOSED:

This delegation specifically excludes powers which require a Local Government Resolution, and those to be performed by a designated officer.

Note: Subject to section 48(3) Bush Fires Act 1954, there is no power to sub-delegate this authority.

RECORDING REQUIREMENTS:

All functions undertaken under this delegation to be recorded in the appropriate file.

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

FIRE CONTROL

REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)
(Local Government (Administration) Regulations 1996, s19)

INSTRUMENT OF DELEGATION

FIRE 002 Varying Prohibited Burning Times

DELEGATION REF:	FIRE 002
HEAD OF POWER:	Bush Fires Act 1954 s.17(10) Bush Fires Act 1954 s.17(8)
FILE REF:	A6/6
POLICY REF:	Policy Manual – Part 7
RESOLUTION DATE:	16 May 2017
RESOLUTION No:	2017/05 - 6
DELEGATED TO:	<ul style="list-style-type: none">• Chief Bush Fire Control Officer• Shire President
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

The Shire President and Chief Bushfire Control Officer are jointly delegated authority to exercise the Council's powers within section 17(7) and 17(8) of the Bushfires Act 1954.

(Relates to the varying of the prohibited burning times in the District and the giving notice of the change.)

CONDITIONS IMPOSED:

Any variation approved is to comply with the requirements of s7 of the Bush Fires Act 1954.

RECORDING REQUIREMENTS:

All functions undertaken under this delegation to be recorded in the appropriate file.

REPORTING REQUIREMENTS:

Variation to be advertised within the Shire.

DATE REVIEWED:

Annually

President
Date:

Chief Bush Fire Control Officer
Date:

HEALTH

REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)
(Local Government (Administration) Regulations 1996, s19)

INSTRUMENT OF DELEGATION

HEALTH 001 Administration of the Health Act

DELEGATION REF:	HEALTH 001
HEAD OF POWER:	Health Act 1911 s26
FILE REF:	H2/6
POLICY REF:	Nil
RESOLUTION DATE:	16 May 2017
RESOLUTION No:	2017/05 - 6
DELEGATED TO:	Environmental Health Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

The Environmental Health Officer is delegated authority to serve notices, approve and renew licenses and permits and exercise the powers of Council for the expeditious administration of the Health Act.

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

Details of actions taken are to be recorded in appropriate files.

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President

Date:

Environmental Health Officer

Date:

HEALTH

REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)
(Local Government (Administration) Regulations 1996, s19)

INSTRUMENT OF DELEGATION

HEALTH 002 Approval of Applications under Health Local Laws

DELEGATION REF:	HEALTH 002
HEAD OF POWER:	Shire of Mt Marshall Health Local Laws 2001
FILE REF:	A2/4
POLICY REF:	Nil
RESOLUTION DATE:	16 May 2017
RESOLUTION No:	2017/05 - 6
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

The Chief Executive Officer is delegated authority to approve applications for licences, registrations, and permits under the Shire of Mt Marshall Health Local Laws 2001.

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

Applications with notification of approval or refusal are to be saved in the Record Management System.

REPORTING REQUIREMENTS:

Council to be advised through an agenda item to the next Ordinary Meeting.

DATE REVIEWED:

Annually

President

Date:

Chief Executive Officer

Date:

HEALTH

REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)
(Local Government (Administration) Regulations 1996, s19)

INSTRUMENT OF DELEGATION

HEALTH 003 Administration of the Food Act

DELEGATION REF:	HEALTH 003
HEAD OF POWER:	Food Act 2008 and Food Regulations 2009
FILE REF:	H1/6
POLICY REF:	Nil
RESOLUTION DATE:	16 May 2017
RESOLUTION No:	2017/05 - 6
DELEGATED TO:	Chief Executive Officer
SUB-DELEGATED TO:	Environmental Health Officer
EXPIRY DATE:	Indefinite

DETAIL OF DELEGATION:

The Chief Executive Officer be delegated the authority to administer the functions as 'enforcement agency' pursuant to the Food Act 2008 and Food Regulations 2009.

CONDITIONS IMPOSED:

Nil – Note there is no power to sub-delegate granted by the Food Regulations 2009.

RECORDING REQUIREMENTS:

Details of actions taken are to be recorded in appropriate files.

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President

Date:

Chief Executive Officer

Date:

HEALTH

REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)
(Local Government (Administration) Regulations 1996, s19)

INSTRUMENT OF DELEGATION

HEALTH 004 Appointment of Environmental Health Officers

DELEGATION REF:	HEALTH 004
HEAD OF POWER:	Public Health Act 2016 s17, s21, s24
FILE REF:	STAFF
POLICY REF:	Nil
RESOLUTION DATE:	16 May 2017
RESOLUTION No:	2017/05 - 6
DELEGATED TO:	Chief Executive Officer
SUB-DELEGATED TO:	Environmental Health Officer
EXPIRY DATE:	Indefinite

DETAIL OF DELEGATION:

The CEO is, under the Public Health Act 2016, expressly authorised to:

S17 - Appoint authorised officers

S21 – Issue authority cards to authorised officers

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

Copies of Letters of Authorisation and Authority Cards to be kept in the appropriate file

REPORTING REQUIREMENTS:

Council to be advised of authorisations under s17

DATE REVIEWED:

Annually

President

Date:

Chief Executive Officer

Date:

ROADS AND THOROUGHFARES

REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)
(Local Government (Administration) Regulations 1996, s19)

INSTRUMENT OF DELEGATION

ROADS 001 Temporary Road Closures

DELEGATION REF:	ROADS 001
HEAD OF POWER:	Local Government Act 1995 s3.5, s3.50, s3.50A Road Traffic (Events on Roads) Regulations 1991 s5.4
FILE REF:	W1/5
POLICY REF:	Nil
RESOLUTION DATE:	16 May 2017
RESOLUTION No:	2017/05 - 6
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

The Chief Executive Officer is delegated authority to determine applications for the temporary closure of roads for public events. The determination shall be in accordance with provisions of the Road Traffic (Events on Roads) Regulations 1991 and the Local Government Act 1995.

CONDITIONS IMPOSED:

Approval shall contain the following conditions:

1. The closure is to be advertised in a local newspaper
2. Arrangements are to be made for appropriate signposting to effect the closure
3. Applicant is to take out a public risk insurance policy which indemnifies the Shire against any damages claims and a copy is to be delivered to Council
4. Applicant is to notify the Emergency Services Department and ensure that whilst the event is in progress, satisfactory arrangements are made to allow access to premises by Emergency Services.

CEO may determine other conditions to be imposed on any approvals issued.

RECORDING REQUIREMENTS:

Any closure and reason for closure under this delegation to be recorded in the appropriate file.

REPORTING REQUIREMENTS:

Advertising in line with legislation required.

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

ROADS AND THOROUGHFARES

REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)
(Local Government (Administration) Regulations 1996, s19)

INSTRUMENT OF DELEGATION

ROADS 002 Temporary Closure of Roads for Repairs or Maintenance

DELEGATION REF:	ROADS 002
HEAD OF POWER:	Local Government Act 1995 s3.50A
FILE REF:	W1/5
POLICY REF:	Nil
RESOLUTION DATE:	16 May 2017
RESOLUTION No:	2017/05 - 6
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Works Supervisor

DETAIL OF DELEGATION:

The Chief Executive Officer is delegated authority under section 3.50A of the Local Government Act 1995 to partially and temporarily close a thoroughfare, without giving public notice, for the purpose of carrying out repairs or maintenance and the closure is unlikely to have a significant adverse effect on road users.

CONDITIONS IMPOSED:

For periods in excess of five working days, notice is to be given in both local newspapers.

RECORDING REQUIREMENTS:

Any closure and reason for closure under this delegation to be recorded in the appropriate file.

REPORTING REQUIREMENTS:

Councillors to be informed of any significant temporary road closures.

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

ROADS AND THOROUGHFARES

REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)
(Local Government (Administration) Regulations 1996, s19)

INSTRUMENT OF DELEGATION

ROADS 003 Closure of Roads for a Period Not Exceeding Four Weeks

DELEGATION REF:	ROADS 003
HEAD OF POWER:	Local Government Act 1995 s3.50(1)
FILE REF:	W1/5
POLICY REF:	Nil
RESOLUTION DATE:	16 May 2017
RESOLUTION No:	2017/05 - 6
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Works Supervisor

DETAIL OF DELEGATION:

The Chief Executive Officer is delegated authority under section 3.50(1) of the Local Government Act 1995 to wholly or partially close a thoroughfare to the passage of vehicles for a period not exceeding four weeks.

CONDITIONS IMPOSED:

For periods in excess of five working days' notice is to be given in both local newspapers.

RECORDING REQUIREMENTS:

Any closure and reason for closure under this delegation to be recorded in the appropriate file.

REPORTING REQUIREMENTS:

Councillors to be informed of any significant road closures.

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

ROADS AND THOROUGHFARES

REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)
(Local Government (Administration) Regulations 1996, s19)

INSTRUMENT OF DELEGATION

ROADS 004 Closure of Roads for a Period Exceeding Four Weeks

DELEGATION REF:	ROADS 004
HEAD OF POWER:	Local Government Act 1995 s3.50(1a), s3.50(2)
FILE REF:	W1/5
POLICY REF:	Nil
RESOLUTION DATE:	16 May 2017
RESOLUTION No:	2017/05 - 6
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

The Chief Executive Officer is delegated authority under section 3.50(1a) of the Local Government Act 1995 to, by local public notice, order that a thoroughfare is wholly or partially closed to the passage of vehicles for a period exceeding four weeks. Under section 3.50(2) the order may limit the closure to vehicles of any class, to particular times, or to such other case or class of case as deemed appropriate and may contain exceptions

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

Any closure and reason for closure under this delegation to be recorded in the appropriate file.

REPORTING REQUIREMENTS:

Councillors to be informed of any closure and the reasons for the closures.

DATE REVIEWED:

Annually

President

Date:

Chief Executive Officer

Date:

ROADS AND THOROUGHFARES

REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)
(Local Government (Administration) Regulations 1996, s19)

INSTRUMENT OF DELEGATION

ROADS 005 Gate or Other Device across Thoroughfare

DELEGATION REF:	ROADS 005
HEAD OF POWER:	Local Government (Uniform Local Provisions) Regulations 1996 r.9
FILE REF:	W1/7
POLICY REF:	Nil
RESOLUTION DATE:	16 May 2017
RESOLUTION No:	2017/05 - 6
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

The Chief Executive Officer is, under Regulation 9 of the Local Government (Uniform Local Provisions) Regulations 1996, authorised to approve applications for a person to have a gate or other device across a public thoroughfare that enables motor traffic to pass across but prevents livestock from straying.

CONDITIONS IMPOSED:

Permissions granted:

- Must be in writing;
- Must specify the period for which it is granted
- Must specify each condition imposed
- May be reviewed from time to time
- May be cancelled (In writing)

RECORDING REQUIREMENTS:

Register to be kept of gates or other devices approved.

REPORTING REQUIREMENTS:

Council to be advised of approvals given.

DATE REVIEWED:

Annually

President

Date:

Chief Executive Officer

Date:

ROAD AND THOROUGHFARES

REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)
(Local Government (Administration) Regulations 1996, s19)

INSTRUMENT OF DELEGATION

ROADS 006 Construction of Crossing from Thoroughfare to Private Land

DELEGATION REF:	ROADS 006
HEAD OF POWER:	Local Government (Uniform Local Provisions) Regulations 1996 r.12
FILE REF:	W1/7
POLICY REF:	Nil
RESOLUTION DATE:	16 May 2017
RESOLUTION No:	2017/05 - 6
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

The Chief Executive Officer is, under Regulation 12 of the Local Government (Uniform Local Provisions) Regulations 1996, on receipt of an application delegated authority to approve the construction of a crossing giving access from a public thoroughfare under the management and control of the Shire to the land or a private thoroughfare serving the land.

CONDITIONS IMPOSED:

That the construction of the crossing be under the supervision of the Shire and completed to the satisfaction of the Shire.

RECORDING REQUIREMENTS:

Approvals and refusals to be recorded in the appropriate file.

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

ROAD AND THOROUGHFARES

REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)
(Local Government (Administration) Regulations 1996, s19)

INSTRUMENT OF DELEGATION

ROADS 007 Notice to Construct or Repair Crossing

DELEGATION REF:	ROADS 007
HEAD OF POWER:	Local Government (Uniform Local Provisions) Regulations 1996 r.13
FILE REF:	W1/7
POLICY REF:	Nil
RESOLUTION DATE:	16 May 2017
RESOLUTION No:	2017/05 - 6
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

The Chief Executive Officer is, under Regulation 13 of the Local Government (Uniform Local Provisions) Regulations 1996, is authorised to give a person who is the owner or occupier of private land a notice requiring the person to construct or repair a crossing from a public thoroughfare under the management and control of the Shire to the land or a private thoroughfare serving the land.

CONDITIONS IMPOSED:

Failure of the person to comply with the notice to be presented to Council for a decision on further action.

RECORDING REQUIREMENTS:

Notices given to be recorded in the appropriate file.

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President

Date:

Chief Executive Officer

Date:

SWIMMING POOLS - PRIVATE

REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)
(Local Government (Administration) Regulations 1996, s19)

INSTRUMENT OF DELEGATION

SWIM 001 Notice on Non-Complying Private Swimming Pools

DELEGATION REF:	SWIM 001
HEAD OF POWER:	Building Act 2011 (s. 3, 93, 95, 97) Building Regulations 2012
FILE REF:	B1/2
POLICY REF:	Nil
RESOLUTION DATE:	16 May 2017
RESOLUTION No:	2017/05 - 6
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Environmental Health Officer

DETAIL OF DELEGATION:

The Chief Executive Officer is delegated authority to exercise and carry out the powers and duties, pursuant to section 3, 93, 95, 97 of the Building Act 2011 and Building Regulations 2012, with respect to private swimming pools, and to issue notices as required on the owners or occupiers of the land on which there is a swimming pool not complying with the statutory requirements for a barrier to prevent access to the swimming pool by children.

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

Notices issued are to be placed on appropriate file.

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President

Date:

Chief Executive Officer

Date:

DOGS

REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)
(Local Government (Administration) Regulations 1996, s19)

INSTRUMENT OF DELEGATION

DOGS 001 Administer the Dog Act

DELEGATION REF:	DOGS 001
HEAD OF POWER:	Dog Act 1976 s 29(1)
FILE REF:	A6/3d
POLICY REF:	Nil
RESOLUTION DATE:	16 May 2017
RESOLUTION No:	2017/05 - 6
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	WA Contract Ranger Services

DETAIL OF DELEGATION:

The Chief Executive Officer is appointed under s 29(1) of the Dog Act 1976 as an authorised person to exercise the powers of the Shire under that Act.

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

The Chief Executive Officer is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President

Date:

Chief Executive Officer

Date:

CATS

REGISTER OF DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.42)
(Local Government (Administration) Regulations 1996, s19)

INSTRUMENT OF DELEGATION

CATS 001 Administer the Cat Act

DELEGATION REF:	CATS 001
HEAD OF POWER:	Cat Act 2011, s.44
FILE REF:	A6/3c
POLICY REF:	Nil
RESOLUTION DATE:	16 May 2017
RESOLUTION No:	2017/05 - 6
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED:	WA Contract Ranger Services

DETAIL OF DELEGATION:

The Chief Executive Officer is appointed under s.44 of the Cat Act 2011 for the purposes of exercising the powers of the Shire under that Act.

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

The Chief Executive Officer is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President

Date:

Chief Executive Officer

Date:



Shire of Mt Marshall
— THE SANDALWOOD SHIRE —

SUB-DELEGATION REGISTER 2019

I certify that this Sub-Delegation Register was reviewed on 21 May 2019

Attachment 12.1.18b

Mr John Nuttall - Chief Executive Officer

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been left blank
intentionally**

SUB-DELEGATION REGISTER

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ADMINISTRATION**REGISTER OF SUB-DELEGATIONS OF AUTHORITY***(Local Government Act 1995, s5.44)**(Local Government (Administration) Regulations 1996, s19)***INSTRUMENT OF SUB-DELEGATION****ADMIN SD001 Exercise of Powers under Part 3, Local Government Act 1995**

DELEGATION REF:	ADMIN 001
SUB DELEGATION REF:	ADMIN SD001
HEAD OF POWER:	LG Act 1995, s 3.24, s.3.25, s.3.27, Part 3 division 3, s.3.39(1)
FILE REF:	A3/5
POLICY REF:	Nil
SUB-DELEGATED TO:	Environmental Health Officer
EXPIRY DATE:	Indefinite

DETAIL OF SUB-DELEGATION:

The Environmental Health Officer is, under section 3.24 of the Local Government Act 1995, expressly authorised to exercise the following powers under Part 3 of the Act (unless Schedule 3.1 indicates otherwise):

- s.3.25 – Give notices to owners/occupiers requiring certain actions to be taken on the land.
- s.3.27 – Do the things prescribed in Schedule 3.2 on land that is not Local Government property
- Part 3 – Division 3. Subdivision3: Exercise powers of entry, where entry is required to perform a function under the Act, other than under a local law.
- s.3.39 – Remove and impound any goods involved in a contravention that can lead to impounding.

CONDITIONS IMPOSED:

CEO to be advised when notice given, and advised of outcome.

RECORDING REQUIREMENTS:

Written notices to be recorded in the appropriate file.

REPORTING REQUIREMENTS:

Council to be advised of any notices issued and the outcome.

DATE REVIEWED:

Annually

Chief Executive Officer

Date:

ADMINISTRATION**REGISTER OF SUB-DELEGATIONS OF AUTHORITY***(Local Government Act 1995, Part 9, Division 2)**(Local Government Act 1995, s5.44)**(Local Government (Administration) Regulations 1996, s19)***INSTRUMENT OF SUB-DELEGATION****ADMIN SD002 Appointment of Authorised Persons Under
Part 9, Division 2, LG Act 1995**

DELEGATION REF:	ADMIN 004
SUB-DELEGATION REF:	ADMIN SD002
HEAD OF POWER:	Local Government Act 1995, Part 9, Division 2
FILE REF:	A2/15
POLICY REF:	Nil
SUB-DELEGATED TO:	Environmental Health Officer WA Contract Ranger Services
EXPIRY DATE:	Indefinite

DETAIL OF DELEGATION:

The Environmental Health Officer and WA Contract Ranger Services are, under section 9.10 of the Local Government Act 1995 (the Act), expressly authorised for the purposes of performing particular functions contained in Division 2 of Part 9 of the Act.

To enable the Chief Executive Officer to properly manage the affairs of the Shire, he/she be delegated the authority to appoint in writing, appropriate employees for the purpose of exercising the functions contained in Division 2 of Part 9 of the Act.

In accordance with Section 9.10 (2) Local Government Act 1995, the Local Government is to issue to each person so authorised a certificate stating that the person is so authorised, and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorised person.

CONDITIONS IMPOSED:

CEO to be advised whenever sub-delegated authority is exercised.

RECORDING REQUIREMENTS:

Exercise of any functions to be recorded in the appropriate file.

REPORTING REQUIREMENTS:

Council to be advised of any exercise of authority and the outcome of such.

DATE REVIEWED:

Annually

Chief Executive Officer

Date:

FINANCE

REGISTER OF SUB-DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.44)

(Local Government (Administration) Regulations 1996, s19)

INSTRUMENT OF SUB-DELEGATION

FIN SD001 Purchasing – Raising Of Purchase Orders

DELEGATION REF:	FIN 004
SUB-DELEGATION REF:	FIN SD001
HEAD OF POWER:	Local Government Act 1995, s5.44 Local Government (Functions and General) Regulations 1996, s19
FILE REF:	F1/21
POLICY REF:	F&R.2.1, F&R.2.5
SUB-DELEGATED TO:	<ul style="list-style-type: none"> • Finance & Administration Manager • Works Supervisor • Executive Assistant • Community Development Officer • Customer Service Officer • Economic Development Officer • Beacon Town Maintenance Officer • Regulatory Officer • Parks and Gardens Leading Hand
EXPIRY DATE:	Indefinite

DETAIL OF SUB-DELEGATION:

1. Signing of Purchase Orders
 - i. Subject to sub-clause (iv), expenditure for the purchase of goods and services shall only be authorised through the signing of an official Shire purchase order.
 - ii. All goods and services ordered pursuant to paragraph (i) shall have the proper authorisation either by inclusion in the budget or by Council resolution and shall be signed by the officer to whom that specific duty, function or responsibility has been allocated.
 - iii. The Officer signing the order shall indicate on the order the chart of account number to which the good or service is to be allocated.
 - iv. Should the goods and services to be purchased exceed the monetary limit authorised, the officer shall have the Order signed by his or her immediate supervisor or the CEO.
2. Order books shall only be provided to the following Officers, who are authorised to sign orders on behalf of the Shire to the limit specified:

Finance and Administration Manager	\$50,000
Works Supervisor	\$50,000
Executive Assistant	\$ 5,000
Community Development Officer	\$ 5,000
Customer Service Officer	\$ 2,500
Economic Development Officer	\$ 2,500
Regulatory Officer	\$ 5,000

SUB-DELEGATION REGISTER

Beacon Town Maintenance Officer	\$ 250
Parks and Gardens Leading Hand	\$ 250

CONDITIONS IMPOSED:

- i. It shall not be necessary to issue an official purchase order form for:
- ii. Fees and payments due under any Act of Parliament,
- iii. Insurances, freight, postal charges and subscription to publications which Council normally obtains,
- iv. Fees and costs payable to debt professional services authorised by resolution of the Council,
- v. Goods purchased from petty cash,
- vi. Payments made under any award binding upon the Council,
- vii. Licences, or rights of copyright, payment of which is not avoidable at law,
- viii. Awards against the Council by a court of law for damages, penalties or royalties, and
- ix. Donations to charitable and non-profit organisations that have been authorised by resolution of the Council.
- x. Officers are to observe Council's Local Purchasing Policy F&R.2.1

RECORDING REQUIREMENTS:

A duplicate copy of all orders issued shall be kept as a record of the exercise of the sub-delegation as required by Local Government (Administration) Regulation 19.

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

Chief Executive Officer

Date:

HEALTH**REGISTER OF SUB-DELEGATIONS OF AUTHORITY***(Food Act 2008)**(Local Government Act 1995, s5.44)**(Local Government (Administration) Regulations 1996, s19)***INSTRUMENT OF SUB-DELEGATION****HEALTH SD001 Administration of the Food Act**

DELEGATION REF:	HEALTH 003
SUB-DELEGATION REF:	HEALTH SD001
HEAD OF POWER:	Food Act 2008
FILE REF:	H1/6
POLICY REF:	Nil
SUB-DELEGATED TO:	Environmental Health Officer
EXPIRY DATE:	Indefinite

DETAIL OF DELEGATION:

The Environmental Health Officer be delegated the authority to administer the functions as 'enforcement agency' pursuant to the Food Act 2008.

CONDITIONS IMPOSED:

CEO to be advised when Authority is exercised.

RECORDING REQUIREMENTS:

Details of actions taken are to be recorded in appropriate files.

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

Chief Executive Officer

Date:

PROPERTY**REGISTER OF SUB-DELEGATIONS OF AUTHORITY**

(Local Government Act 1995, s5.43(d))
 (Local Government (Administration) Regulations 1996, s19)

INSTRUMENT OF SUB-DELEGATION**PROP SD001 Acquire or Dispose of Shire Property**

DELEGATION REF:	PROP 001
SUB-DELEGATION REF:	PROP SD001
HEAD OF POWER:	Local Government Act 1995 s5.44, 3.58
FILE REF:	F1/21
POLICY REF:	F&R.2.2, F&R.2.8
DELEGATED TO:	<ul style="list-style-type: none"> • Finance & Administration Manager • Works Supervisor • Executive Assistant • Community Development Officer • Customer Service Officer • Economic Development Officer • Beacon Town Maintenance Officer • Regulatory Officer • Parks and Gardens Leading Hand
EXPIRY DATE:	Indefinite

DETAIL OF DELEGATION:

Subject to the provision of sections 3.58 of the Local Government Act 1995 the Chief Executive Officer delegates authority to the following Officers to acquire or dispose of any Shire property (other than land), within the limit specified:

Finance and Administration Manager	\$50,000
Works Supervisor	\$50,000
Executive Assistant	\$ 5,000
Community Development Officer	\$ 5,000
Customer Service Officer	\$ 2,500
Regulatory Officer	\$ 5,000
Economic Development Officer	\$ 2,500
Beacon Town Maintenance Officer	\$ 250
Parks and Gardens Leading Hand	\$ 250

CONDITIONS IMPOSED:

Provided that appropriate provision is made in the Shire's annual budget for expenditure and the acquisition is identified in the annual budget, or by resolution of Council, and disposals are effected in compliance with section 3.58 of the Local Government Act 1995 and Regulation 30 of the Local Government (Functions and General) Regulations 1986.

RECORDING REQUIREMENTS:

Issue of signed Purchase Order.

REPORTING REQUIREMENTS:

Nil

SUB-DELEGATION REGISTER

DATE REVIEWED:

Annually

Chief Executive Officer

Date:

PROPERTY**REGISTER OF SUB-DELEGATIONS OF AUTHORITY**

(Local Government Act 1995, s3.58 & s5.42)
(Local Government (Administration) Regulations 1996, s19)

INSTRUMENT OF SUB-DELEGATION

**PROP SD002 Sale of Items of Surplus Equipment,
Materials, Tools etc. held at Shire Depot**

DELEGATION REF:	PROP 002
SUB-DELEGATION REF:	PROP SD002
HEAD OF POWER:	Local Government Act 1995 s3.58 & s5.42 Local Government (Administration) Regulations 1996
FILE REF:	F1/25 (where appropriate)
POLICY REF:	Nil
DELEGATED TO:	Works Supervisor
EXPIRY DATE:	Indefinite

DETAIL OF SUB-DELEGATION:

The Works Supervisor is delegated authority to sell, in any of the ways available as defined in the Local Government Act 1995, section 3.58, items of surplus equipment, materials, tools, etc., which are no longer required, are outmoded or are no longer serviceable.

CONDITIONS IMPOSED:

This delegation applies only to items with an estimated value less than \$10,000.

RECORDING REQUIREMENTS:

Sale to be recorded and Chief Executive Officer advised.

REPORTING REQUIREMENTS:

Finance Section to be advised so that Shire Asset Register can be amended if required.

DATE REVIEWED:

Annually

Chief Executive Officer
Date:

ROADS AND THOROUGHFARES

REGISTER OF SUB-DELEGATIONS OF AUTHORITY

(Local Government (Administration) Regulations 1996, s19)

(Local Government Act 1995, s5.44)

INSTRUMENT OF SUB-DELEGATION

ROADS SD001 Temporary Closing of Roads for Repairs or Maintenance

DELEGATION REF:	ROADS 002
SUB-DELEGATION REF:	ROADS SD001
HEAD OF POWER:	Local Government Act 1995 s3.50A
FILE REF:	W1/5
POLICY REF:	Nil
DELEGATED TO:	Works Supervisor
EXPIRY DATE:	Indefinite

DETAIL OF SUB-DELEGATION:

The Works Supervisor is delegated authority under section 3.50A of the Local Government Act 1995 to partially and temporarily close a thoroughfare or road, without giving public notice, for the purpose of carrying out repairs or maintenance and the closure is unlikely to have a significant adverse effect on road users.

CONDITIONS IMPOSED:

For periods in excess of five working days, notice is to be given in both local newspapers.

RECORDING REQUIREMENTS:

Nil

REPORTING REQUIREMENTS:

Councillors to be informed of any significant temporary road closures.

DATE REVIEWED:

Annually

Chief Executive Officer

Date:

ROADS AND THOROUGHFARES

REGISTER OF SUB-DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.44)

(Local Government (Administration) Regulations 1996, s19)

INSTRUMENT OF SUB-DELEGATION

ROADS SD002 Closure of Roads for a Period Not Exceeding Four Weeks

DELEGATION REF:	ROADS 003
SUB-DELEGATION REF:	ROADS SD002
HEAD OF POWER:	Local Government Act 1995 s.3.50(1)
FILE REF:	W1/5
POLICY REF:	Nil
DELEGATED TO:	Works Supervisor
EXPIRY DATE:	Indefinite

DETAIL OF SUB-DELEGATION:

The Works Supervisor is delegated authority under section 3.50(1) of the Local Government Act 1995 to wholly or partially close a thoroughfare or road to the passage of vehicles for a period not exceeding four weeks.

CONDITIONS IMPOSED:

For periods in excess of five working days, notice is to be given in both local newspapers.

RECORDING REQUIREMENTS:

Nil

REPORTING REQUIREMENTS:

Councillors to be informed of any significant road closures.

DATE REVIEWED:

Annually

Chief Executive Officer

Date:

SWIMMING POOLS – PRIVATE**REGISTER OF SUB-DELEGATIONS OF AUTHORITY***(Local Government Act 1995, s5.44)**(Local Government (Administration) Regulations 1996, s19)***INSTRUMENT OF SUB-DELEGATION****SWIM SD001 Notice on Non-Complying Private Swimming Pools**

DELEGATION REF:	SWIM 001
SUB-DELEGATION REF:	SWIM SD001
HEAD OF POWER:	Building Act 2011 (s. 3, 93, 95, 97) Building Regulations 2012
FILE REF:	B1/2
POLICY REF:	Nil
DELEGATED TO:	Environmental Health Officer
EXPIRY DATE:	Indefinite

DETAIL OF DELEGATION:

The Environmental Health Officer is delegated authority to exercise and carry out the powers and duties, pursuant to sections 3, 93, 95 and 97 of the Building Act 2011 and Building Regulations 2012, with respect to private swimming pools, and to issue notices as required on the owners or occupiers of the land on which there is a swimming pool not complying with the statutory requirements for a barrier to prevent access to the swimming pool by children.

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

Notices issued are to be placed on appropriate file.

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

Chief Executive Officer
Date:

DOGS**REGISTER OF SUB-DELEGATIONS OF AUTHORITY***(Local Government Act 1995, s5.44)**(Local Government (Administration) Regulations 1996, s19)***INSTRUMENT OF SUB-DELEGATION****DOGS SD001 Administer the Dog Act**

DELEGATION REF:	DOGS 001
SUB-DELEGATION REF:	DOGS SD001
HEAD OF POWER:	Dog Act 1976 s 29(1)
FILE REF:	A6/3d
POLICY REF:	Nil
DELEGATED TO:	WA Contract Ranger Services
EXPIRY DATE:	Indefinite

DETAIL OF SUB-DELEGATION:

WA Contract Ranger Services is appointed under s 29(1) of the Dog Act 1976 as an authorised person to exercise the powers of the Shire under that Act.

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

To be in line with recording in Delegation Register.

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

Chief Executive Officer

Date:

CATS**REGISTER OF SUB-DELEGATIONS OF AUTHORITY***(Local Government Act 1995, s5.44)**(Local Government (Administration) Regulations 1996, s19)***INSTRUMENT OF SUB-DELEGATION****CATS SD001 Administer the Cat Act**

DELEGATION REF:	CATS 001
SUB-DELEGATION REF:	CATS SD001
HEAD OF POWER:	Cat Act 2011, s.44
FILE REF:	A6/3c
POLICY REF:	Nil
DELEGATED TO:	WA Contract Ranger Services
EXPIRY DATE:	Indefinite

DETAIL OF SUB-DELEGATION:

WA Contract Ranger Services is appointed under s.44 of the Cat Act 2011 for the purposes of exercising the powers of the shire under that Act.

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

To be in line with recording in Delegation Register.

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

Chief Executive Officer

Date:

Local Govt CEO and Elected Members Determination with effect from 1 July 2019



Local Government CEO EM Determination 2019 Final.pdf

WESTERN AUSTRALIA SALARIES AND ALLOWANCES ACT 1975 DETERMINATION OF THE SALARIES AND ALLOWANCES TRIBUNAL FOR LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS AND ELECTED MEMBERS

Pursuant to Section 7A and 7B

9 April 2019

PREAMBLE

STATUTORY CONTEXT

1. Section 7A of the Salaries and Allowances Act 1975 ('the SA Act') requires the Salaries and Allowances Tribunal ('the Tribunal') to "inquire into and determine, the amount of remuneration, or the minimum and maximum amounts of remuneration, to be paid or provided to chief executive officers of local governments".
2. Section 7B(2) of the SA Act requires the Tribunal to inquire into and determine the amount of:
 - fees, or the minimum and maximum amounts of fees, to be paid under the Local Government Act 1995 ('the LG Act') to elected council members for attendance at meetings;
 - expenses, or the minimum and maximum amounts of expenses, to be reimbursed under the LG Act to elected council members; and
 - allowances, or the minimum and maximum amounts of allowances, to be paid under the LG Act to elected council members.
3. By issuing this Determination, the Tribunal discharges its obligations under Section 8 of the SA Act, which requires determinations under sections 7A and 7B to be issued at intervals of not more than 12 months.

CONSIDERATIONS

4. The Tribunal has considered sections 2.7 to 2.10 and 5.41 of the LG Act, which outlines the roles and responsibilities of local governments, councillors, mayors, presidents and their deputies and the functions of local government Chief Executive Officers (CEOs).
 5. The Tribunal invited individual local governments to provide information in order to ensure the Tribunal is informed on developments across the sector.
- Band allocation model
6. The Tribunal continues to utilise the four band classification model adopted in its 2012 determination. The model provides for a range of measurable and non-measurable factors to be taken into account.
 7. The Tribunal notes that there is flexibility for change within each band before an increase in classification is warranted. A request for an increase in classification will only be accepted where it is demonstrated that the local government or regional local government has experienced a substantial and sustained increase within the parameters of the band allocation model.

Christmas and Cocos Islands

8. The Commonwealth and WA Governments entered an agreement in 2016 under Section 8H of the Christmas Island Act 1958 (Cth), Section 8H of the Cocos (Keeling) Islands Act 1995 (Cth) and the Indian Oceans Territories (Administration of Laws) Act 1992 (WA), such that the Salaries and Allowances Tribunal has the power to determine the remuneration of local government CEOs and the fees, expenses and allowances for local government elected members of the Shires of Christmas Island and Cocos (Keeling) Islands.
9. The Tribunal has reviewed the Shires of Christmas and Cocos (Keeling) Islands during the current inquiry.

Economic circumstances

10. The Tribunal has noted a range of labour market and economic data including the financial position and fiscal strategy of the State.
11. While the Tribunal acknowledges that the local government sector is not tied to the specific budgetary pressures associated with the State Budget and the Salaries and Allowances Amendment (Debt and Deficit Remediation) Act 2018, it is a sector created by the Western Australian Parliament and is part of a broader public sector.
12. In recent years, the Tribunal has responded to the financial difficulties faced by the State and the public of Western Australia by restraining growth in the band ranges available to CEOs and elected members. While the band ranges have been frozen, individual local governments have retained the ability for remuneration movement within a band to suit individual circumstances.

Attachment 12.1.19a

13. The Tribunal remains cognisant of its duties to ensure that the remuneration of senior officers within the public sphere of Western Australia remains within public expectations and within the framework of other public officers, while being sufficient enough to attract well qualified candidates.

CONCLUSIONS

14. The Tribunal has determined a 1 percent increase in the remuneration, fees, expenses or allowances ranges provided to CEOs and elected members.

15. The Tribunal notes that the increase to the remuneration ranges does not constitute an automatic increase to the remuneration provided to CEOs or elected members. Each local government must conduct its own remuneration review to determine whether any increase, within the applicable bands, is justified.

16. The Tribunal considered those local governments with potential to change classification. In reviewing the classification framework, band allocation model and all other relevant information, the Tribunal has increased the Shire of Manjimup from Band 3 to Band 2.

17. The Tribunal has made additional minor changes:

- increasing the child care reimbursement rate from \$25 to \$30 per hour;
- clarifying the motor vehicle private benefit exemption for rural and remote local governments under Part 5; and
- including the term 'reasonable' under Part 8 to allow individual local governments to assess whether reimbursable travel costs have been reasonably incurred.

18. The Tribunal reinforces its preference for the reimbursement of actual expenses wherever possible and, accordingly, has maintained the annual allowances for information and communication technology (ICT) and travel and accommodation. Although these annual allowances are to be paid in lieu of reimbursement of such expenses, the Tribunal maintains the fundamental principle that elected council members should not be out of pocket for expenses properly incurred in the fulfilment of their duties and that any expense incurred beyond the annual allowance amount received should continue to be reimbursed in accordance with the LG Regulations.

19. Nothing in this determination shall be interpreted and/or applied in such a manner as to circumvent the intention of the Tribunal to ensure transparency and accountability in the remuneration of local government CEOs and the provision of fees, expenses and allowances to elected members.

DETERMINATION FOR LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS

AND ELECTED MEMBERS PURSUANT TO SECTION 7A AND 7B OF THE

SALARIES AND ALLOWANCES ACT 1975

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Schedule 1: Local Government Band Allocations**Explanatory Notes****PART 1: INTRODUCTORY MATTERS**

This Part deals with some matters that are relevant to the determination generally.

1.1 Short title

This determination may be cited as the Local Government Chief Executive Officers and Elected Members Determination No. 1 of 2019.

1.2 Commencement

This determination comes into operation on 1 July 2019.

1.3 Content and intent

- (1) The remuneration listed in this determination comprises all remuneration as defined under the Salaries and Allowances Act 1975 as including salary, allowances, fees, emoluments and benefits.
- (2) The determination applies to
 - a. Chief Executive Officers (CEOs);
 - b. Acting Chief Executive Officers; and
 - c. Elected Members
- (3) The remuneration specified in this determination for CEOs is based on a person being appointed to one local government CEO position only. In the case of a person appointed to undertake the duties of more than one CEO position simultaneously, the relevant local governments must seek a determination from the Tribunal for the multiple CEO positions held by that person.
- (4) If a local government undergoes an amalgamation or a rezoning of local government boundaries, the local government is required to seek a new determination from the Tribunal.
- (5) This determination provides for the amount of fees, expenses and allowances to be paid or reimbursed to elected council members under the Local Government Act 1995 ('the LG Act') Part 5 Division 8. The determination applies to elected council members who are members of the council of a local government, and under section 3.66 of the LG Act.
- (6) Where the Tribunal has determined a specific amount for a fee, expense or allowance for elected council members of a local government or regional local government, the amount determined by the Tribunal will be payable to an eligible elected council member.
- (7) Where the Tribunal has determined a minimum and maximum amount for a fee, expense or allowance for elected council members of a local government or regional local government, each local government or regional local government council will set an amount within the relevant range determined and the amount set will be payable to an eligible elected council member.
- (8) The fees, expenses and allowances determined are intended to recognise the responsibilities of elected council members, mayors and presidents of local governments and chairmen of regional local governments and to remunerate them for the performance of the duties associated with their office.

1.4 Terms used

In this determination, unless the contrary intention appears -

chair means a person who is elected or appointed from among the members of a council of a regional local government as its chair;

committee meeting means a meeting of a committee of a council where the committee comprises –

- (a) council members only; or
- (b) council members and employees of the local government or regional local government;

council, in relation to:

- (a) a local government, means the council of the local government;
- (b) a regional local government, means the council of the regional local government;

council member, in relation to:

- (a) a local government –
 - (i) means a person elected under the LG Act as a member of the council of the local government; and
 - (ii) includes the mayor or president of the local government;
- (b) a regional local government –
 - (i) means a person elected under the LG Act as a member of the council of a local government and who is a member of the council of the regional local government; and
 - (ii) includes the chair of the regional local government;

LG Regulations means the Local Government (Administration) Regulations 1996;

mayor means a council member holding the office of mayor, whether elected by the council from amongst its members or elected by the electors;

president means a council member holding the office of president, whether elected by the council from amongst its members or elected by the electors.

1.5 Pro rata payments

(1) The Total Remuneration Package specified in this determination for CEOs is based on a person serving in the office on a full-time basis. The relevant range shall be payable on a pro rata basis if the position is undertaken on a part time basis.

(2) The amount of a person's entitlement to remuneration, annual attendance fee or annual allowance specified in this determination shall be apportioned on a pro rata basis according to the portion of a year that the person holds office.

1.6 Local government band allocations

Unless the contrary intention appears, this determination allocates local governments to the bands set out in Schedule 1. Regional local governments are allocated to a Band only with respect to CEOs.

PART 2: TOTAL REWARD PACKAGE

This Part deals with the remuneration payable to Chief Executive Officers.

2.1 GENERAL

- (1) Offices listed in this Part have been assigned by the Tribunal to one of four classifications designated Band 1 to Band 4.
- (2) Each classification (Band 1 to Band 4) has a commensurate Total Reward Package (TRP) range.
- (3) Typical components of a TRP include:
 - (a) Base salary;
 - (b) Annual leave loading;
 - (c) Associated FBT accrued (total annual amount of fringe benefits tax paid by the local government for all fringe benefits provided to a CEO);
 - (d) Association membership fees;
 - (e) Attraction/retention allowance, not being provided under Part 3;
 - (f) Personal benefit value of the provision of a motor vehicle for private use (if applicable) as defined under Part 5 of this determination;
 - (g) Cash bonus and performance incentives;
 - (h) Cash in lieu of a motor vehicle;
 - (i) Fitness club fees;
 - (j) Grooming/clothing allowance;
 - (k) Health insurance;
 - (l) School fees and/or child's uniform;
 - (m) Superannuation (all mandatory and non-mandatory employer superannuation contributions);
 - (n) Travel or any other benefit taken in lieu of salary;
 - (o) Travel for spouse or any other member of family;
 - (p) Unrestricted entertainment allowance;
 - (q) Utilities allowance (any water, power or other utility subsidy provided to the CEO); and
 - (r) Any other form of payment, in cash or not, in consideration as a reward or benefit of the CEOs duties.
- (4) The only exclusions from the TRP are:
 - (a) items listed in Parts 3, 4 and 5 of this determination (however, any superannuation guarantee associated with the payment of a Regional/Isolation Allowance and any associated FBT accrued from the provision of a motor vehicle or accommodation are to be included as part of the TRP);
 - (b) employer obligations such as professional development (restricted to the CEO), reimbursement for genuine work expenses or the cost of recruitment and relocation expenses; and
 - (c) items considered by the local government to be a tool of trade (i.e. equipment needed to undertake the duties of a CEO) and which are not a direct or indirect reward or benefit for the performance of duties as a CEO.

2.2 LOCAL GOVERNMENT CLASSIFICATION

(1) The ranges of TRP in Table 1 apply where a local government or regional local government has been classified into the relevant band.

Table 1: Local government band classification – Total Reward Package range

Band	Total Reward Package
1	\$250,375 - \$379,532
2	\$206,500 - \$319,752
3	\$157,920 - \$259,278
4	\$128,226 - \$200,192

(2) Local governments have been classified in Schedule 1.

(3) Regional local governments have been classified in Table 2 below.

Table 2: Regional local government band classification

Regional Local Government	Band
Bunbury-Harvey Regional Council	4
Eastern Metropolitan Regional Council	2
Mindarie Regional Council	3
Murchison Regional Vermin Council	4
Pilbara Regional Council	4
Rivers Regional Council	3
Southern Metropolitan Regional Council	2
Tamala Park Regional Council	2
Western Metropolitan Regional Council	4

(4) A person who holds a dual appointment of the CEO of the Shire of Cunderdin and the CEO of the Shire of Tammin, shall be entitled to receive a TRP range from the bottom of Band 4 (\$128,226) to a maximum of \$220,211 (which represents the top of Band 4 plus 10%).

(5) A person who holds a dual appointment of the CEO of the City of Karratha and the Pilbara Regional Council, shall be entitled to receive a TRP range equivalent to the Band 1 range (\$250,375 - \$379,532).

PART 3: REGIONAL/ISOLATION ALLOWANCE

This Part deals with the Regional/Isolation Allowance that may be payable to Chief Executive Officers from local governments identified in this Part.

3.1 GENERAL

(1) Local governments listed under Table 3 in this Part have access to an amount additional to the Total Reward Package for CEO remuneration in recognition of the regional and isolation factors which may affect the attraction and retention of the CEOs of those local governments.

(2) Local governments are not required to pay all or any of this amount and the payment of this allowance is at the discretion of the local government, albeit within the parameters set by the Tribunal.

(3) When a local government chooses to use all or any of this allowance, the payment of the allowance should be properly justified and applied in a transparent manner.

(4) When a local government chooses to pay all or any of this allowance, it is to be paid to the CEO as salary.

3.2 REGIONAL/ISOLATION ALLOWANCE

Local governments eligible for the Regional/Isolation Allowance are listed in Table 3 below.

Table 3: Regional/Isolation Allowance

Local Government	Maximum Regional/Isolation Allowance Per Annum
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Ashburton Shire	\$45,000
Broome Shire	\$35,000
Carnamah Shire	\$30,000
Carnarvon Shire	\$30,000
Chapman Valley Shire	\$30,000
Christmas Island Shire	\$80,000
Cocos (Keeling) Islands Shire	\$80,000
Coolgardie Shire	\$30,000
Coorow Shire	\$30,000
Cue Shire	\$40,000
Derby-West Kimberley Shire	\$45,000
Dundas Shire	\$30,000
East Pilbara Shire	\$45,000
Esperance Shire	\$25,000
Exmouth Shire	\$35,000
Geraldton-Greenough City	\$25,000
Halls Creek Shire	\$65,000
Irwin Shire	\$30,000
Jerramungup Shire	\$25,000
Kalgoorlie-Boulder City	\$30,000
Karratha City	\$60,000
Kent Shire	\$10,000
Kondinin Shire	\$10,000
Kulin Shire	\$10,000
Lake Grace Shire	\$10,000
Laverton Shire	\$40,000
Leonora Shire	\$40,000
Meekatharra Shire	\$40,000
Menzies Shire	\$30,000
Merredin Shire	\$10,000
Mingenew Shire	\$30,000
Morawa Shire	\$30,000
Mount Magnet Shire	\$30,000
Mount Marshall Shire	\$10,000
Mukinbudin Shire	\$25,000
Murchison Shire	\$30,000
Narembeen Shire	\$10,000
Ngaanyatjarraku Shire	\$40,000
Northampton Shire	\$30,000
Nungarin Shire	\$10,000
Perenjori Shire	\$30,000
Port Hedland Town	\$60,000
Ravensthorpe Shire	\$30,000
Sandstone Shire	\$30,000
Shark Bay Shire	\$35,000
Three Springs Shire	\$30,000
Upper Gascoyne Shire	\$35,000
Westonia Shire	\$25,000
Wiluna Shire	\$40,000

Wyndham-East Kimberley Shire	\$45,000
Yalgoo Shire	\$30,000
Yilgarn Shire	\$25,000

PART 4: HOUSING ALLOWANCE

This Part deals with the Housing Allowance that may be payable to Chief Executive Officers.

4.1 GENERAL

- (1) In recognition of the need for local governments to provide accommodation as a result of a lack of suitable housing or recruitment issues, on either a permanent or temporary basis, local governments are able to utilise this allowance as required.
- (2) When a local government utilises this allowance, the payment of the allowance should be properly justified and applied in a transparent manner.
- (3) Any accommodation provided under this Part must be located within or adjacent to the local government area in which the CEO is employed.
- (4) Local governments should tailor the provision of any housing allowance to suit their particular circumstances. This may include the CEO making contributions towards the cost of the accommodation.

4.2 APPLICABLE HOUSING ALLOWANCE

- (1) Where a local government owns a property and provides that property to the CEO for accommodation, the value of this accommodation will not be included in the Total Reward Package.
- (2) For reporting purposes, the value of the local government owned property shall be valued at the annual Gross Rental Value of the property as determined by the Valuer General.
- (3) Where a local government leases accommodation for the use of the CEO, the lease costs will not be included in the Total Reward Package.
- (4) For reporting purposes, the value of the local government leased property shall be the annual actual costs of the accommodation lease.

PART 5: MOTOR VEHICLE

This Part deals with the provision of motor vehicles to Chief Executive Officers.

5.1 GENERAL

- (1) For local governments generally, except those listed in Table 3 under Part 3 of this determination, the private benefit value of any motor vehicle provided to the CEO by the local government is to be included in the Total Reward Package.
- (2) For local governments listed in Table 3 under Part 3 of this determination, any motor vehicle provided to the CEO or an allowance provided to a CEO for use of a private motor vehicle for work-related purposes, is to be considered a tool of trade (i.e. a tool needed to undertake the duties of a CEO in these local governments) and any private benefit will not be considered as part of the Total Reward Package.

5.2 PRIVATE BENEFIT VALUE

- (1) The private benefit value of the motor vehicle will be dependent on the type of motor vehicle provided, method of ownership (i.e. local government owned or leased), maintenance and running costs, insurance, any applicable luxury car tax and the amount of private use of the vehicle (i.e. non-business use).
- (2) As a general rule, the private benefit value will be based upon the annual costs multiplied by the percentage of private use.
- (3) Local governments and CEOs will need to agree on the most appropriate way to record the amount of private use in order to calculate the private benefit value.

PART 6: MEETING ATTENDANCE FEES

This Part deals with fees payable to council members for attendance at council and other meetings

6.1 GENERAL

- (1) Pursuant to section 5.98(1)(b) of the LG Act, a council member who attends a council meeting is entitled to be paid the fee set by the local government or the regional local government within the range determined in section 6.2 of this Part for council meeting attendance fees.
- (2) Pursuant to section 5.98(1)(b) and (2A)(b) of the LG Act, a council member who attends a committee meeting or (at the request of the local government or regional local government) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government within the range determined in section 6.3 of this Part for attending committee meetings or, as the case requires, meetings of that type.
- (3) Each of the following meetings is a type of meeting prescribed in regulation 30(3A) of the LG Regulations -
 - (a) meeting of a WALGA Zone, where the council member is representing a local government as a delegate elected or appointed by the local government;
 - (b) meeting of a Regional Road Group established by Main Roads Western Australia, where the council member is representing a local government as a delegate elected or appointed by the local government;

- (c) council meeting of a regional local government where the council member is the deputy of a member of the regional local government and is attending in the place of the member of the regional local government;
- (d) meeting other than a council or committee meeting where the council member is attending at the request of a Minister of the Crown who is attending the meeting;
- (e) meeting other than a council meeting or committee meeting where the council member is representing a local government as a delegate elected or appointed by the local government.
- (4) Pursuant to section 5.99 of the LG Act, a local government or regional local government may decide by an absolute majority that instead of paying council members an attendance fee referred to in section 5.98(1) of the LG Act, it will pay all council members who attend council or committee meetings a fee set within the range for annual fees determined in section 6.4 of this Part.
- (5) Regulation 30(3C) of the LG Regulations prevents the payment of a fee to a council member for attending a meeting of a type prescribed in regulation 30(3A) of those regulations if –
- the person who organises the meeting pays the council member a fee for attending the meeting; or
 - the council member is paid an annual fee in accordance with section 5.99 of the LG Act; or
 - the council member is deputising for a council member at a meeting of a regional local government and the member of the regional local government is paid an annual fee in accordance with section 5.99 of the LG Act.
- (6) In determining the fees set out in this Part, the Tribunal has taken into account a range of factors including –
- the time required to prepare adequately for the meetings including consideration of agenda papers, site visits related to agenda items and consultation with council staff and community members;
 - the role of the council member, mayor or president including, but not limited to, representation, advocacy, and oversight and determination of policy and local legislation;
 - particular responsibilities associated with the types of meetings attended;
 - responsibilities of a mayor, president or chair to preside over meetings; and
 - the relative "size" of the local government as reflected in the Tribunal's local government banding model.
- (7) The Tribunal has not determined a specific meeting attendance fee for the purposes of section 5.98(1)(a) or (2A)(a) of the LG Act.

6.2 COUNCIL MEETING ATTENDANCE FEES – PER MEETING

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

Table 4: Council meeting fees per meeting – local governments

Band	For a council member other than the mayor or president		For a council member who holds the office of mayor or president	
	Minimum	Maximum	Minimum	Maximum
1	\$615	\$793	\$615	\$1,189
2	\$373	\$582	\$373	\$780
3	\$193	\$410	\$193	\$634
4	\$91	\$238	\$91	\$490

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

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

6.3 COMMITTEE MEETING AND PRESCRIBED MEETING ATTENDANCE FEES – PER MEETING

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

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

For a council member (including the mayor or president)		
Band	Minimum	Maximum
1	\$308	\$396
2	\$186	\$291

3	\$97	\$205
4	\$46	\$119

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

For a council member (including the chair)

	Minimum	Maximum
All regional local governments	\$46	\$119

6.4 ANNUAL ATTENDANCE FEES IN LIEU OF COUNCIL MEETING, COMMITTEE MEETING AND PRESCRIBED MEETING ATTENDANCE FEES

(1) The ranges of fees in Table 8 and Table 9 apply where a local government or regional local government decides by an absolute majority that, instead of paying council members an attendance fee referred to in section 5.98 of the LG Act, it will pay an annual fee to all council members who attend council, committee or prescribed meetings.

Table 8: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – local governments

Band	For a council member other than the mayor or president		For a council member who holds the office of mayor or president	
	Minimum	Maximum	Minimum	Maximum
1	\$24,604	\$31,678	\$24,604	\$47,516
2	\$14,865	\$23,230	\$14,865	\$31,149
3	\$7,688	\$16,367	\$7,688	\$25,342
4	\$3,589	\$9,504	\$3,589	\$19,534

Table 9: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – regional local governments

	For a council member other than the chair		For a council member who holds the office of chair	
	Minimum	Maximum	Minimum	Maximum
All regional local governments	\$1,795	\$10,560	\$1,795	\$15,839

PART 7: ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT, CHAIR, DEPUTY MAYOR, DEPUTY PRESIDENT AND DEPUTY CHAIR

This Part deals with annual allowances payable to mayors, presidents, chair and their deputies, in addition to any entitlement to meeting attendance fees or the reimbursement of expenses.

7.1 GENERAL

(1) Pursuant to section 5.98(5) of the LG Act, the mayor or president of a local government and the chair of a regional local government are entitled, in addition to any fees or reimbursement of expenses payable under section 5.98(1) or (2), to be paid the annual allowance set by the local government or regional local government within the range determined in section 7.2 of this Part.

(2) Pursuant to section 5.98A(1) of the LG Act, a local government or regional local government may decide, by an absolute majority, to pay the deputy mayor or deputy president of the local government, or the deputy chair of the regional local government, an allowance of up to the percentage that is determined by the Tribunal of the annual allowance to which the mayor or president of the local government, or the chair of the regional local government, is entitled under section 5.98(5) of the LG Act. That percentage is determined in section 7.3 of this Part. This allowance is in addition to any fees or reimbursement of expenses payable to the deputy mayor, deputy president or deputy chair under section 5.98 of the LG Act.

(3) In determining the allowances set out in this Part, the Tribunal has taken into account a range of factors including the following –

- (a) the leadership role of the mayor, president or chair;
- (b) the statutory functions for which the mayor, president or chair is accountable;
- (c) the ceremonial and civic duties required of the mayor, president or chair, including local government business related entertainment;
- (d) the responsibilities of the deputy mayor, deputy president or deputy chair when deputising;
- (e) the relative "size" of the local government as reflected in the Tribunal's local government banding model;
- (f) the civic, ceremonial and representation duties particular to the Lord Mayor of Western Australia's capital city.

7.2 ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT OR CHAIR

- (1) The ranges of allowances in Table 10 apply where a local government sets the amount of the annual local government allowance to which a mayor or president is entitled under section 5.98(5) of the LG Act.
- (2) The range of allowances in Table 11 apply where a regional local government sets the amount of the annual local government allowance to which a chair is entitled under section 5.98(5) of the LG Act.
- (3) Despite the provisions of subsection (1), the Perth City Council is to set the amount of the annual local government allowance to which the Lord Mayor is entitled within the range of \$61,509 to \$137,268.

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

For a mayor or president		
Band	Minimum	Maximum
1	\$51,258	\$89,753
2	\$15,377	\$63,354
3	\$1,025	\$36,957
4	\$513	\$20,063

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

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

7.3 ANNUAL ALLOWANCE FOR A DEPUTY MAYOR, DEPUTY PRESIDENT OR DEPUTY CHAIR

- (1) The percentage determined for the purposes of section 5.98A(1) of the LG Act is 25 per cent.

PART 8: EXPENSES TO BE REIMBURSED

This Part deals with expenses for which council members are entitled to be reimbursed.

8.1 GENERAL

- (1) Pursuant to section 5.98(2)(a) and (3) of the LG Act, a council member who incurs an expense of a kind prescribed in regulation 31(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(1) to (5) of this Part.
- (2) Regulation 31(1) of the LG Regulations prescribes the following kinds of expenses that are to be reimbursed:
- rental charges incurred by a council member in relation to one telephone and one facsimile machine; and
child care and travel costs incurred by a council member because of the member's attendance at a council meeting or a meeting of a committee of which he or she is also a member.
- (3) Pursuant to section 5.98(2)(a) and (3) of the LG Act, a council member who incurs an expense of a kind prescribed in regulation 32(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(6) to (8) of this Part.
- (4) Regulation 32(1) of the LG Regulations prescribes the following kinds of expenses that may be approved by a local government for reimbursement –
- an expense incurred by a council member in performing a function under the express authority of the local government;
 - an expense incurred by a council member to whom paragraph (a) applies by reason of the council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the council member to be accompanied by that other person; and
 - an expense incurred by a council member in performing a function in his or her capacity as a council member.

8.2 EXTENT OF EXPENSES TO BE REIMBURSED

- (1) The extent to which a council member can be reimbursed for rental charges in relation to one telephone and one facsimile machine is the actual expense incurred by the council member.
- (2) The extent to which a council member can be reimbursed for child care costs incurred because of attendance at a meeting referred to in regulation 31(1)(b) of the LG Regulations is the actual cost per hour or \$30 per hour, whichever is the lesser amount.
- (3) The extent to which a council member of a local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is:
- if the person lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
 - if the person does not live or work in the local government district or an adjoining local government district, the actual cost, in relation to a journey from the person's place of residence or work and back:

- (i) for the person to travel from the person's place of residence or work to the meeting and back; or
 - (ii) if the distance travelled referred to in subparagraph (i) is more than 100 kilometres, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.
- (4) The extent to which a council member of a regional local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is the actual cost for the person to travel from the person's place of residence or work to the meeting and back.
- (5) For the purposes of subsections (3) and (4), travel costs incurred while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate contained in Section 30.6 of the Local Government Officers' (Western Australia) Interim Award 2011 as at the date of this determination.
- (6) The extent to which a council member can be reimbursed for child care costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is the actual cost per hour or \$30 per hour, whichever is the lesser amount.
- (7) The extent to which a council member can be reimbursed for intrastate or interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is at the same rate applicable to the reimbursement of travel and accommodation costs in the same or similar circumstances under the Public Service Award 1992 issued by the Western Australian Industrial Relations Commission as at the date of this determination.
- (8) The extent to which a council member can be reimbursed for any other cost incurred under regulation 32(1) of the LG Regulations is the actual cost upon presentation of sufficient evidence of the cost incurred.

PART 9: ANNUAL ALLOWANCES IN LIEU OF REIMBURSEMENT OF EXPENSES

This Part deals with annual allowances that a local government or regional local government may decide to pay.

9.1 GENERAL

- (1) Pursuant to section 5.99A of the LG Act, a local government or regional local government may decide by absolute majority that instead of reimbursing council members under the LG Act section 5.98(2) for all of a particular type of expense, it will pay all council members, for that type of expense, the annual allowance determined in section 9.2 of this Part or, as the case requires, an annual allowance within the range determined in that section.
- (2) Where a local government or regional local government has decided to pay council members an annual allowance for an expense of a particular type instead of reimbursing expenses of that type under section 5.98(2) of the LG Act, section 5.99A of the LG Act provides for reimbursement of expenses of that type in excess of the amount of the allowance.
- (3) In determining the maximum annual allowance for expenses of a particular type, the Tribunal has taken into account a range of factors including the following:
- (a) the intent of the allowance to reflect the extent and nature of the expenses incurred and not to result in a windfall gain for council members;
 - (b) the capacity of local governments to set allowances appropriate to their varying operational needs;
 - (c) the particular practices of local governments in the use of information and communication technology (e.g. laptop computers, iPads); and
 - (d) the varying travel requirements of council members in local governments associated with geography, isolation and other factors.

9.2 ANNUAL ALLOWANCES DETERMINED INSTEAD OF REIMBURSEMENT FOR PARTICULAR TYPES OF EXPENSES

- (1) In this section:
- ICT expenses** means:
- (a) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations; or
 - (b) any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations;
- travel and accommodation expenses** means:
- (a) travel costs, as prescribed by regulation 31(1)(b) of the LG Regulations; or
 - (b) any other expenses that relate to travel or accommodation and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations.
- (2) For the purposes of section 5.99A(b) of the LG Act, the minimum annual allowance for ICT expenses is \$500 and the maximum annual allowance for ICT expenses is \$3,500.
- (3) For the purposes of section 5.99A(a) of the LG Act, the annual allowance for travel and accommodation expenses is \$50.

SCHEDULE 1: LOCAL GOVERNMENT BAND ALLOCATIONS

Local Government	Band
Albany City	1
Armadale City	1
Ashburton Shire	2
Augusta-Margaret River Shire	2
Bassendean Town	3
Bayswater City	1
Belmont City	1

Beverley Shire	4
Boddington Shire	4
Boyup Brook Shire	4
Bridgetown-Greenbushes Shire	3
Brookton Shire	4
Broome Shire	2
Broomehill-Tambellup Shire	4
Bruce Rock Shire	4
Bunbury City	1
Busselton City	1
Cambridge Town	2
Canning City	1
Capel Shire	3
Carnamah Shire	4
Carnarvon Shire	2
Chapman Valley Shire	4
Chittering Shire	3
Christmas Island Shire	3
Claremont Town	3
Cocos (Keeling) Islands Shire	4
Cockburn City	1
Collie Shire	3
Coolgardie Shire	3
Coorow Shire	4
Corrigin Shire	4
Cottesloe Town	3
Cranbrook Shire	4
Cuballing Shire	4
Cue Shire	4
Cunderdin Shire	4
Dalwallinu Shire	3
Dandaragan Shire	3
Dardanup Shire	3
Denmark Shire	3
Derby-West Kimberley Shire	2
Donnybrook Balingup Shire	3
Dowerin Shire	4
Dumbleyung Shire	4
Dundas Shire	4
East Fremantle Town	3
East Pilbara Shire	2
Esperance Shire	2
Exmouth Shire	3
Fremantle City	1
Gingin Shire	3
Gnowangerup Shire	4
Goomalling Shire	4
Gosnells City	1
Greater Geraldton City	1

Halls Creek Shire	3
Harvey Shire	2
Irwin Shire	3
Jerramungup Shire	4
Joondalup City	1
Kalamunda Shire	2
Kalgoorlie-Boulder City	1
Karratha City	1
Katanning Shire	3
Kellerberrin Shire	4
Kent Shire	4
Kojonup Shire	3
Kondinin Shire	4
Koorda Shire	4
Kulin Shire	4
Kwinana City	1
Lake Grace Shire	4
Laverton Shire	3
Leonora Shire	3
Mandurah City	1
Manjimup Shire	2
Meekatharra Shire	3
Melville City	1
Menzies Shire	4
Merredin Shire	3
Mingenew Shire	4
Moora Shire	3
Morawa Shire	4
Mosman Park Town	3
Mount Magnet Shire	4
Mount Marshall Shire	4
Mukinbudin Shire	4
Mundaring Shire	2
Murchison Shire	4
Murray Shire	3
Nannup Shire	4
Narembeen Shire	4
Narrogin Shire	3
Nedlands City	2
Ngaanyatjarraku Shire	4
Northam Shire	2
Northampton Shire	3
Nungarin Shire	4
Peppermint Grove Shire	4
Perenjori Shire	4
Perth City	1
Pingelly Shire	4
Plantagenet Shire	3
Port Hedland Town	1

Quairading Shire	4
Ravensthorpe Shire	3
Rockingham City	1
Sandstone Shire	4
Serpentine-Jarrahdale Shire	2
Shark Bay Shire	4
South Perth City	2
Stirling City	1
Subiaco City	2
Swan City	1
Tammin Shire	4
Three Springs Shire	4
Toodyay Shire	3
Trayning Shire	4
Upper Gascoyne Shire	4
Victoria Park Town	2
Victoria Plains Shire	4
Vincent City	2
Wagin Shire	4
Wandering Shire	4
Wanneroo City	1
Waroona Shire	3
West Arthur Shire	4
Westonia Shire	4
Wickepin Shire	4
Williams Shire	4
Wiluna Shire	4
Wongan-Ballidu Shire	4
Woodanilling Shire	4
Wyalkatchem Shire	4
Wyndham-East Kimberley Shire	2
Yalgoo Shire	4
Yilgarn Shire	3
York Shire	3

Signed on 9 April 2019.

M Seares AO
CHAIR

B A Sargeant PSM
MEMBER

C Murphy PSM
MEMBER

SALARIES AND ALLOWANCES TRIBUNAL

LOCAL GOVERNMENT ELECTED MEMBERS EXPLANATORY NOTES

This section does not form part of the determination

1. Entitlements

The entitlement of a council member to a fee, allowance or reimbursement of an expense established under the LG Act, the LG Regulations and this determination, cannot be proscribed, limited or waived by a local government. Any eligible claim against those entitlements is to be paid in accordance with the applicable financial procedures of the local government.

2. Local governments to set amounts within the range determined

Where the Tribunal has determined a minimum and maximum amount for a fee, expense or allowance for members of the council of a local government or a regional local government, each council is to set, by absolute majority, an amount within the relevant range determined and the amount set will be payable to elected council members.

3. Superannuation

Nothing in this determination establishes a liability for the payment of superannuation by local governments. Elected council members are eligible for superannuation payments if their council has resolved unanimously to become an Eligible Local Governing Body (ELGB) pursuant to section 221A and section 221B of the Income Tax Assessment Act 1936 (Cwlth). Where the council is an ELGB, it is deemed to have an employer/employee relationship with its elected council members and this attracts the application of a number of statutory obligations. Alternative arrangements described in Australian Taxation Office (ATO) Interpretative Decision ATO ID 2007/205 allow for elected council members and councils to agree for whole or part of meeting attendance fees to be paid into a superannuation fund. Where the council is an ELGB, fees for attendance at council, committee and prescribed meetings (whether paid via a per meeting fee or annual allowance) are to be inclusive of any superannuation guarantee liability. This information is not published by way of legal or financial advice.

30. - TRAVELLING EXPENSE REIMBURSEMENT

- 30.1 The local authority shall reimburse all reasonable travelling expenses incurred by an Officer in the discharge of his/her duties at least once monthly. The method and mode of travelling or the vehicle to be supplied shall be mutually arranged between the employer and the Officer concerned.
- 30.2 Use of employee vehicle
- 30.2.1 Where an Officer is requested and authorised to use his/her own motor vehicle in the course of his/her duties, he/she shall be paid an allowance not less than that prescribed in the table set out hereunder.
- 30.2.2 For the purpose of this subclause, where an Officer is required to report for duty at a location other than his/her normal location, travelling expenses shall be paid for the distance that the journey exceeds the distance the Officer normally travels to and from work.
- 30.3 Where an Officer in the course of a journey travels through two or more separate areas specified in 30.6 of this clause, payment at the rates prescribed herein shall be made at the appropriate rate applicable to each of the separate areas traversed.
- 30.4 Payment shall be made in accordance with this clause not later than four weeks after the expense has been incurred.
- 30.5 A year for the purpose of this clause shall commence on the 1st day of January and end on the 31st day of December next following.
- 30.6 Rates of hire for use of an Officer's own motor vehicle on official business shall be as follows:

Area and Details	Engine displacement (in cubic centimetres)		
	Over 2600cc	Over 1600cc to 2600cc	1600cc and under
Cents per kilometre			
Metropolitan area	93.97	67.72	55.85
South West Land Division	95.54	68.66	56.69
North of 23.5 Latitude	103.52	74.12	61.21
Rest of state	99.01	70.87	58.37
Motor cycle	Rate c/km		
Distance travelled	32.55		

- 30.6.1 Motor vehicles with rotary engines are to be included in the 1600 - 2600 category.
- 30.6.2 Metropolitan area means that area within a radius of 50 kilometres from the Perth Railway Station.
- 30.6.3 South West Land Division means the South West Land Division as defined by Section 28 of the Land Act.
- 30.6.4 Other areas means that area of the State south of 23.5 degrees South Latitude, north of 23.5 degrees South Latitude, excluding the Metropolitan area and the South West Land Division.

PART 9 - STAFF DEVELOPMENT, TRAINING AND RELATED MATTERS

C&C.1.4 COUNCILLOR MEETING FEES, ALLOWANCES AND REIMBURSEMENTS

Objective:

The key objective of this policy is to provide clear guidance on how to determine Councillor meeting fees and reimbursements.

Policy Measures:

1. Meeting Fees

All Council members are to receive “Annual Meeting Attendance Fees” within the range permitted by the Salaries and Allowances Tribunal as determined from time to time and that allowance will be paid monthly in arrears. The amount to be paid is to be set in the Annual Budget.

The allowance is paid in lieu of Council and committee attendance fees and covers attendance at all Council and committee meetings as well as any other prescribed meetings, regardless of the number of meetings attended by a particular Councillor.

(Note 1)

2. Presidential Allowance

The Shire President is to receive an annual “Local Government Allowance”, within the range permitted by SAT, paid monthly in arrears. The amount to be paid is set in the annual budget. (Note 2)

3. Deputy Presidential Allowance

The Deputy Shire President is to receive an annual “Local Government Allowance”, which is at the prescribed percentage of the annual local government allowance payable to the President. The allowance will be paid monthly in arrears and the amount is to be set in the annual budget. (Note 3)

4. ICT Expenses Allowance

Councillors will be paid an “ICT Allowance” within the range permitted by SAT in lieu of provision of electronic communication equipment and access fees and in lieu of provision of a phone, line rental and call costs. The ICT allowance will be paid monthly in arrears and the amount is to be set in the annual budget. (Note 4)

This allowance is in addition to Council provided computing equipment in the form of a laptop/tablet/iPad and software, whichever is approved by Council from time to time. Members will be supplied with electronic copies of meeting papers and will need to bring their device to meetings.

Council supplied equipment is only to be used in relation to Council business. The onus rests with each Councillor.

5. Child Care Costs

Councillors are entitled to be reimbursed for child care costs incurred whilst performing a function in his or her capacity as a Councillor to a maximum of \$25ph, in accordance with the Determination of the Salaries and Allowances Tribunal as determined from time to time.

Note: Child care costs will not be paid for where the care was provided by a member of immediate family or relative living in the same premises as the Councillor.

6. Reimbursement of Travel Expenses

The Shire of Mt Marshall will not provide a dedicated vehicle for the Shire President or any other Councillors.

Where Councillors are required to travel outside the Shire boundaries to attend a meeting on behalf of Council, Councillors should first check with the Shire administration for the availability of a shire pool vehicle.

In the event a shire pool vehicle is not available, Councillors are entitled to claim actual mileage incurred on Council business at the current rate specified in the Public Service Award 1992 for any travel; ^(Note 5)

- a) attendance by a Councillor at any working group meeting, ordinary or special briefing session and council forum, notice of which has been given by the CEO;
- b) attendance by a Councillor at any annual or special elector's meeting;
- c) to and from Council to attend meetings of Occasional, Management or Advisory Committees as a member or as an appointed proxy in the absence of the member on that committee;
- d) attending meetings as the appointed delegate of the Council or appointed proxy member in the absence of the member;
- e) attending meetings as a representative of Council at the request of government departments or agencies;
- f) attendance by the Shire President at the Shire Administration Office or Shire Depot to execute documents, meet with the Chief Executive Officer and/or senior staff and community members or business representatives ;
- g) any other meeting in which the Councillors' presence is invited by the President or Chief Executive Officer;
- h) attendance by a Councillor at a citizenship ceremony conducted by the Shire;
- i) any other function, meeting or event in their role as a Councillor that is supported by a written invitation

Any Councillor seeking reimbursement is to provide a formal claim on the relevant claim form. The claim form is to be provided within 60 days of the end of the month in which the travel was undertaken and is payable at the absolute discretion of the Shire President.

Any person while representing the Shire of Mt Marshall is liable for all costs incurred by way of parking tickets, speeding fines and other traffic infringements.

7. Reimbursement of Accommodation Allowance

All reasonable accommodation, travel and meals expenses incurred by the President, Deputy President or Councillors in attending any meeting under clause 6 of this policy shall be reimbursed at the absolute discretion of the Shire President.

This may include casual entertainment expenditure reasonably incurred on behalf of the Shire of Mt Marshall up to and not exceeding \$200.00 per meeting. Payment will be at the absolute discretion of the Shire President.

The Shire of Mt Marshall will not accept any responsibility for the cost of alcohol while attending any meeting under clause 6 of this policy. The attention of Councillors is drawn to clause 4.1 and 4.2 of Council's Code of Conduct.

8. Reimbursement of any other expenses

Requests from Councillors for the reimbursement of any other expenses, other than those mentioned in 4,5,6 and 7 above are subject to formal consideration by the Council.

Notes

The Shire of Mt Marshall is in Band 4 according to Schedule 1 of the Determination of the Salaries and Allowances Tribunal dated 18 June 2014.

Note 1 – Councillor meeting fees are to be in accordance with Part 2 of the Determination of the Salaries and Allowances Tribunal dated 18 June 2014, presently \$3500.00 - \$9270.00 per annum

Note 2 – Shire President meeting fees are to be accordance with Part 3 of the Determination of the Salaries and Allowances Tribunal dated 18 June 2014, presently \$3500.00 - \$19570.00 per annum.

Note 3 – The prescribed percentage which may be paid as Annual Local Government Allowance to the Shire Deputy President in accordance with Part 3 of the Determination of the Salaries and Allowances Tribunal dated 18 June 2014 is 25% of the allowance which may be paid to the Shire President.

Note 4 – ICT Allowance is to be in accordance with Part 4 of the Determination of the Salaries and Allowances Tribunal dated 18 June 2014, presently \$500.00 - \$3500.00.

Note 5 – As at 18 June 2014 the rates payable as motor vehicle allowance are in accordance with the following table, being the South West Land Division and listed at Schedule F of the Public Service Award 1992.

	Rate (cents) per kilometre Engine Displacement (in cubic centimetres)		
	Over 2600cc	Over 1600cc to 2600cc	1600cc and under
South West Land Division	91.0	65.4	54.0

Date Resolved: **19 August 2014 (Resolution 2014/120) Amendment:**
2016/163 – 18 October 2016

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2019/3-004 April 2019	<ol style="list-style-type: none"> 1. That the item lay on the table until the June Ordinary Council Meeting in order that Council is provided with further information; 2. That the Chief Executive Officer be directed to meet with both Tenderers in order to ascertain if there is any opportunity for an arrangement to be entered into so that the Industrial Shed is shared; and 3. That the Chief Executive Officer be directed to seek further and better information from Mr Craig Sachse regarding his offer to purchase the Industrial Shed, particularly the exact amount which would be offered to purchase the Shed and the proposed timeframe for any such purchase. 	Ongoing		June 2019
2019/3-003 April 2019	<p>That Council:</p> <ol style="list-style-type: none"> 1. Direct the Chief Executive Officer to arrange for the preparation of an agreement between the Shire of Mt Marshall and the Bencubbin Golf Club for the use of the Bencubbin Golf Course. The agreement is to set the annual lease fee at \$1 payable on demand; and 2. Authorise the Chief Executive Officer to undertake the necessary arrangements to effect and complete the agreement, including the use of the Shire Common Seal if necessary. 	Ongoing	Discussions with lawyers are being had.	Sept 2019

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2019/1-008 February 2019	That Council: 1. Subject to section 3.58(2)(a) Local Government Act 1995 award the tender for the lease of Bencubbin Town Hall as a grocery store to Ms Jacinta Smith at the weekly rental of \$75 for a period of five (5) years; and 2. Authorise the Chief Executive Officer to undertake the necessary negotiations and arrangements to effect and complete a lease of the Bencubbin Town Hall to Ms Jacinta Smith, including the use of the Shire Common Seal on any necessary contract documentation.	Complete	Lease being drafted. Building being vacated and cleaned by current tenant. Vacating inspection completed with previous tenant. Minor maintenance being carried out before new tenant goes in.	October 2019
		Ongoing	Negotiations are continuing with Department of Lands regarding the use of the building.	
2018/11-004 December 2018	That Council accept the offer from Water Corporation of the transfer of ownership from the Water Corporation to the Shire of Mt Marshall of the following AA Dams: <ul style="list-style-type: none"> • Warkutting Tank • Gabbining Tank • Marindo Rocks • Beebeegnying Tank • Sand Soak Dam • Snake Soak Dam 	Ongoing	Application made to the Department of Lands regarding Snake Soak Dam.	

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2018/10-019 November 2018	<p>That Council direct the Chief Executive Officer to:</p> <ol style="list-style-type: none"> 1. Proceed with legal action for failing to comply with the Notice served on 23 July 2018 under the provisions of the Health (Miscellaneous Provisions) Act 1911 Part V – Dwellings; Division 1 – Houses unfit for occupation; sections 135, 137 and 138. 2. Subject to section 140 of the Health (Miscellaneous Provisions) Act 1911 (Local Government May Act in Default of Owner) carry out the terms of the Notice, including demolition of the dwelling house, asbestos remediation works and seek recovery of all expenses from the owner. 	Ongoing	<p>Quotes for demolition sought</p> <p>Matter delayed by SAT appeal.</p> <p>Application withdrawn by applicants. Matter progressing towards demolition.</p> <p>Confirmation has been received from the owners that they will be undertaking the demolition at their own cost and it should be complete by the end of June.</p>	June 2019
2018/10-011 November 2018	<p>That:</p> <ol style="list-style-type: none"> 1. the offer from Mr Paul Hogan be accepted that the Shire of Mt Marshall receive by way of donation from him the land at Lot 53 Monger Street, Bencubbin; 2. Council direct the CEO to write to Mr Hogan confirming the resolution 1; and 3. In accordance with section 5.42 of the Local Government Act 1995, the CEO be delegated authority to complete all necessary paperwork and affix the common seal to effect the transfer. 	Ongoing	<p>Letter sent to Paul Hogan advising him of Council decision.</p> <p>Follow up email sent 4 April after no response received to November's correspondence.</p> <p>Response has now been received.</p>	July 2019
2018/9 – 006 October 2018	That Council authorise the Chief Executive Officer to enter negotiations with the Department of Lands regarding a new lease to enable the retention of the Caltex Fuel Depot in Bencubbin.	Ongoing		

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2018/3 – 004 April 2018	That Council: 1. Direct the Chief Executive Officer to make arrangements for a new lease for the use of the Pergandes Sheep Yards as a tourist destination between the Shire and Mr & Mrs Cooper; and 2. That any costs associated with the preparation and execution of the new lease be borne by the Shire.	Ongoing	Lease is being prepared by lawyers Lease discussions ongoing with owners. Original lease rejected by owners. A new lease is being drawn up.	May 2019
2017/09-15 September 2017	That Council: 1. resolve that new workers accommodation be constructed in Beacon to replace the Beacon Barracks accommodation; 2. resolve that the new accommodation be sited to the West of the current Beacon Caravan Park; 3. direct the Chief Executive Officer and obtain full costings for the new camp and present them to Council for a budget to be agreed as soon as possible; and 4. direct the Chief Executive Officer to write to Public Transport Authority (WA) and request that one of the existing rooms be retained and gifted to the Shire to be preserved and used as a historical feature for the town.	Ongoing Complete Complete Complete	Extension on the date of Beacon Barracks closure to December 2018. Power upgrade options being considered. Meeting being held with BPA caravan park committee members. Clearing Application made Investigations into options underway. Clearing complete. Accommodation units sourced.	June 2019

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2017/022 February 2017	<p>That:</p> <ol style="list-style-type: none">1. Council Acknowledge an historic equity imbalance in the provision of facilities between the towns of Beacon and Bencubbin;2. A desktop review be undertaken on proposed infrastructure upgrades for Beacon and that a further report be made to Council with a view to implementing a 5 year development program for the town;3. That the Shire's Community Development Officer investigate and report on other local government models for the development and support of volunteers in both communities; and4. That any agreed infrastructure development program and volunteer support program be incorporated into the Shire's Community Strategic Plan	Ongoing	<p>This will be a 'work in progress' for some time. Initial conversations have taken place with CDO. This will link to the SCP which will be adopted by the end of the financial year.</p> <p>The Strategic Community Plan is being presented to the August meeting, which is the starting point of the review.</p> <p>The Strategic Community Plan and the Corporate Business Plan were adopted in September and will hopefully address some issues.</p>	

ENVIRONMENTAL HEALTH OFFICER – PETER TOBOSS				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2018/10-019 November 2018	<p>That Council direct the Chief Executive Officer to:</p> <ol style="list-style-type: none"> 1. Proceed with legal action for failing to comply with the Notice served on 23 July 2018 under the provisions of the Health (Miscellaneous Provisions) Act 1911 Part V – Dwellings; Division 1 – Houses unfit for occupation; sections 135, 137 and 138. 2. Subject to section 140 of the Health (Miscellaneous Provisions) Act 1911 (Local Government May Act in Default of Owner) carry out the terms of the Notice, including demolition of the dwelling house, asbestos remediation works and seek recovery of all expenses from the owner. 	Ongoing	<p>Matter delayed by a SAT appeal</p> <p>Application withdrawn by applicants. Matter progressing towards demolition.</p> <p>Confirmation has been received from the owners that they will be undertaking the demolition at their own cost and it should be complete by the end of June.</p>	

ENVIRONMENTAL HEALTH OFFICER – PETER TOBOSS				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2009/081 April 2009	That the dwelling located on Lot 94, Lindsay St, Beacon being of weather board walls over wooden stud frames, suspended timber floors and timber framed iron clad roof be declared unfit for human habitation from immediate effect of date of notification and also the Council place a work order on the said dwelling to bring the dwelling up to a standard deemed by the Environmental Health Officer/Building Surveyor to be compliant with the Health Act 1911, Shire of Mt Marshall Health Local Laws 2007 and Local Government (Miscellaneous Provisions) 1960 and that a period of time being 90 days of notification of dwelling unfit for habitation to be allowed to do such works and in the event of works not commenced to bring the dwelling to the said standard that a demolition order be placed on the said dwelling.	Ongoing	<p>Works inspected by EHO/BS and are acceptable. House Unfit for habitation to stay in effect until rear plumbing is confirmed done. Discussions with Ruth DeJong said they were keen to fix plumbing so they could get workers into the house BUT were out on jobs Statewide. Works ongoing when workhands available.</p> <p>House inspected on 10/08/2016. The house remains unfit for habitation by the owner's workers. The owner has been informed that the house needs to be made good before the order can be lifted and used for habitation.</p> <p>November 2017 - PEHO conducted site inspection; property is vacant with no person living in it. Health Notice on the door at the time of inspection. PEHO is yet to establish contact with the owner/owners.</p>	Ongoing.

REGULATORY OFFICER – JACK WALKER

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2019/3-013 April 2019	<p>The Shire of Mt Marshall grants a Development Approval (DA) to P & A Munns, trading as Scud Ag Supplies, to install five (5) advertising signs in the Beacon town site subject to the following conditions:</p> <ul style="list-style-type: none">(a) Applicant provides Council with a copy of their Public Indemnity insurance to indemnify the Shire of Mt Marshall from any claims that may arise from the installation of the signs.(b) Applicant be given approval to install the signs under the supervision of the Shire's Works Supervisor.(c) All signs to be placed 1.5 meters from the edge of the bitumen to the edge of the sign.(d) Signs to be no larger than 1500 x 1200(e) Signs to be constructed to Australian Standards(f) Applicant is responsible for all ongoing maintenance to the signs	Ongoing	DA issued to Scud Ag Supplies. Mr Munns will liaise with the Works Supervisor when he is ready to erect the signs.	August 2019

REGULATORY OFFICER – JACK WALKER

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2018/1 – 012 February 2018	That Council, pursuant to section 58 Land Administration Act 1997 and clause 9 Land Administration Regulations 1998, endorse the closure of the section of Potts Road as outlined by the Department of Planning, Lands and Heritage SmartPlan below and direct the Chief Executive Officer to request the Minister for Lands to take the necessary steps to permanently close that section of road.	Ongoing	<p>Correspondence has been received from the Department of Planning, Lands and Heritage seeking confirmation that the adjoining land owners will purchase the land as well as confirmation that the Shire of Mt Marshall will be responsible for any costs associated with the road closure.</p> <p>Confirmation that Faulkner Brothers and Mr Sachse have agreed to purchase the land has been sent and informed the Dept that the Shire will not cover any costs associated with the road closure. The long delay in the road closure process looks like causing the Development Application to lapse as no substantial works have been commenced in two years.</p>	June 2019

REGULATORY OFFICER – JACK WALKER

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2017/05-18 May 2017	That: 1. Council resolve not to proceed with the Extractive Industries Local Law. 2. The Chief Executive Officer be directed to draw up and present to Council an Extractive Industries Local Planning Policy.	Completed Current	 Staff are in the process of drafting a policy	 February, 2019
2016/178 November 2016	That: 1. an application be submitted to Main Roads WA to have Medlin Street, Calderwood Drive, Lindsay Street, Shemeld Street and Hamilton Street Beacon added to the RAV Network 4 and RAV Network 7; and 2. an application be submitted to Main Roads WA seeking permission to install Give Way signs at the East end of Calderwood Drive, Beacon and the West end of the Beacon Grain Bin Road.	Ongoing Ongoing	A further application has been received from Callum Lumsden to have Calderwood Drive and Medlin Street included on the RAV 7 Network. This application has been forwarded to MRDWA. Still waiting for MRDWA to install give way signs. Followed up with MRD and have been advised that the works will be completed.	July 2019 June 2019
2016/155 Oct 2016 Continued	h) Consent is given to the Department of Fire and Emergency Services to issue identity cards to Mt Marshall Fire Brigade members.	Ongoing	Instructions as how to process photos has been obtained and staff will commence the process.	June, 2019

REGULATORY OFFICER – JACK WALKER				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2016/110 July 2016	<p>That Council endorse the recommendation of the Wheatbelt North East Sub Regional Road Group in relation to the Wheatbelt Freight Plan as follows:</p> <p>That:</p> <p>a) The following “Collector” Routes within the WNE SRRG road network:</p> <ol style="list-style-type: none"> 1 Wyalkatchem to Southern Cross Route 2 Cunderdin to Wyalkatchem Route 3 Wongan Hills to Koorda Route 4 Hines Hill to Burakin Route 5 Kulja to Dalwallinu Route 6 Kellerberrin to Beacon Route 7 Warralakin to Burracoppin Route 8 Bruce Rock to Moorine Rock Route <p>be endorsed as our Wheatbelt Freight Plan routes.</p> <p>b) All of the 2030 roads within these eight (8) WFP “collector” routes be allocated a single RAV access level of Network 7.</p> <p>c) All of the 2030 roads within these eight (8) WFP “collector” routes be allocated an AMMS level of 2, except for the Mukinbudin / Wialki Rd within the Shire of Mukinbudin from SLK 0.0 – 25.00 (Mukinbudin – Bonnie Rock Rd intersection), which is to be kept at its current level 3.</p>	Ongoing	Awaiting confirmation that the Wheatbelt Freight Plan has been adopted.	February, 2019

ENGINEERING ADMINISTRATION OFFICER – JACK WALKER				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2008/083 April 2008	<p>That the Shire of Mt Marshall Local Law Relating to Dogs be amended as follows:</p> <p>15 2) Remove (e) Beacon Recreation Reserve No 36172</p> <p>15 (2) Remove (f) Bencubbin Recreation Reserve No 21535</p> <p>15 (2) Amend (g) to be denoted (e)</p> <p>Insert 15 (3) Fouling of Streets and Public Places</p> <p>Any person liable for the control of a dog as defined in Section 3(1) of the Act, who permits the dog to excrete on any street or public place or on any land within the District without the consent of the occupier commits an offence unless the excreta is removed forthwith and disposed of either on private land with the consent of the occupier or in such other manner as the local government may approve.</p> <p>16 (2) Remove (a) All freehold land owned by the Shire of Mt Marshall.</p> <p>16 (2) Remove (b) All reserves owned by the Shire of Mt Marshall or under the care control and management of the Shire.</p> <p>Insert 16 (2) (a) Beacon Recreation Reserve No 36172 (outside the fenced oval area) providing there are no organised activities upon this reserve.</p> <p>Insert 16 (2) (b) Bencubbin Recreation Reserve No 29824.</p>	Ongoing	Proposed changes to be advertised.	September 2009

EXECUTIVE ASSISTANT – NADINE RICHMOND				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2019/3-005 April 2019	That Council adopt the Shire of Mt Marshall Workforce Plan 2018/19 – 2021/22.	Complete	Workforce Plan now available on the Shire's website.	
2019/3-008 April 2019	That a notice specifying the following meeting dates and times for 2019/20: <i>As per Minutes</i> be approved for advertisement in the Gimlet Newspaper, the Beacon Bulletin, Shire notice boards, and the Shire's website and social media sites.	Complete	Advertising has taken place.	

COMMUNITY DEVELOPMENT OFFICER – REBECCA WATSON				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2019/3-012 April 2019	<p>That the following 2018/19 Club Support Fund Applications be approved for funding by Council:</p> <p>Beacon Hockey Club \$1655.00 Inc GST Beacon Tennis Club \$8000.00 Inc GST Bencubbin Netball Club \$3696.00 Inc GST</p>	Current	All clubs who applied have been notified of the Club Support Funding decision.	
2015/5-014 June 2018	<p>That the following 2017/18 Club Support Fund Applications be approved for funding by Council;</p> <p>Beacon Hockey Club \$3,500 Bencubbin Football Club \$6,380</p>	Ongoing	<p>Beacon Ladies Hockey Club have been advised in writing that they have been successful in there 2018 application.</p> <p>Bencubbin Football Club have been advised in writing that their 2018 application has been successful.</p> <p>Beacon Hockey Club and Bencubbin Football Club to acquit grant by March 29.</p> <p>Bencubbin Football Club have entered an arrangement with the Shire allowing for a late acquittal.</p> <p>Beacon Hockey Club have submitted their acquittal document.</p>	June 2019

COMMUNITY DEVELOPMENT OFFICER – REBECCA WATSON

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2017/022 February 2017	<p>That:</p> <ol style="list-style-type: none">1. Council Acknowledge an historic equity imbalance in the provision of facilities between the towns of Beacon and Bencubbin;2. A desktop review be undertaken on proposed infrastructure upgrades for Beacon and that a further report be made to Council with a view to implementing a 5 year development program for the town;3. That the Shire's Community Development Officer investigate and report on other local government models for the development and support of volunteers in both communities; and4. That any agreed infrastructure development program and volunteer support program be incorporated into the Shire's Community Strategic Plan	Ongoing	CDO liaising with Volunteers WA Wheatbelt Hub to source information that will assist with the development of the report.	

ECONOMIC DEVELOPMENT OFFICER – SARAH MOUG				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2019/2-004 March 2019	<p>That Council:</p> <p>2. Endorse the recommendations (as detailed above) of the Economic Development Committee by making the following awards, which are subject to any requirements listed:</p> <ul style="list-style-type: none"> • Beacon Progress Association \$3785.00 • Beacon Primary School P & C \$7000.00 (subject to successful application for matched funding) • Beacon CRC \$2143.30 • Beacon Playgroup \$376.00 (subject to the provision of audited financial documents) • Beacon Cooperative \$2539.30 	Ongoing	Groups have been advised in writing of their successful applications.	June 2019

Council Meeting

Tuesday 23 April 2019

Meeting held at the Shire of Mt Marshall, Council Chambers,
80 Monger Street, Bencubbin

MINUTES

NEWROC Vision Statement

NEWROC is a strong, cohesive regional leadership group that fosters economic prosperity of member Councils.

Attachment 12.3.8

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ANNUAL CALENDAR OF ACTIVITIES

MONTH	ACTIVITY	MEETING
January		Executive
February	<ul style="list-style-type: none"> Council refreshes itself on NEWROC Vision, Mission, Values (review Vision and Mission every other year) Council reviews NEWROC project priorities 	Council
March	<ul style="list-style-type: none"> Submit priority projects to WDC, Regional Development and WA Planning Discussion regarding portfolios vs projects, current governance structure Group insurance discussion 	Executive
April	<ul style="list-style-type: none"> WDC attendance to respond to NEWROC project priorities NEWROC Budget Preparation Review NEWTRAVEL Tourism Officer Contract - expires June 2018 	Council
May	<ul style="list-style-type: none"> NEWROC Draft Budget Presented NEWROC Executive Officer Contract/Hourly Rate Review (current contract expires June 2019) Local Government Week agenda to be discussed at Executive meeting to determine if EA should attend 	Executive
June	<ul style="list-style-type: none"> NEWROC Budget Adopted 	Council
July		Executive
August	<ul style="list-style-type: none"> Information for Councillors pre-election 	Council
September		Executive
October	<ul style="list-style-type: none"> NEWROC CEO and President Handover 	Council
November	<ul style="list-style-type: none"> NEWROC Induction of new Council representatives (every other year) Review NEWROC MoU (every other year) 	Executive
December	<ul style="list-style-type: none"> NEWROC Drinks 	Council

ONGOING ACTIVITIES

Compliance

Media Releases

NEWROC Chair Rotation

Shire of Mt Marshall

Shire of Nungarin

Shire of Wyalkatchem (November 2017 – November 2019)

Shire of Koorda

Shire of Mukinbudin

Shire of Trayning

NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Ordinary Meeting of Council held at the Shire of Mt Marshall, Council Chambers, 80 Monger Street, Bencubbin on Tuesday 23 April 2019 commencing at 2.00pm.

AGENDA

1. OPENING AND ANNOUNCEMENTS

The Chair, Cr Davies declared the meeting open at 2:00pm

2. RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1. Attendance

Elected Members

Cr Quentin Davies	Delegate	NEWROC Chair, President, Shire of Wyalkatchem
Cr Gary Shadbolt	Delegate	President, Shire of Mukinbudin
Cr Tony Sachse	Delegate	President, Shire of Mt Marshall
Cr Eileen O'Connell	Delegate	President, Shire of Nungarin
Cr Melanie Brown	Delegate	President, Shire of Trayning
Cr Ricky Storer	Delegate	President, Shire of Koorda

Chief Executive Officers

Taryn Dayman	CEO, Shire of Wyalkatchem
Gary Martin	Acting CEO, Shire of Koorda
John Nuttall	CEO, Shire of Mt Marshall
Dirk Sellenger	CEO, Shire of Mukinbudin
Adam Majid	CEO, Shire of Nungarin
Paul Sheedy	Acting CEO, Shire of Trayning

NEWROC Officer

Caroline Robinson	NEWROC Executive Officer
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Guests

Kristen Twine	Wheatbelt Development Commission (Merredin)
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2.2. Apologies

Tony Brown	WALGA
Anne Banks McAllister	WALGA
Gavin Robins	CEO, Wheatbelt Development Commission
Marlon Hudson	Councillor, Shire of Mt Marshall

2.3. Requests for Leave of Absence

Cr Brown requested a leave of absence from the June NEWROC Council meeting.

2.4. DECLARATIONS OF INTEREST AND DELEGATIONS REGISTER

2.5. Declarations of Interest

Declaration By (i.e. Cr B Example)	Shire (i.e. Shire of Barley Leaf)	Agenda Item #	Type and details of Interest (i.e. financial)
Cr Brown	Shire of Trayning	6.2	Crisp Wireless Tower
Cr Shadbolt	Shire of Muckinbudin	6.2	Cr Shadbolt - NBN Tower on his property

2.6. Delegations Register – October 2018

Please find below a delegations register as per the new policy adopted in March 2017:

Description of Delegations	Delegatee	Delegated to	Approval
Records Management	CEO	NEWROC EO	Council
NEWROC Financial Management	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (NEWROC)	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (Shire of Wyalkatchem)	Council	CEO	Council Dec 2017
Management of NEWTravel EO	CEO	NEWROC	Council March 2019
NEWROC Website	CEO	NEWROC EO	Council June 2017

3. PRESENTATIONS

3.1. Wheatbelt Development Commission

- 👉 Gavin Robins, new CEO of the Wheatbelt Development Commission was unable to attend due to personal reasons
- 👉 Kristen Twine was in attendance and spoke about her role in projects in the central east sub region

4. MINUTES OF MEETINGS

4.1. Minutes of Ordinary Meetings

4.1.1. Minutes of Ordinary Meeting of NEWROC Council – 26 February 2019

Minutes of the meeting held 26 February 2019 have previously been circulated.

RESOLUTION:

That the Minutes of the NEWROC Meeting of Council held on 26 February 2019, be confirmed as a true and correct record of proceedings.

Moved Cr O'Connell

Seconded Cr Shadbolt

Carried 6/0

- 👉 Minutes to correct Cr Sachse name

4.1.2. Business Arising from NEWROC Council meeting

Nil

4.1.3. Minutes of Ordinary Meeting of NEWROC Executive – 26 March 2019

Minutes of the meeting held 26 March 2019 have previously been circulated.

RESOLUTION:

That the Minutes of the NEWROC Executive meeting held on 26 March 2019, be received

Moved Cr Storer

Seconded Cr Shadbolt

Carried 6/0

4.1.4. Business Arising from NEWROC Executive meeting

- 👉 CEO's discussed the presentation by Prompt Safety Solutions. Some CEO's indicated they will take the OSH service up

5. FINANCIAL MATTERS

5.1. List of Income and Expenditure

REPORTING OFFICER: Caroline Robinson, Executive Officer
FILE REFERENCE: 42-2 Finance Audit and Compliance
DISCLOSURE OF INTEREST: Nil
DATE: 16 April 2019
ATTACHMENT NUMBER: Nil
CONSULTATION: Dannelle Foley
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENTS

The below list outlines the income and expenditure from 1 February 2019 – 31 March 2019

NEWROC Funds #5557 Transactions

North Eastern Wheatbelt Regional Organisation of Councils

For the period 1 February 2019 to 31 March 2019

Date	Description	Reference	Credit	Debit	Running Balance
NEWROC Funds #5557					
Opening Balance			195,014.44	0.00	195,014.44
01 Feb 2019	Bendigo Bank	Transactions Fees	0.00	1.20	195,013.24
01 Feb 2019	Bendigo Bank	Interest Received	25.16	0.00	195,038.40
01 Feb 2019	Payment: Digit Books Pty Ltd	D1G1T Subscription Jan19	0.00	50.00	194,988.40
20 Feb 2019	Payment: Solum Wheatbelt Business Solutions	Solum - EO Services inv 38	0.00	2,972.50	192,015.90
20 Feb 2019	Payment: Vernon Contracting	Vernon - TO Services Inv6	0.00	1,100.00	190,915.90
20 Feb 2019	ATO	BAS	0.00	7,438.00	183,477.90
01 Mar 2019	Bendigo Bank	Interest Received	22.01	0.00	183,499.91
01 Mar 2019	Bendigo Bank	Transaction Fees	0.00	1.20	183,498.71
01 Mar 2019	Payment: Digit Books Pty Ltd	D1G1T Subscription 15939	0.00	50.00	183,448.71
14 Mar 2019	Payment: Solum Wheatbelt Business Solutions	Solum - EO Services Inv39	0.00	3,842.50	179,606.21
14 Mar 2019	Payment: Vernon Contracting	Vernon Contracting - TO Services	0.00	1,398.76	178,207.45
14 Mar 2019	Payment: Shire of Northam	Shire of Northam - room Hire Crisp Wireless meeting	0.00	75.00	178,132.45
26 Mar 2019	Bendigo Bank	Funds transfer to Term Deposit	0.00	150,000.00	28,132.45
Total NEWROC Funds #5557			47.17	166,929.16	28,132.45
Closing Balance			28,132.45	0.00	28,132.45
Total			47.17	166,929.16	(166,881.99)

The below list outlines the Profit and Loss from 1 February 2019 – 31 March 2019

Profit and Loss	
NEWROC	
1 February 2019 to 31 March 2019	
Cash Basis	
	31 Mar 19
Income	
Interest Received	\$47.17
Total Income	\$47.17
Gross Profit	\$47.17
Less Operating Expenses	
Accounting/Audit fees	\$90.90
Bank charges	\$2.40
Executive Officer Contract Services	\$5,674.77
Executive Officer Travel	\$870.00
Funds Transfer	\$150,000.00
Telecommunications Contractor/Services	\$68.18
Tourism Officer Contract Services	\$2,100.00
Tourism Officer Travel	\$298.76
Total Operating Expenses	\$159,105.01
Net Profit	\$159,057.84

The below list outlines the Balance Sheet as at 31 March 2019

Balance Sheet	
NEWROC	
As at 31 March 2019	
Assets	
Bank	
NEWROC Funds #5557	\$28,132.45
Total Bank	\$28,132.45
Current Assets	
Sundry Debtors Control	\$177,812.50
Telecommunications (Schedule 6)	\$1,458.00
Total Current Assets	\$179,270.50
Total Assets	\$207,402.95
Liabilities	
Current Liabilities	
Gst Payable	\$11,266.84
Total Current Liabilities	\$11,266.84
Total Liabilities	\$11,266.84
Net Assets	\$196,136.11
Equity	
Current Year Earnings	-\$98,753.26
Retained Earnings	\$294,889.37
Total Equity	\$196,136.11

RESOLUTION:

That the income and expenditure and the profit and loss report as at 31 March 2019, as listed, be endorsed.

Moved Cr O'Connell

Seconded Cr Sachse

Carried 6/0

6. MATTERS FOR DECISION

6.1. NEWROC Strategic Planning

REPORTING OFFICER: Caroline Robinson
FILE REFERENCE: 041-5 Strategic and Future Planning
DISCLOSURE OF INTEREST: Nil
DATE: 16 April 2019
ATTACHMENT NUMBER:
CONSULTATION: Cr Davies
 Taryn Dayman
 RDA Wheatbelt
 Department of Local Government
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

Below is an updated status report for the NEWROC Strategic Projects as identified in February 2018:

NEWROC STRATEGIC PROJECTS – Status Report

Projects 2018	NEWROC PRIORITY PROJECT as developed at February 2018 Strategy Day	PROGRESS	NEWROC EO NEXT STEP CEO SUPPORT	FUTURE FUNDING
	1. Renewable Energy Investigation Business Case	<ul style="list-style-type: none"> Discussion with Power Ledger following their presentation to Innovation Central Midlands MicroGrid Report released 	David Burton	BBRF - \$20,000 under Business Case (Announced Sept 2018)
	Additional Notes: Power Ledger, BSC, Shell and Western Power project proposal in Dalwallinu, Moora and Wongan Hills Ballidu Project aim is to provide more; Reliable, Affordable & Sustainable Energy in areas and promote future economic growth while empowering communities. Project focuses on peer-to-peer electricity trading across the regulated electricity network (utilising solar energy and batteries) MicroGrid Report Released			
	2. IT Services Investigation into IT support for members as well as businesses in the district	<ul style="list-style-type: none"> Presentation to Executive at May Executive meeting by IWS Corporate Discussion regarding records management at Executive September meeting 	<ul style="list-style-type: none"> Three members progressing with IT Vision NEWROC EO would like members to explore what options could be pursued with the new Crisp Wireless service. This was also discussed with RDA Wheatbelt 	
	3. Regional Subsidiary Investigation and preparation	<ul style="list-style-type: none"> Executive working on charter and business plan (DRAFT) Meeting held with the Minister for Local Government February 2019 NEWROC Letter of thanks to the Minister for the meeting 	<ul style="list-style-type: none"> NEWROC CEO and NEWROC EO met with DLG and discussed the regional subsidiary regulations (16/4/19) ACTION – NEWROC to provide feedback on financial compliance and suggested amendments 	

2019			as well as projects we would use within a regional subsidiary structure	
	4. Telecommunications – contemporary and future focused Advocacy	<ul style="list-style-type: none"> Crisp Wireless to develop a strategic infrastructure investment list to help the NEWROC identify where additional investment in the district is needed 	<ul style="list-style-type: none"> Continue to promote CW for sign ups Future tower list created John Nuttall	
	5. Roads Contracting to MRWA Investigation	<ul style="list-style-type: none"> NEWROC EO spoke with Shire of Chapman Valley CEO to discuss their roads contracting service under the regional council March Executive meeting, members brought Amount (dollars) of road works that was outsourced last financial year and any previous years and the amount (dollars) of engineering that was outsourced last financial year and any previous years 	<ul style="list-style-type: none"> Sample job description developed for an engineer across the NEWROC 	REDS (focus is on job creation)
	6. Waste Investigation	<ul style="list-style-type: none"> Improving local waste sites Giles Perryman from ASK Waste Management, has been invited to the June NEWROC Council meeting 	<ul style="list-style-type: none"> Follow up phone call with Giles Perryman, current waste strategies sent to Giles NEWROC EO met with RDA Wheatbelt EO to discuss NEWROC strategic projects and waste was raised – current Board member of RDA Wheatbelt is interested in waste and our interest will be raised with the Board 	

Other NEWROC Projects	DETAILS	PROGRESS	FUTURE FUNDING
NEWTRAVEL multiplier effect study	Investigation	<ul style="list-style-type: none"> NEWTravel has discussed the multiplier effect study with the Wheatbelt Business Network 	
Youth Officer / Youth Projects			
NEWROC Health Strategy	Progress strategies	<ul style="list-style-type: none"> NEWROC EO is having a meeting with Anita (recipient of the Kununoppin Bonded Medical Scholarship) to discuss future GP role (postponed due to Anita's unavailability, rescheduled for early May) Contact made with WALGA. Friday 20 September planned for Wheatbelt Rural Health event. 	

Discussion from Executive meeting:

- 👉 Preference for an Engineer in the NEWROC (contractor or employee). Position could focus on tender documents, design etc
- 👉 Discussion regarding road construction and sealing amongst the Shire – completed in house and outsourced.

Update since the March NEWROC Executive Meeting:

NEWROC Waste

In preparation for the June meeting of Council in Koorda, Giles Perryman has asked for some information from members regarding the current waste sites:

- 👉 Are they staffed
- 👉 Do they charge gate fees, and if so what charges
- 👉 Typical tonnage of waste received
- 👉 Any key issues (enough space, getting waste covered, dumping of commercial waste (e.g. tyres, asbestos)

The NEWROC EO has asked Giles to visit the Koorda waste site with the Shire of Koorda prior to attendance at the NEWROC meeting.

NEWROC Engineer

- 👉 At the NEWROC Executive meeting, CEO's discussed the regional road construction crew project
- 👉 CEO's felt that a locally based engineer would be of more benefit at this point in time
- 👉 Draft engineer position description developed and submitted for discussion
- 👉 Funding for the position may be similar to NEWROC Health, to be discussed
- 👉 Location / residence to be discussed by members

NEWROC Health

- 👉 Kirstie Davies of WALGA has been contacted. NEWROC has requested a Wheatbelt Rural Health Forum.
- 👉 Date is Friday 20 September 2019 (member feedback sought)
- 👉 Venue – Wyalkatchem (member feedback sought)
- 👉 Possible presentations from:
 - St Johns Ambulance on their Country Ambulance Strategy
 - WACHS – doctors in hospitals, coordination of service delivery
 - Opportunity for group Q and A
 - Opportunity for the groups to identify challenges and opportunities – with WACHS present and participating
 - Any other presenters?

IT

- 👉 Members are asked to consider opportunities going forward with the competitive advantage the district now has with the Crisp Wireless internet service
- 👉 NEWROC EO has discussed the internet service with RDA Wheatbelt. They have suggested a conversation with Helen Morton in Pingelly to discuss their virtual retirement village concept which uses artificial intelligence in resident's homes to record their activities e.g. mobility,

interactions, eating etc. Could this be a discussion point with CEACA and also the NEWROC now that there is an improved internet service across the district?

- 👉 Additionally, the NEWROC EO has continued discussions with IWS Corporate in Perth regarding the delivery of IT support in the district for NEWROC members and also small businesses

OFFICER RECOMMENDATION:

That:

- 1) NEWROC Engineer job description is adopted and taken back to member Councils for further discussion and budgeting; and
- 2) NEWROC confirms the Wheatbelt Health Forum will proceed be held on Friday 20 September 2019 in Wyalkatchem

RESOLUTION:

NEWROC confirms the Wheatbelt Health Forum will proceed

Moved Cr O'Connell

Seconded Cr Sachse

Carried 6/0

Discussion:

- 👉 Shire of Koorda – loses power frequently, what is the timeframe for addressing the energy issue? NEWROC EO will follow this up and work out an action plan to progress the issue and in particular engagement with Western Power
- 👉 Discussion regarding the purpose and details of the NEWROC Engineer role
- 👉 Discussion regarding the Secondary Freight Network and co-contributions from Shires for the BBRF
- 👉 Could the co-contribution for the BBRF be the proposed NEWROC Engineer? NEWROC EO to follow up with the WDC
- 👉 NEWROC Engineer role would be for NEWROC members, alleviating the need to use external contractors
- 👉 Member Shires currently spend on average \$20,000 annually on external engineering sub contractors
- 👉 The position should include a coordination role amongst Works Managers

ACTION:

NEWROC EO to prepare some detailed work around the NEWROC Engineer role for discussion at the next Executive meeting, as well as in the future involving the Works Managers (when required)

- 👉 Health Forum – extend invites to local GP's and ask them to also present, extend an invite to other Wheatbelt ROC's, St John Ambulance Coordinators at Kununoppin and Wyalkatchem, Royal Flying Doctor
- 👉 WALGA will assist in planning and delivering the forum, focus is on service solutions, an agenda will be workshopped with the NEWROC CEO and NEWROC EO and brought back to the members
- 👉 NEWROC EO to ensure the local authorities / local decision makers are present, time for workshopping, presentations and a Q and A session
- 👉 Major issues in the NEWROC – GP's at hospitals (particularly in Merredin) on weekends, increasing aged persons, reduction of new St Johns ambulance volunteers, new technologies

ACTION: NEWROC to work with WALGA on an Health Forum agenda

- 🐦 Tech / IT Project – suggestion to establish a working group with technology skills and experiences to further this idea

ACTION: NEWROC EO to investigate the establishment of an IT steering group

ACTION: NEWROC EO to follow up with Mandy Walker from RDA Wheatbelt regarding the regional waste project

6.2. Telecommunications Project

FILE REFERENCE:	035-1 Grants General
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	16 April 2019
ATTACHMENT NUMBER:	#1 Meeting Minutes Crisp Wireless and NEWROC #2 NBN Tower Upgrade
CONSULTATION:	John Nuttall Taryn Dayman Dirk Sellenger Maree Gooch Leigh Ballard
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

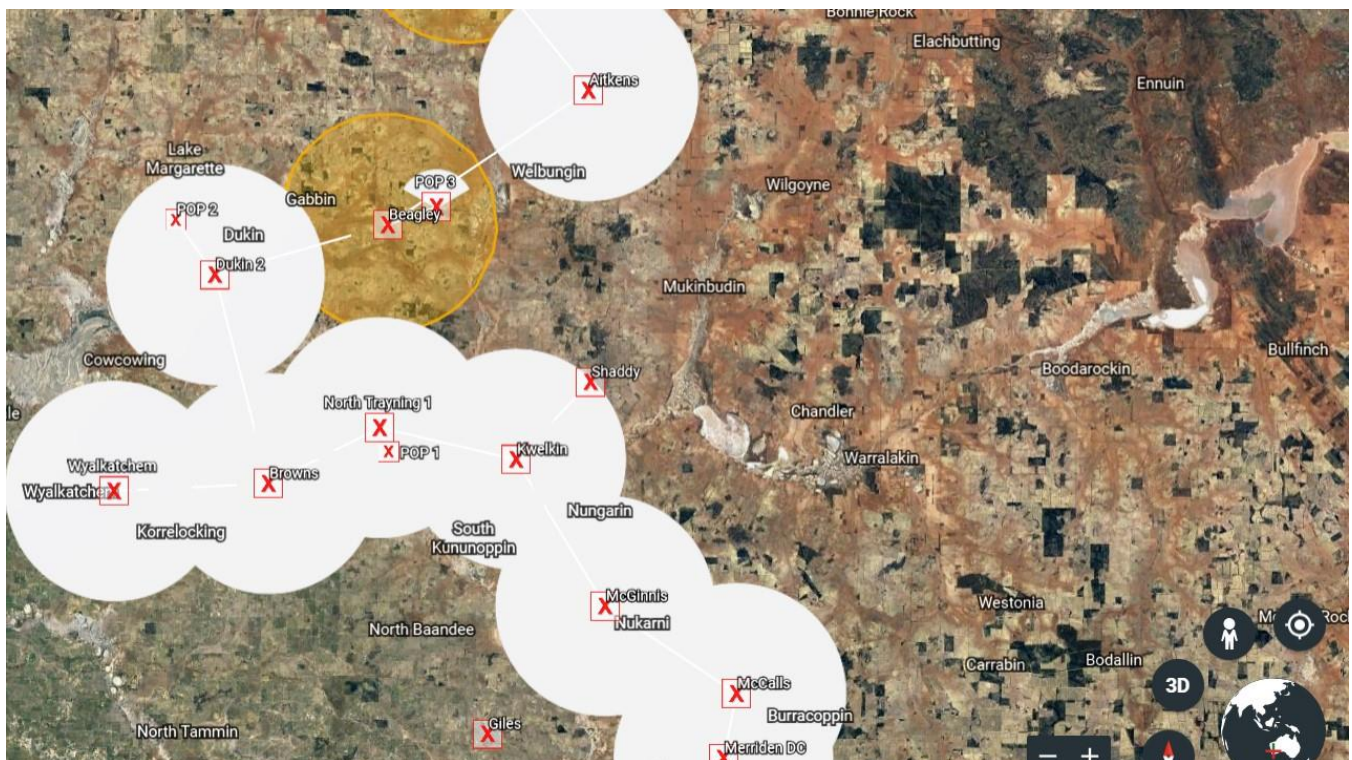
COMMENT

Discussion from Executive Meeting:

- 🔥 Shire of Mukinbudin Tower - POP Towers, point to point towers
- 🔥 Shire of Mukinbudin has phoned potential customers in target areas and supplied this information to Crisp Wireless
- 🔥 There could be the possibility of a tower between Nungarin and Mukinbudin to attract additional customers

Update since the Executive Meeting:

The Executive Officer requested a map from Crisp Wireless outlining the details of current towers. This information can assist with more targeted marketing. This information was circulated to CEO's on 5 April 2019.



- 👉 NEWROC CEO, NEWROC EO, Maree Gooch and Leigh Ballard met on Friday 12 April via video conference. Minutes attached.
- 👉 Emails and documents have been sent to Cullen Macleod
- 👉 Crisp Wireless attended the Wylie Fair. Training provided to Wyalkatchem CRC (albeit CRC Manager was not in full attendance)
- 👉 Tower locations provided by Crisp Wireless and NEWROC EO determining residences within the range for improved target marketing
- 👉 NEWROC EO has encouraged the Bencubbin CRC to sign up with Crisp Wireless as an agent – still to be followed through by the CRC
- 👉 Shire of Mukinbudin has provided names and addresses of potential residences within range of the Dease tower
- 👉 Crisp Wireless working with Derek Cronje (north west of Mukinbudin) to identify potential customers for a pop tower
- 👉 NEWROC EO has asked Wyalkatchem CRC to identify a date for Leigh Ballard to come to Wyalkatchem to meet with the CRC and D and D Transport to discuss VOIP and internet service (technical queries)
- 👉 Just over a 100 customers plus approximately six in sign up mode (coming on) and about 10 to be followed up by Crisp Wireless (order forms and T and C's sent to customers)
- 👉 NBN tower upgrade (Mukinbudin) attached information – impact on Crisp Wireless?

MOTION:

Cr Brown requested to remain in the meeting for discussions on this agenda item but will not have a vote on the item

Moved Cr O'Connell

Seconded Cr Shadbolt

Carried 5/0

OFFICER RECOMMENDATION:

That:

1. The NEWROC Executive Officer contact Cullen MacLeod to seek clarification on agreements with Crisp Wireless
2. The NEWROC Executive Officer to contact Leigh Ballard to encourage site visits
3. NEWROC members to discuss the pop towers in Mukinbudin and willingness to support these

RESOLUTION:

That:

- 1. The NEWROC Executive Officer contact Cullen MacLeod to seek clarification on agreements with Crisp Wireless**
- 2. The NEWROC Executive Officer to contact Leigh Ballard to encourage site visits**
- 3. NEWROC support the investigation into additional customers and pop towers in the Shire of Mukinbudin**

Moved Cr O'Connell

Seconded Cr Shadbolt

Carried 5/0

Discussion:

- 🐦 Members discussed the POP towers (around the \$1000 mark each, requires power) in the Shire of Mukinbudin and the need to determine how many customers around the towers prior to progressing
- 🐦 NEWROC EO met with Gordon Duffy, Wheatbelt Police to discuss the Police Stations coming on board
- 🐦 Discussion regarding current sign ups and marketing of the service
- 🐦 NEWROC EO to follow up the WDC regarding their support for a plan in their Merredin office
- 🐦 Primary Schools in Trayning and Bencubbin would have to pay for the internet plans out of their own funds as it is not covered by the Department of Education – NEWROC EO to follow this up
- 🐦 Discussion regarding the NBN Tower upgrade in the Shire of Mukinbudin - data capacity is full, plus there is no coverage in the southern and western areas of Mukinbudin (coverage north and east) so the tower upgrade will improve range
- 🐦 NEWROC EO to note that some of the Crisp Wireless towers are not owned by Crisp Wireless, some are using existing infrastructure, this is relevant in discussions with Cullen Macleod

3.1. NEWTRAVEL

REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	19 March 2019
ATTACHMENT NUMBER:	#3 NEWTRAVEL Minutes General Meeting
CONSULTATION:	Nil
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

NEWTRAVEL held a general meeting on the 28 February 2019. The meeting included a strategic planning session. Some key discussion points were:

- 👉 Our biggest barrier is that the people we want to be members do not know of NEWTRAVEL and/or are not focused on tourism;
- 👉 Some felt that tourist still in general have a lack of understanding about the Wheatbelt Way and come out to the region not knowing about it;
- 👉 NEWTRAVEL need a 10 second pitch to its members;
- 👉 Currently who are our members? How much effort do we put in to members and what do we and they receive in return? i.e. Local Government are our biggest financial contributor for the least effort, small business are our smallest financial contributor for a large effort;
- 👉 Vouchers – the Mt Marshall system is successful; can we expand this to member businesses?;
- 👉 For the Organisation to continue to grow we need to have an “invest in us proposition”;
- 👉 Can we double the capacity of the Tourism Officer from 8 hours to 16 hours (at a cost of approximately ~\$12,000)?;
- 👉 Alternative income streams for NEWTRAVEL? Sponsorship, Grants, AGO?;
- 👉 Who is the beneficiary? Need to find a long-term partner and give them a value proposition i.e. BP/Great Southern Fuels, Bridgestone Tyres;
- 👉 More Training? Can NEWTRAVEL deliver this? Earn and income from this activity?;
- 👉 NEWTRAVEL need to get an icon (ie. Roger Federer to help raise profile); and
- 👉 The Wheatbelt Way is just one Tourism Product of NEWTRAVEL. Are there more that we can develop and promote?

Update since the NEWROC Executive Meeting

- 👉 Videoconference with NEWTravel Chair, NEWTravel EO, John Nuttall, Jaime Criddle, Rebecca McCall planned for Tuesday 30 April to discuss governance structure of NEWTravel and strategic direction going forward
- 👉 Videoconference with NEWROC EO, NEWTravel EO, Roe Tourism and RDA Wheatbelt to discuss a strategic tourism project, incorporating CRC's along the three self drive routes and a night time activity e.g. star gazing

The next NEWTRAVEL General Meeting will be held in Westonia at 10am on Thursday 5 July 2019.

RESOLUTION:

That the NEWTRAVEL minutes are received and the update since the NEWROC Executive Meeting is received

Moved Cr Sachse

Seconded Cr Brown

Carried 6/0

4. EMERGING NEWROC ISSUES as notified, introduced by decision of the Meeting

5. WALGA ZONE ISSUES

- 👉 Zone meeting on Wednesday 24 April
- 👉 Discussion regarding the GP attendance at Merredin Hospital on the weekend. Cr Sachse met with the Hon Mia Davies regarding the issue and she queried why a similar arrangement at the Northam Hospital could not be pursued
- 👉 Members discussed the proposed changes to the Local Government Act and in particular the Shire of Trayning raised elector training and nominees required to complete online training before local government elections and existing Councillors completing training too (once their term is finished, the Councillor is then classified as 'new')
- 👉 Membership fees will be likely to remain as is

6. OTHER BUSINESS

6.1. Wheatbelt CRC Strategy Day

Wheatbelt CRC's are invited to attend the third whole of Wheatbelt CRC meeting in Quairading on 17 May 2019 with the Wheatbelt Business Network. The intention of the day is to host the Minister for Regional Development, update CRC's on the AEC and WAEC work as well as host the Census team from Canberra who are looking to engage CRC's in Census 2021. Time will also be spent on helping CRC's determine their value proposition and develop further ideas for collaboration. Agenda is as follows:

10AM	Morning Tea
10.30AM	Welcome and Introduction by the WBN Chair, Amanda Walker
10.40AM	CENSUS Canberra Team (Australian Bureau of Statistics) Community Resource Centres being an Enabling Partner for Census 2020
11.50AM	WBN Update on AEC and WAEC Service Delivery (Caroline Robinson)
12.15PM	Hon Alannah MacTiernan MLC Minister for Regional Development <ul style="list-style-type: none"> - Presentation on the State Government priorities for regional development, where the State Government see's CRC's in helping to achieve these regional priorities - Q and A (10mins) on CRC's and regional development
12.45PM	Lunch
1.15PM	Nicholas Flanagan – Developing your CRC Value Proposition
2PM	CRC Success Stories – Social Media and Collaboration
2.15PM	Wheatbelt CRC Sub Regional Forward Planning <ul style="list-style-type: none"> - Celebrations, considerations, challenges - Identification of additional engagement opportunities / service delivery for Wheatbelt CRC's
3.15PM	Close

Tickets are available here (cost recovery price) – <https://tickets.evnto.com.au/PM32NP/wheatbelt-crc-strategy-day>

Members of local government and Councillors are welcome to attend.

6.2. CEACA

- 👉 Terry Waldron has been appointed as the new CEACA Independent Chair
- 👉 Cr Davies acknowledged and thanked Cr Shadbolt for all his work in the role of Acting Chair
- 👉 The CEACA EO has resigned

7. MEETING SCHEDULE

7.1. 2019 Meeting Schedule

28 May	Executive	Koorda
25 June	Council	Koorda
23 July	Executive	Mukinbudin
27 August	Council	Mukinbudin
24 September	Executive	Trayning
22 October	Council	Trayning
26 November	Executive	Wyalkatchem
10 December	Council	Wyalkatchem

8. CLOSURE OF MEETING

The Chair, Cr Davies thanked everyone for their attendance.

Members also thanked Gary Martin and Paul Sheedy for their Acting CEO roles as this was their last meeting.

Cr Davies closed the meeting at 3.41pm.



Shire of Mt Marshall

Monthly Statement of Financial Activity

For the Period 1 July 2018 to 30 April 2019

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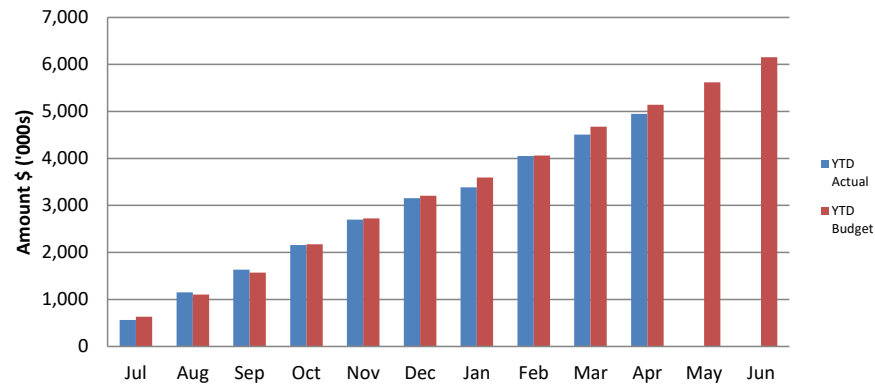
Shire of Mt Marshall
Statement of Financial Activity
For the period 1 July 2018 to 30 April 2019

		Actual YTD 2018/2019	Budget YTD 2018/2019	Original Full Year Budget 2018/2019	Variance Budget to Actual YTD	
	NOTE				%	\$
Operating Revenue						
Governance		32,956	12,640	15,199	161%	20,316
General Purpose Funding		978,644	1,064,060	1,378,277	(8%)	(85,416)
Law, Order & Public Safety		22,214	21,510	28,321	3%	704
Health		124,749	161,160	193,400	(23%)	(36,411)
Education & Welfare		78,882	85,431	94,601	(8%)	(6,549)
Housing		166,093	145,740	174,920	14%	20,353
Community Amenities		144,968	115,975	117,985	25%	28,993
Recreation & Culture		30,367	28,930	58,076	5%	1,437
Transport		1,198,513	1,069,857	1,218,397	12%	128,656
Economic Services		118,273	161,820	189,257	(27%)	(43,547)
Other Property & Services		39,194	54,890	65,900	(29%)	(15,696)
		2,934,853	2,922,013	3,534,333		
Operating Expenses						
Governance		(318,524)	(364,407)	(405,325)	(13%)	45,883
General Purpose Funding		(65,206)	(66,010)	(89,229)	(1%)	804
Law, Order & Public Safety		(149,049)	(141,872)	(167,378)	5%	(7,177)
Health		(234,053)	(243,420)	(295,737)	(4%)	9,367
Education & Welfare		(196,723)	(245,319)	(281,003)	(20%)	48,596
Housing		(328,646)	(273,863)	(308,362)	20%	(54,783)
Community Amenities		(176,317)	(209,740)	(250,265)	(16%)	33,423
Recreation & Culture		(877,267)	(745,499)	(886,631)	18%	(131,768)
Transport		(2,277,946)	(2,383,469)	(2,870,287)	(4%)	105,523
Economic Services		(338,976)	(393,696)	(454,721)	(14%)	54,720
Other Property & Services		(112,107)	(23,784)	(17,858)	371%	(88,323)
		(5,074,814)	(5,091,079)	(6,026,795)		
<u>Adjustments for Non-Cash (Revenue) and Expenditure</u>						
(Profit)/Loss on Asset Disposals	2	108,547	108,547	135,500		
Employee benefit Provisions Cash Backed		1,774	4	4		
Movement in employee benefit provisions (non-current)		0	0	0		
Movement in deferred pensioner Rates/ESL		(789)	0	0		
Depreciation on Assets		2,198,845	2,044,550	2,453,460		
<u>Capital Revenue and (Expenditure)</u>						
Purchase Property Plant & Equipment	1	(1,017,094)	(1,586,000)	(1,586,000)		
Purchase Infrastructure Assets	1	(1,515,769)	(1,821,670)	(2,182,400)		
Repayment of Debenture	3	(79,145)	(79,145)	(109,182)		
Proceeds from New Debenture	3	0	0	135,000		
Self-Supporting Loan Principal Income		17,411	17,411	17,411		
Proceeds from Disposal of Assets	2	253,431	253,431	332,500		
<u>Reserves and Restricted Funds</u>						
Transfers to Reserves	4	(263,845)	(263,845)	(183,821)		
Transfers from Reserves	4	640,058	640,058	640,057		
ADD Net Current Assets July 1 B/Fwd.	5	1,483,330	1,483,330	1,449,421		
LESS Net Current Assets Year to Date	5	(1,070,106)	(18,116)	0		
Amount Raised from Rates	6	(1,383,312)	(1,390,512)	(1,390,512)		

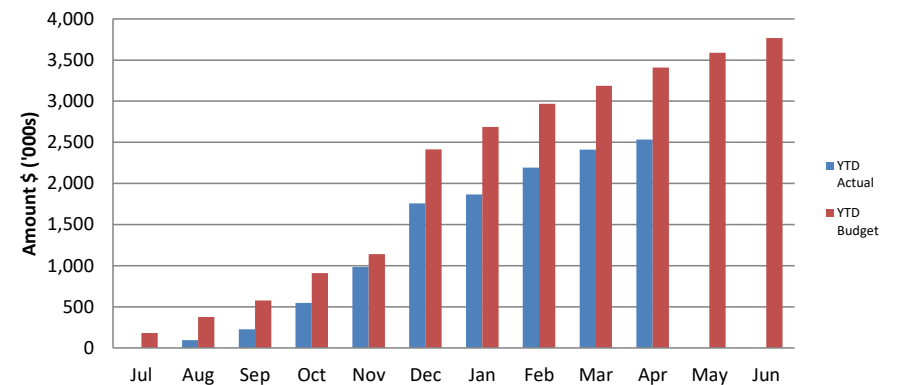
Shire of Mt Marshall

For the period 1 July 2018 to 30 April 2019

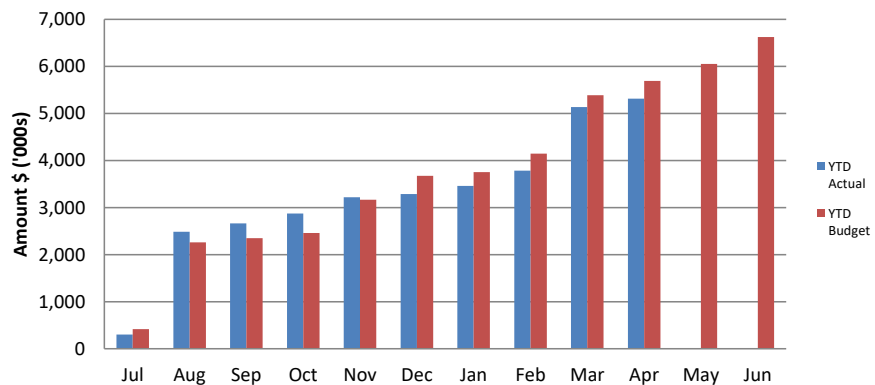
Operating Expenditure



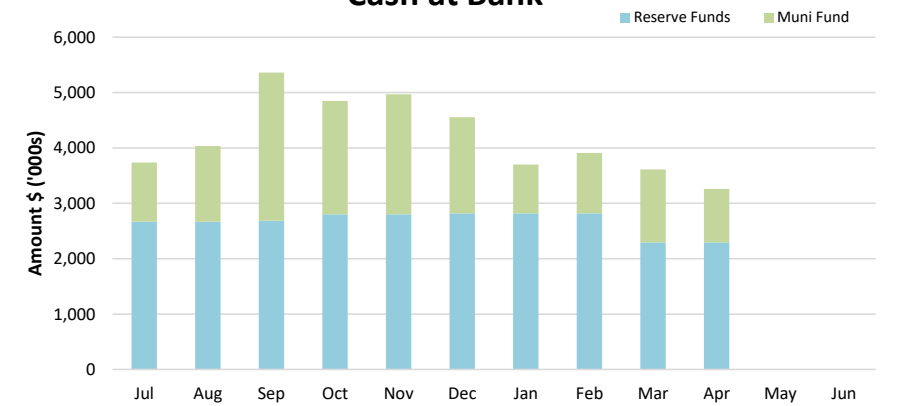
Capital Works & Equipment Purchases



Operating Income



Cash at Bank



Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 30 April 2019

	2018/19 Adopted Budget \$	30-Apr-19 Actual \$	30-Apr-19 Budget YDT \$
1. ACQUISITION OF ASSETS			
The following assets have been acquired during the period under review:			
<u>By Program</u>			
Governance			
<i>Administration General</i>			
Purchase Vehicle - Admin	60,000	126,314	60,000
Admin Office Upgrade	12,000	0	12,000
Health			
<i>NEW Health Vehicles</i>			
New Health Purchase Of Motor Vehicle	80,000	42,657	80,000
Housing			
<i>Staff Housing</i>			
Land & Buildings - Staff Housing	51,000	39,445	51,000
Community Amenities			
<i>Protection of the Environment</i>			
Land & Buildings - Community Amenities	5,000	0	5,000
<i>Other Community Ammenities</i>			
Beacon And Bencubbin Water Collection	0	47	0
Purchase Of Plant	100,000	0	100,000
Recreation and Culture			
<i>Public Halls and Civic Centres</i>			
Land & Buildings - Halls & Civic Centres	40,000	24,000	40,000
<i>Sporting Facilities</i>			
Old Police Station Museum Capital	15,000	14,837	15,000
Land & Buildings - Bencubbin Recreation	52,000	13,343	52,000
Land & Buildings - Bencubbin			
Recreation Complex Redevelopment	10,000	18,482	10,000
Transport			
<i>Construction - Roads, Bridges, Depots</i>			
Roads To Recovery Road Works	456,000	386,680	379,870
State Road Projects Grant	923,400	857,869	769,420
Municipal Road Construction	294,000	42,422	244,880
Footpath Construction	20,000	0	20,000
<i>Road Plant Purchases</i>			
Plant Purchases	730,000	667,000	730,000
Motor Vehicle Purchases	119,000	44,077	119,000
<i>Airstrips</i>			
Beacon Airstrip Upgrade	489,000	228,751	407,500
Economic Services			
Buildings	35,000	15,222	35,000
Beacon Workers Camp - Capital	255,000	11,716	255,000
Other Property and Services			
Purchase Land And Buildings - Eng	22,000	0	22,000
	<u>3,768,400</u>	<u>2,532,863</u>	<u>3,407,670</u>

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 30 April 2019

1. ACQUISITION OF ASSETS (Continued)	2018/19 Adopted Budget \$	30-Apr-19 Actual \$	30-Apr-19 Budget YDT \$
The following assets have been acquired during the period under review:			
<u>By Class</u>			
Land Held for Resale - Current	0	0	0
Land Held for Resale - Non Current	0	0	0
Land	0	0	0
Land & Buildings	497,000	137,045	497,000
Furniture & Equipment	0	0	0
Motor Vehicles	259,000	213,049	259,000
Plant & Equipment	830,000	667,000	830,000
Infrastructure - Roads	1,673,400	1,286,971	1,394,170
Infrastructure - Footpaths	20,000	0	20,000
Infrastructure - Ovals & Parks	0	0	0
Infrastructure - Other	489,000	228,798	407,500
	<u>3,768,400</u>	<u>2,532,863</u>	<u>3,407,670</u>

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 30 April 2019

2. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

<u>By Program</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2018/19 Budget \$	April 2018 Actual \$	2018/19 Budget \$	April 2018 Actual \$	2018/19 Budget \$	April 2018 Actual \$
Administration						
Admin Vehicle	45,000	43,346	45,000	40,909	0	(2,436)
Admin Vehicle	0	51,529	0	65,455	0	13,926
Health						
NEW Health Vehicles	60,000	31,731	60,000	27,273	0	(4,459)
Housing						
Lot 158 Brown St, Bencubbin	101,000	99,231	37,500	37,243	(63,500)	(61,988)
Transport						
Ford Ranger XLS C/Cab	30,000	31,429	30,000	24,570	0	(6,859)
Mitsubishi Triton MM279	12,000		10,000		(2,000)	0
Mitsubishi Triton MM254	12,000		10,000		(2,000)	0
Grader MM349	105,000		70,000		(35,000)	0
Grader MM5081	103,000	104,712	70,000	57,982	(33,000)	(46,731)
	468,000	361,978	332,500	253,431	(135,500)	(108,547)

<u>By Class of Asset</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2018/19 Budget \$	April 2018 Actual \$	2018/19 Budget \$	April 2018 Actual \$	2018/19 Budget \$	April 2018 Actual \$
Motor Vehicles	159,000	158,035	155,000	158,207	(4,000)	172
Land & Buildings	101,000	99,231	37,500	37,243	(63,500)	(61,988)
Plant & Equipment	208,000	104,712	140,000	57,982	(68,000)	(46,731)
	468,000	361,978	332,500	253,431	(135,500)	(108,547)

Summary

Profit on Asset Disposals
Loss on Asset Disposals

2018/19 Adopted Budget \$	April 2018 Actual \$
0	13,926
(135,500)	(122,472)
(135,500)	(108,547)

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 30 April 2019

3. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Expiry	Principal 1-Jul-18	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			2018/19 Budget \$	2018/19 Actual \$	2018/19 Budget \$	2018/19 Actual \$	2018/19 Budget \$	2018/19 Actual \$	2018/19 Budget \$	2018/19 Actual \$
General Purpose Funding										
Loan 119 - Benny Mart *	27/03/2019	8,586	0	0	8,586	8,586	0	(0)	797	192
Housing										
Loan 118 - Staff Housing	25/06/2019	59,159	0	0	59,159	29,123	0	30,036	6,348	1,797
Recreation & Culture										
Loan 120 - Bencubbin Rec Complex Shire	28/04/2037	417,902	0	0	15,270	15,270	402,632	402,632	16,515	13,130
Loan 121 - Bencubbin Rec SAR	28/04/2037	474,607	0	0	17,342	17,342	457,265	457,265	18,756	14,912
Loan 122 - Bencubbin Rec Complex CRC*	28/04/2037	241,506	0	0	8,825	8,824	232,681	232,682	9,544	7,588
Economic Services										
Beacon Workers Camp			135,000	0	0	0	135,000	0	0	0
		1,201,760	135,000	0	109,182	79,145	1,227,578	1,122,615	51,960	37,619

(*) Self supporting loan financed by payments from third parties.

All other loan repayments were financed by general purpose revenue.

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 30 April 2019

	2018/19 Adopted Budget \$	April 2018 Actual \$
4. CASH BACKED RESERVES		
(a) Plant Replacement Reserve		
Opening Balance	645,180	645,180
Amount Set Aside / Transfer to Reserve	16,129	11,934
Amount Used / Transfer from Reserve	(295,550)	(295,550)
	<u>365,759</u>	<u>361,564</u>
(b) Aged Care Units Reserve		
Opening Balance	91,017	91,017
Amount Set Aside / Transfer to Reserve	2,275	1,685
Amount Used / Transfer from Reserve	(48,517)	(48,517)
	<u>44,775</u>	<u>44,185</u>
(c) Housing Reserve		
Opening Balance	291,451	291,451
Amount Set Aside / Transfer to Reserve	84,786	109,351
Amount Used / Transfer from Reserve	0	0
	<u>376,237</u>	<u>400,802</u>
(d) Employee Entitlements Reserve		
Opening Balance	95,669	95,669
Amount Set Aside / Transfer to Reserve	2,392	1,774
Amount Used / Transfer from Reserve	0	0
	<u>98,061</u>	<u>97,443</u>
(e) Public Amenities & Buildings Reserve		
Opening Balance	254,808	254,810
Amount Set Aside / Transfer to Reserve	6,370	4,720
Amount Used / Transfer from Reserve	(51,667)	(51,667)
	<u>209,511</u>	<u>207,863</u>
(f) Mt Marshall Aquatic Centre Development Reserve		
Opening Balance	940,024	940,024
Amount Set Aside / Transfer to Reserve	63,501	128,199
Amount Used / Transfer from Reserve	0	0
	<u>1,003,525</u>	<u>1,068,223</u>
(g) Community Bus Reserve		
Opening Balance	117,847	117,847
Amount Set Aside / Transfer to Reserve	2,946	2,175
Amount Used / Transfer from Reserve	(100,000)	(100,000)
	<u>20,793</u>	<u>20,022</u>

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 30 April 2019

	2018/19 Adopted Budget \$	April 2018 Actual \$
4. RESERVES (Continued)		
(h) Bencubbin Recreation Complex Reserve		
Opening Balance	4,081	4,081
Amount Set Aside / Transfer to Reserve	102	78
Amount Used / Transfer from Reserve	0	0
	<u>4,183</u>	<u>4,159</u>
(i) Office Equipment Reserve		
Opening Balance	16,324	16,324
Amount Set Aside / Transfer to Reserve	0	(0)
Amount Used / Transfer from Reserve	(16,324)	(16,324)
	<u>0</u>	<u>(0)</u>
(j) Economic Development Reserve		
Opening Balance	75,602	75,602
Amount Set Aside / Transfer to Reserve	1,890	1,402
Amount Used / Transfer from Reserve	0	0
	<u>77,492</u>	<u>77,004</u>
(k) Beacon Accommodation Reserve		
Opening Balance	121,384	121,384
Amount Set Aside / Transfer to Reserve	3,035	2,239
Amount Used / Transfer from Reserve	(120,000)	(120,000)
	<u>4,419</u>	<u>3,623</u>
(l) Medical Enhancement Reserve		
Opening Balance	7,633	7,633
Amount Set Aside / Transfer to Reserve	191	140
Amount Used / Transfer from Reserve	0	0
	<u>7,824</u>	<u>7,773</u>
(m) Bencubbin Community Resource Centre Reserve		
Opening Balance	8,141	8,141
Amount Set Aside / Transfer to Reserve	204	149
Amount Used / Transfer from Reserve	(8,000)	(8,000)
	<u>345</u>	<u>290</u>
Total Cash Backed Reserves	<u><u>2,212,924</u></u>	<u><u>2,292,950</u></u>

All of the above reserve accounts are to be supported by money held in financial institutions.

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 30 April 2019

	2018/19 Adopted Budget \$	April 2018 Actual \$
4. RESERVES (Continued)		
Cash Backed Reserves (Continued)		
Summary of Transfers To Cash Backed Reserves		
Transfers to Reserves		
Plant Replacement Reserve	16,129	11,934
Aged Care Units Reserve	2,275	1,685
Community Housing Reserve	0	0
Housing Reserve	84,786	109,351
Employee Entitlements Reserve	2,392	1,774
Public Amenities & Buildings Reserve	6,370	4,720
Mt Marshall Aquatic Centre Development Rese	63,501	128,199
Community Bus Reserve	2,946	2,175
Bencubbin Recreation Complex Reserve	102	78
Office Equipment Reserve	0	(0)
Economic Development Reserve	1,890	1,402
Integrated Planning/Financial Reporting Reserv	0	0
Beacon Accommodation Reserve	3,035	2,239
Medical Enhancement Reserve	191	140
Bencubbin Community Resource Centre Reser	204	149
	183,821	263,845
Transfers from Reserves		
Plant Replacement Reserve	(295,550)	(295,550)
Aged Care Units Reserve	(48,517)	(48,517)
Community Housing Reserve	0	0
Housing Reserve	0	0
Employee Entitlements Reserve	0	0
Public Amenities & Buildings Reserve	(51,667)	(51,667)
Mt Marshall Aquatic Centre Development Rese	0	0
Community Bus Reserve	(100,000)	(100,000)
Bencubbin Recreation Complex Reserve	0	0
Office Equipment Reserve	(16,324)	(16,324)
Economic Development Reserve	0	0
Integrated Planning/Financial Reporting Reserv	1	0
Beacon Accommodation Reserve	(120,000)	(120,000)
Medical Enhancement Reserve	0	0
Bencubbin Community Resource Centre Reser	(8,000)	(8,000)
	(640,057)	(640,058)
Total Transfer to/(from) Reserves	(456,236)	(376,213)

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 30 April 2019

4. RESERVES (Continued)

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

Plant Replacement Reserve

- To fund the purchase of plant which exceeds Council's capitalisation threshold, so as to avoid undue heavy burden in a single year

Aged Care Units Reserve

- To fund capital works on existing Aged Care Units or construction of new Aged Care Units.

Housing Reserve

- To fund the replacement of housing and any major maintenance

Employee Entitlement Reserve

- To be used to fund Long Service Leave requirement / other accrued leave

Public Amenities & Buildings

- To help fund future building maintenance requirements to the shire's buildings.

Mt Marshall Aquatic Centre Development

- To finance future capital and maintenance upgrades for the Mt Marshall Aquatic Centre

Community Bus Reserve

- To finance the replacement of the community bus

Bencubbin Recreation Complex

- To provide funding for future extensions to the Bencubbin Complex

Office Equipment

- To replace office equipment as required

Economic Development Reserve

- To set aside funds for Economic Development initiatives.

Beacon Accommodation Reserve

- To set aside funds for the provision of transient accommodation in Beacon.

Medical Enhancement Reserve

- To be used for projects that may arise through the NEWROC Health Strategy

Bencubbin Community Resource Centre Reserve

- To be used for refurbishment of the Bencubbin Community Resource Centre

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 30 April 2019

	2018/19 B/Fwd Per Approved Budget \$	2017/18 B/Fwd Per Financial Report \$	April 2018 Actual \$
5. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	1,959,858	1,959,858	1,039,707
Cash - Restricted Unspent Grants	0	0	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	2,669,161	2,669,161	2,292,948
Rates Outstanding	109,889	109,889	134,902
Sundry Debtors	269,949	240,843	61,075
Provision for Doubtful Debts	(69,713)	(69,617)	4,716
Gst Receivable	1	85,200	24,381
Accrued Income/Payments In Advance	(32,854)	4,673	(7,582)
Loans - Clubs/Institutions	0	0	0
Inventories	10,554	10,554	15,545
	<u>4,916,845</u>	<u>5,010,561</u>	<u>3,565,692</u>
LESS: CURRENT LIABILITIES			
Sundry Creditors	(630,169)	(630,770)	(40,079)
Accrued Interest On Loans	(8,701)	(7,701)	0
Accrued Salaries & Wages	(40,067)	(40,067)	395
Income In Advance	0	0	0
Gst Payable	0	(23,125)	(17,556)
Payroll Creditors	0	(27,898)	(26,775)
Accrued Expenses	0	0	0
FBT Liability	0	(8,112)	0
Current Employee Benefits Provision	(214,995)	(216,066)	(216,066)
Current Loan Liability	(2)	(109,182)	(30,037)
	<u>(893,934)</u>	<u>(1,062,921)</u>	<u>(330,118)</u>
NET CURRENT ASSET POSITION	4,022,911	3,947,640	3,235,574
Less: Cash - Reserves - Restricted	(2,669,161)	(2,669,161)	(2,292,948)
Less: Cash - Unspent Grants - Restricted	0	0	0
Add Back : Component of Leave Liability not Required to be Funded	95,669	95,669	97,443
Add Back : Current Loan Liability	2	109,182	30,037
Adjustment for Trust Transactions Within Muni	0	0	0
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>1,449,421</u>	<u>1,483,330</u>	<u>1,070,106</u>

Shire of Mt Marshall

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

For the Period 1 July 2018 to 30 April 2019

6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2018/19 Rate Revenue \$	2018/19 Interim Rates \$	2018/19 Back Rates \$	2018/19 Total Revenue \$	2018/19 Budget \$
General Rate								
GRV	0.128889	131	733,228	94,505			94,505	94,505
UV	0.018875	311	69,741,987	1,316,381	(1,982)		1,314,399	1,316,380
Mining	0.018875	1	42,416	801	1,265		2,065	801
Sub-Totals		443	70,517,631	1,411,686	(717)	0	1,410,969	1,411,686
Minimum Rates	Minimum \$							
GRV	406	43	29,182	17,458			17,458	17,458
UV	406	24	187,560	9,744			9,744	9,744
Mining	406	4	7,109	1,624			1,624	1,624
Sub-Totals		71	223,851	28,826	0	0	28,826	28,826
Discounts							1,439,795	1,440,512
Total Amount of General Rates							(56,483)	(50,000)
Movement in Excess Rates							1,383,313	1,390,512
Ex Gratia Rates							(32,854)	6,451
Specified Area Rates							16,363	16,400
Rates Written off							35,357	35,449
							(614)	(3,300)
Total Rates							1,401,564	1,445,512

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

The general rates detailed above have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing 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 the Local Government services/facilities.

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 30 April 2019

7. TRUST FUNDS

Funds held at balance date over which the Municipality has no control and which are not included in this statement are as follows:

Detail	Balance 01-Jul-18 \$	Amounts Received \$	Amounts Paid (\$)	April 2018 Balance \$
Police Licensing	10,110	144,115	(153,974)	251
Aged Care Beautification	829	0	0	829
Unclaimed Monies	59	841	0	900
Nomination Deposits	0	0	0	0
Tree Planting Nursery	1,000	0	0	1,000
Sundry Creditors	0	0	0	0
Housing Bonds	10,120	2,110	(1,560)	10,670
Staff Social Club	2,680	1,360	(3,770)	270
Portable Toilet Bonds	0	0	0	0
Deposit on Land	0	0	0	0
Rehabilitation Bonds	5,000	5,230	0	10,230
	29,798	153,656	(159,304)	24,150

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 30 April 2019

8. OPERATING STATEMENT

	April 2018 Actual \$	2018/19 Adopted Budget \$	2017/18 Actual \$
OPERATING REVENUES			
Governance	32,956	15,199	121,985
General Purpose Funding	2,361,957	2,768,789	3,791,814
Law, Order, Public Safety	22,214	28,321	350,520
Health	124,749	193,400	183,142
Education and Welfare	78,882	94,601	100,724
Housing	166,093	174,920	196,349
Community Amenities	144,968	117,985	159,347
Recreation and Culture	30,367	58,076	1,294,378
Transport	1,198,513	1,218,399	1,660,389
Economic Services	118,273	189,257	173,250
Other Property and Services	39,194	65,900	85,400
TOTAL OPERATING REVENUE	4,318,166	4,924,847	8,117,298
OPERATING EXPENSES			
Governance	318,524	405,325	402,719
General Purpose Funding	65,206	89,229	79,926
Law, Order, Public Safety	149,049	167,378	206,269
Health	234,053	295,737	251,236
Education and Welfare	196,723	281,003	329,493
Housing	328,646	308,362	547,259
Community Amenities	176,317	250,265	230,345
Recreation & Culture	877,267	886,631	923,580
Transport	2,277,946	2,870,287	2,780,258
Economic Services	338,976	454,721	413,751
Other Property and Services	112,107	17,858	19,529
TOTAL OPERATING EXPENSE	5,074,814	6,026,795	6,184,365
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	<u>(756,648)</u>	<u>(1,101,949)</u>	<u>1,932,933</u>

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 30 April 2019

9. BALANCE SHEET

	April 2018 Actual \$	2017/18 Actual \$
CURRENT ASSETS		
Cash and Cash Equivalents	3,332,655	4,629,019
Trade and Other Receivables	217,493	388,399
Inventories	15,545	10,554
TOTAL CURRENT ASSETS	3,565,693	5,027,972
NON-CURRENT ASSETS		
Other Receivables	302,310	301,521
Inventories	0	0
Property, Plant and Equipment	19,434,751	19,431,941
Infrastructure	89,237,184	89,267,952
Work in Progress	0	0
TOTAL NON-CURRENT ASSETS	108,974,245	109,001,414
TOTAL ASSETS	112,539,938	114,029,386
CURRENT LIABILITIES		
Trade and Other Payables	84,015	737,672
Long Term Borrowings	30,037	109,182
Provisions	216,066	216,066
TOTAL CURRENT LIABILITIES	330,118	1,062,920
NON-CURRENT LIABILITIES		
Trade and Other Payables	0	0
Long Term Borrowings	1,092,578	1,092,578
Provisions	17,939	17,939
TOTAL NON-CURRENT LIABILITIES	1,110,517	1,110,517
TOTAL LIABILITIES	1,440,635	2,173,437
NET ASSETS	111,099,303	111,855,949
EQUITY		
Trust Imbalance	0	0
Retained Surplus	80,014,255	80,394,688
Reserves - Cash Backed	2,292,948	2,669,161
Revaluation Surplus	28,792,100	28,792,100
TOTAL EQUITY	111,099,303	111,855,949

Shire of Mt Marshall

For the Period 1 July 2018 to 30 April 2019

Report on Significant Variances (greater than 10% and \$5,000)

Purpose

The purpose of the Monthly Variance Report is to highlight circumstances where there is a major variance from the YTD Monthly Budget and YTD Actual figures. These variances can occur because of a change in timing of the activity, circumstances change (e.g. grants were budgeted for but not received) or changes to the original budget projections. The Report is designed to highlight these issues and explain the reason for the variance.

The Materiality variances adopted by Council are:

Actual Variance to YTD Budget up to 5%:	Don't Report
Actual Variance exceeding 10% of YTD Budget	Use Management Discretion
Actual Variance exceeding 10% of YTD Budget and a value greater than \$5,000:	Must Report

Shire of Mt Marshall
Report on Significant Variances - Operating Income & Expenditure
For the Period 1 July 2018 to 30 April 2019

	30 April 2019 YTD	30 April 2019 YTD	Budget to Actual YTD	Budget to Actual YTD	Components of Variance	
	Actual	Budget	%	Favourable/ (Unfavourable)	Favourable/ (Unfavourable)	
	\$	\$		\$	\$	
Revenues/Sources						
Governance	32,956	12,640	161%	20,316	5,522 13,926 868	Admin reimbursements over budget Profit on disposal of CEO Vehicle <i>Minor Items</i>
General Purpose Funding	978,644	1,064,060	(8%)	(85,416)	(38,224) (1,260) (3,915) (43,295) 1,278	Movement in excess rates Rates penalty interest under budget Interest on reserves - timing of investment maturity FAGS under budget <i>Minor Items</i>
Law, Order, Public Safety	22,214	21,510	3%	704	704	<i>Minor Items</i>
Health	124,749	161,160	0%	(36,411)	(39,301) 2,890	NEW Health March recoup not yet done <i>Minor Items</i>
Education and Welfare	78,882	85,431	(8%)	(6,549)	(6,930) 381	Childcare Fees under budget <i>Minor Items</i>
Housing	166,093	145,740	14%	20,353	4,154 35,076 (22,600) 3,723	Staff housing reimbursements over budget - timing Community Housing Reimbursements - Storm damage insurance claim Rental Income Other Housing under budget - Vacancies 6 Dunne St, 97B Monger St <i>Minor Items</i>
Community Amenities	144,968	115,975	25%	28,993	24,624 4,657 (288)	State NRM Grant - unbudgeted, will be offset by expenditure Insurance claim - greenhouse <i>Minor Items</i>
Recreation and Culture	30,367	28,930	5%	1,437	1,437	<i>Minor Items</i>
Transport	1,198,513	1,069,857	12%	128,656	76,284 (139,950) 109,172 (5,271) 8,393 82,476 (2,448)	MRWA Direct Grant more than estimated Beacon Airstrip Grant - timing R2R Funding - timing Awaiting details of Grader disposals from auctioneer Reimbursements - unbudgeted income RRG Funding - timing <i>Minor Items</i>
Economic Services	118,273	161,820	(27%)	(43,547)	(25,000) 6,113 (25,817) 1,157	AA Dams grant not going ahead Bencubbin Cabins - over budget Bencubbin Workers Camp - under budget <i>Minor Items</i>
Other Property and Services	39,194	54,890	(29%)	(15,696)	(4,549) (11,369) 222	Private Works under budget - offset by lower expenditure Diesel Fuel Rebate - correction of overclaim <i>Minor Items</i>
Total Revenues excl Rates	2,934,853	2,922,013	0%	12,841		
Amount Raised from Rates	1,383,312	1,383,313	(0%)	(00)	(00)	<i>Minor Items</i>

Shire of Mt Marshall
Report on Significant Variances - Operating Income & Expenditure
For the Period 1 July 2018 to 30 April 2019

	30 April 2019		Budget to Actual YTD	Budget to Actual YTD Favourable/ (Unfavourable)	Components of Variance Favourable/ (Unfavourable)	
	YTD Actual \$	YTD Budget \$				
(Expenses)/(Applications)			%	\$	\$	
Governance	(318,524)	(364,407)	13%	45,883	24,788	Records Management timing Computer Equipment under budget - server not yet purchased
					20,420	
					675	Minor Items
General Purpose Funding	(65,206)	(66,010)	1%	804	804	Minor Items
Law, Order, Public Safety	(149,049)	(141,872)	(5%)	(7,177)	(11,604)	Wialki fire truck water pump repairs. To be claimed through ESL
					4,427	Minor Items
Health	(234,053)	(243,420)	4%	9,367	(3,784)	Admin allocation over budget - timing
					14,476	EHO Scheme invoices not yet processed
					(1,325)	Minor Items
Education and Welfare	(196,723)	(245,319)	20%	48,596	43,816	Donation to CEACA - project timing
					3,984	Aged Care Units under budget - timing
					(2,430)	CDO wages & super over budget
					3,225	Minor Items
Housing	(328,646)	(273,863)	(20%)	(54,783)	(38,475)	Community Housing Mtc ahead of schedule
					(18,926)	Staff Housing Mtc ahead of schedule
					2,619	Minor Items
Community Amenities	(176,317)	(209,740)	16%	33,423	5,558	Landcare Exp under budget
					7,009	Community Busses under budget - second bus not yet purchased
					9,240	Refuse Collection under budget
					12,132	Cemeteries timing
					(517)	Minor Items
Recreation & Culture	(877,267)	(745,499)	(18%)	(131,768)	(113,790)	Change in depreciation rates due to reval
					(6,736)	Beacon Hall cleaning over budget
					(7,951)	Recreation Grounds over budget - timing of works
					(3,291)	Minor Items
Transport	(2,277,946)	(2,383,469)	4%	105,523	59,939	Change in depreciation rates due to reval
					15,375	Bencubbin & Beacon Main St Beautification under budget, work not yet done
					7,596	Traffic Signs under budget
					6,041	Street Lighting under budget
					6,221	Airstrip Mtc under budget
					6,411	Loss on disposal of Graders waiting for details from auctioneer
					3,939	Minor Items
Economic Services	(338,976)	(393,696)	14%	54,720	65,000	Economic Development Fund, no applications for first round
					(5,096)	Standpipes over budget - timing
					(5,184)	Minor Items
Other Property and Services	(112,107)	(23,784)	(371%)	(88,323)	15,043	PWO timing
					(16,284)	Plant Op Costs timing
					(7,323)	Engineering Staff Training over budget
					(79,404)	Plant depreciation over allocated - timing
					(354)	Minor Items
Total Expenses/Applications	(5,074,814)	(5,091,079)	(6%)	48,980		

Shire of Mt Marshall
Capital Expenditure Report on Significant Variances
For the Period 1 July 2018 to 30 April 2019

	Full Year Budget	30 April 2019 YTD Actual	YTD Budget	Budget to Actual YTD %	Budget to Actual YTD Favourable/ (Unfavourable)	Commentary
	\$	\$	\$	%	\$	
Capital Expenditure						
Governance						
Purchase Vehicle - Admin	60,000	126,314	60,000	0%	(66,314)	Traded CEO Vehicle - not in original budget
Admin Office Upgrade	12,000	-	12,000	0%	12,000	Timing - Work completed April 2019
Health						
New Health Purchase Of Motor Vehicle	80,000	42,657	80,000	0%	37,343	
Housing						
Land & Buildings - Staff Housing	51,000	39,445	51,000	23%	11,555	Capital works not yet commenced
Community Amenities						
Land & Buildings - Community Amenities	5,000	-	5,000	0%	5,000	Cemetery Works not yet commenced
Water Collection Projects	-	47	-	100%	(47)	
Community Bus	100,000	-	100,000	0%	100,000	Bus not yet purchased
Recreation & Culture						
Land & Buildings - Halls & Civic Centres	40,000	24,000	40,000	0%	16,000	Capital works carried out between tenants. Roof to be carried over
Old Police Station Museum Capital Expenditure	15,000	14,837	15,000	0%	163	
Bencubbin Rec Complex	52,000	13,343	52,000	0%	38,657	Timing
Bencubbin Rec Complex	10,000	18,482	10,000	(85%)	(8,482)	Final Site & Develyn accounts. Amounts were unknown when budget was set.
Transport						
Road Construction	1,673,400	1,286,971	1,394,170	8%	107,199	Timing
Footpath Construction	20,000	-	20,000	0%	20,000	Timing - work not yet commenced
Plant Purchases	730,000	667,000	730,000	0%	63,000	Under budget
Beacon Airstrip Upgrade	489,000	228,751	407,500	44%	178,749	Timing - work commenced later than anticipated
Motor Vehicle Purchases	119,000	44,077	119,000	0%	74,923	Timing of changeovers
Economic Services						
Bencubbin CRC	35,000	15,222	35,000	0%	19,778	Carport complete, solar not complete
Beacon Workers Camp - Capital Expenditure	255,000	11,716	255,000	100%	243,284	Timing - delay with power upgrade
Other Property & Services						
Depot Shed	22,000	-	22,000	0%	22,000	Timing - Work not yet commenced
Total Capital Expenditure	3,768,400	2,532,863	3,407,670	26%	874,807	

off: FAM -email
File: F2/1



Bruce Storer

Secretary

Avongro

29th April 2019

Chief Executive Officer

Shire of Mt. Marshall

80 Monger St.

Bencubbin WA 6477

Dear Chief Executive Officer,

Avongro Inc. has recently taken possession of a house in Gabbin formerly owned by the Bone family. As Avongro Inc. is a not for profit organization seeking to foster land care and environmental awareness in your shire, we would like to ask for rate exemption on the properties we have possession of in Gabbin. I believe we currently pay rates on Lot 6, 7 and 8 in Gabbin.

Avongro will be using these Lots to encourage the community, both from Mt. Marshall and outside, to participate in environmental activities and we ask that you assist us in this effort.

We look forward to your reply.

Sincerely,

Bruce Storer

Secretary, Avongro



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

IN REPLY PLEASE QUOTE: JW18 -
ENQUIRIES TO: Mr Jack Walker

FILE:A6/6

22 October 2018

Ms Theresa Hill
144/219 Midland Road
HAZELMERE WA 6055

Dear Theresa,

Re: Lot 1 Powell Street

A recent inspection of the Bencubbin town site would indicate that you have not complied with Council's fire break order in that you have not removed all the inflammable material from your property.

Council's fire break order requests that property owners keep their property free of all inflammable materials from the 1st October to 15th March each year and you are therefore requested to arrange for the removal of the material within fourteen (14) days of receiving this letter.

Please note that Council has the power under the Local Government Act 1995 and Bush Fires Act to enter your property and remove the offending materials and recoup any costs associated from this work from the owner.

The current hourly rate for this work is \$90.00 per hour.

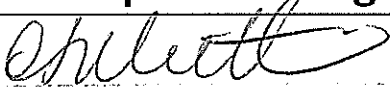
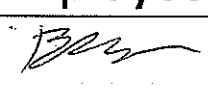
Should you require any further information, please do not hesitate to contact the undersigned on (08)96851202.

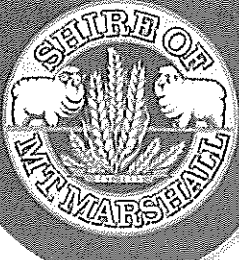
Yours sincerely



Jack Walker
Regulatory Officer

Attachment 12.6.1a

NAME	Vehicle	Diesel	U/Lead	Oil	ODO Out	ODO In	Total
Alex Bauer	P 29				32699	32761	61
	P						
	P						
Date 20/11/2018		IMPORTANT: FILL ALL HOUR & TOTAL COLUMNS CORRECTLY					
Description of Work:	Road No. /	Cost		O.T	Plant	Plant Hrs	
Comments/ Locations / Road/ Building	Job No.	Code	Hours	Hours	Number	Used	
COST CODE SECTION IS ONLY TO BE COMPLETED WHEN WORKING ON ROADS					P		
Office maintenance	01430 2		1 ✓		P		
3' powerline work	0143		6 ✓		P		
Box run	1501		0.5 ✓		P		
Footpaths	1223		1 ✓		P		
					P		
					P		
					P		
		Total Hours	8.5 ✓		Total Hours:		
Work Supervisor Signature			Employee Signature				
							



Shire of Mt Marshall

THE SANDALWOOD SHIRE
TAX INVOICE
ABN: 44 012 430 676

PETER HENRY WHITBREAD
144/219 Midland Road
HAZELMERE WA 6055

INVOICE No. 13453

Debtor No: 81711

Date Issued: 27/11/2018

Page: 1

DATE	CHARGE CODE	DESCRIPTION	AMOUNT
27/11/2018		Private Works - 3 Powell Street, Bencubbin WA 6477	
	0021	Plant Hire	594.00 *
		Private Works	
		6.00 @ 99.00 ea	
		* Local Govt. Charge \$540.00 GST charge \$54.00	

The total price includes GST of \$54.00

Payment is due within 7 days

TOTAL PAYABLE \$ 594.00

POSTAL REMITTANCES: NO RECEIPT WILL BE ISSUED UNLESS THE NOTICE IS RETURNED INTACT WITH REMITTANCE

OFFICE COPY ONLY

IF NO RECEIPT IS REQUIRED, RETAIN TOP PORTION FOR YOUR RECORDS AND RETURN LOWER PORTION WITH REMITTANCE
OFFICIAL RECEIPT MUST BEAR IMPRINT OF CASH REGISTER TO BE VALID

SHIRE OF MT MARSHALL
POST OFFICE BOX 20, BENCUBBIN, WA 6477

Attachment 12.1.6c

NAME PETER HENRY WHITBREAD
DEBTOR NO. 81711

INVOICE NO 13453
AMOUNT 594.00



Pay By Mail

Make crossed cheque payable to Shire of Mt Marshall. Send cheque and payment advice to:
Shire of Mt Marshall
PO BOX 20
BENCUBBIN WA 6477



Pay In Person

Council Office - 80 Monger Street,
BENCUBBIN WA 6477
Between 8.30am and 4.30pm Mon - Fri

Cash, Cheque, Money Order or EFTPOS



Pay By EFT

Payment can be made directly into the following account online:
BSB: 633-000
Account: 157625575
Please quote this reference number as your payment

8th March
2019

144/219 Midland Road
Hazelmere
WA

Mt Marshall Shire

Invoice No: 13453

\$594.00 for pro

SHIRE OF MT MARSHALL	
Received	
13 MAR 2019	
File No.	F1/20
Officer:	FAM

AB/10

Dear Sir/Madam,

In relation to the above account. I would like to point out a few problems that I have for paying the sum stated.

I rang your office on the 19th Oct 2018 and spoke to the girl that answered the phone and stated that I would have the work done before the end of November 2018 to comply with the fire break/hazard reduction regulations.

On the 25th Nov 2018, I again spoke to one of your officers and assured her that the fire breaks would be complete by the end of the month. - to which she replied would be OK.

I had then employed a contractor to do the firebreaks on the 29th of November 2018, when he arrived on site he found that shire employees were already on site doing the clearing.

This clearing was done before the 30th Nov 2018 deadline by shire workers, who had no rights to be on my property and also prevented me and my contractor from carrying out our duties and obligations.

Due to this mix up by the shire and pre-emptive strike, I would suggest that I am not legally responsible for these costs, as I was not given the allocated time to do the job.

Please re-assess the position and advise me accordingly by mail.

Yours Sincerely

Mrs Theresa Hill



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

IN REPLY PLEASE QUOTE: JW18 -
ENQUIRIES TO: Mr Jack Walker

FILE:A6/6

9 April 2019

Ms Theresa Hill
144/219 Midland Road
HAZELMERE WA 6055

Dear Theresa,

Re: Lot 1 Powell Street

I have been asked to respond to your letter dated 8th March, 2019 and received at the shire office on 13th March, 2019.

There would appear to be some misunderstanding from both parties on this matter and I would be happy to take this matter to Council and ask that the account be reduced to whatever you were going to pay the contractor.

Please advise what your quote was for the contractor to complete the works.

Yours sincerely

Jack Walker
Regulatory Officer

Attachment 12.6.1e

jack walker
regulatory officer
po box 20
bencubbin
wa 6477

SHIRE OF MIT MARSHALL	
24 APR 2019	
File No	F1/20
Officer	RO - email.
Copy	

23/04/2019

re lot 1 in Powell Street

Dear sir,

please find attached a copy of the quote received to clear my property as required by the council.

If this is agreed to by the council ,let me know and I will foreward the money when I receive the bill.

Yours sincerely
Theresa Hill

Theresa Hill

31/10/18

Theresa Hill
144/219 Midland Rd.
Hazelmere WA 6055

Quote for clearing block in Powell Street

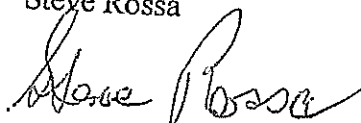
Hi Theresa,

I have checked your property in Powell Street and would be pleased to do the job for you.

I will be free to do the work on 26/27 November which will comply with the council requirements.

Cost for the work will be \$95 - ring me if this is ok

Best wishes
Steve Rossa

A handwritten signature in cursive script, appearing to read 'Steve Rossa'.



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

SHIRE OF MT MARSHALL

DISABILITY ACCESS AND INCLUSION PLAN

2019 – 2024

This document is available in alternative formats upon request and includes electronic format by email, hard copy format in both large and standard print and on the website at <http://www.mtmarshall.wa.gov.au>

Attachment 12.8.1

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Acknowledgements

The Shire of Mt Marshall acknowledges the input received from individuals and groups within the community, which has been invaluable in the preparation of this Disability Access Inclusion Plan.

In particular, thanks are given to all individuals, community members who contributed to this plan and also Shire staff.

1. Background

1.1 Demographics

Located in the north-eastern wheatbelt the Shire of Mt Marshall covers an area of 10,189 square kilometres and is serviced by the two main town centres of Beacon and Bencubbin.

Beacon is a modest vibrant town located in the northern portion of the Shire of Mt Marshall, 42 km north of the town of Bencubbin on the popular tourist route to Paynes Find, which is an alternative drive popular for northern bound travellers and those seeking a more scenic spring wildflower experience. Beacon has a hub of services supplying fuel, rural supplies as well as a state of the art accessible co-operative shop offering a coffee through to a fully equipped grocery store. A Community Resource Centre in town provides telecommunication services and helpful advice for prospective travellers; a noble coffee can also be purchased there and the staff are a refreshing experience of cheerful assistance.

Bencubbin is located in the southern portion of the Mt Marshall Shire and is host to the shire administration centre. Bencubbin is the southern gateway to Beacon and the Paynes Find route and also the junction to the alternative scenic route to the towns of Mukinbudin and Southern Cross heading east. Bencubbin has a recently opened fully equipped accessible Community Resource Centre servicing telecommunication and tourism needs and the ability to effectively host meetings. A grocery store, cafe, hardware supplies and mechanical services are also available along with the services offered by the shire administration centre such as licensing, library and road closure information.

The district is made up of both pastoral and cropping country and has numerous granite outcrops and nature reserves that put on a magnificent wildflower display in season.

Major industries are agriculture such as grain, sheep and cattle production with seasonal tourism during the magnificent wildflower season.

1.2 The Shire History

In September and November of 1836 the Surveyor General Captain John Septimus Roe led a 40-day expedition out into the unknown east of the settled districts of the Avon Valley. Mt Marshall and Lake McDermott were named after Captain Marshall McDermott, an early settler to the Swan River Colony. Sandalwooders and Graziers were the first European settlers in the Mt Marshall area. The first grazing lease was taken up in 1868. Sandalwood was removed from this area from the 1880's through to the 1920's. Permanent settlement and development of the land for farms commenced around 1910. Prior to 1923 this area was part of the Ninghan Road District. In June 1923 the Mt. Marshall Road District was gazetted. At this time the district was divided into six Wards and an election was held in August of that year.

The Shire of Mt Marshall covers an area of 10 134 square kilometres and is situated in the North Eastern Wheatbelt region. The Shire is approximately 273 kilometres northeast of Perth and has borders with the Shires of Trayning, Koorda, Mukinbudin, Yalgoo, Dalwallinu, Westonia, Yilgarn, Wyalkatchem, Sandstone and Menzies. The area is primarily wheat, coarse grain, cattle and sheep farming district. There are many points of interest all serviced by the two main centres, Bencubbin and Beacon. At the first meeting, held in August 1923, Mr. L.K. Hammond was elected Chairman and Mr. L.R. Latham was appointed as the first Secretary. Mr Hammond went on to serve the district for thirty-three years. Rates were set at a penny ha'penny in the pound on land valuations. Land was divided into three classes with first class land being valued at fifteen shillings an acre, second class land was valued at ten shillings an acre and third class land at eight pence per acre.

By 1929 the Waddouring Rock catchment dam opened and water was available for the townsites of Bencubbin and Gabbin. In this year the Road Board raised a loan for an electricity supply for Bencubbin. The estimated population of the district at that time was two thousand two hundred people. Development extended to the northern area of the Shire and in 1930 the railway was extended from Burakin to Bonnie Rock. Beacon and Wialki Primary Schools opened in 1932. The depression and a series of drought years during the thirties resulted in over a hundred farms being forfeited to the Crown. By 1940 the population had dropped by fifty percent to one thousand two hundred and sixty in the space of ten years. In this same time frame sheep numbers had increased three hundred percent and the area covered by the Road District had increased from one thousand six hundred and seventy three square miles to four thousand two hundred and thirty two square miles. The war years resulted in very slow growth in the district due to a shortage of labour and the rationing of fuel, tyres and other necessary commodities. Council's revenue doubled between 1940 and 1949 and the population dropped to seven hundred and fifty. Sheep production meanwhile had doubled. By this time there were one hundred and thirty seven holdings in the district. During the 1950's more farms were developed and the population increased to one thousand by 1959. The sheep and grain production increased and there was a decrease in the stigma of the 'marginal' label. The Mt. Marshall Road Board conducted the first naturalisation ceremony on 17th November 1955. The candidates were Bencubbin residents Joseph Skender and Michael Tomkowick.

The Road Board became the Mt. Marshall Shire Council in 1960 and in the next decade there was considerable expansion in the district. It was in this decade that the district expanded to have Machinery Dealers, 'A' class fuel depots, new shops, housing and sale yards. It was also in this decade that both Bencubbin and Beacon built Silver Chain Centres. It was in this decade that the Bencubbin power supply was taken over by the State and Beacon was connected to the Comprehensive Water Scheme while Council took over the provision of power to the Beacon town-site. Wheat quotas and the drought of 1969 saw a drop in the population of approximately two hundred and fifty as farms and businesses had to let staff go.

By 1979 the population was estimated at one thousand and there were three hundred and twenty ratepayers. There was electricity to all town-sites and approximately ninety percent of farms. The Comprehensive Water Scheme serviced the towns of Beacon, Bencubbin, Gabbin and Welbungin. In addition about forty-five percent of farms also had access to the scheme. There were one thousand two hundred and twenty km of road with two hundred and forty km sealed. Spiralling interest rates during the 1980's brought about a decline in the farms and businesses in the district. The Rural Counselling Service (RCS) was established and managed by a committee, overseen by the Shire which contributed funds and in kind support to the service. The RCS was to assist farming families to negotiate with their bankers, develop manageable business plans and if necessary transition out of farming. When the farming community is under financial pressure there is always a flow on to the other services in town, and in this time frame there was a decline in the population.

The technological explosion of the last twenty years has enabled remote delivery of services and information, which results in the withdrawal of 'shop fronts' and staff from the district and has a snowball effect on the whole community. Currently the population of the Shire of Mt Marshall is approximately 615 people. The Shire currently employs just under 30 staff members to cover the areas of roads, rates, rubbish, town maintenance, gardens and recreation facilities, finance, community development, housing, emergency services and more.

1.3 Functions, Facilities and Services (Both In-House and Contracted) Provided by the Shire of Mt Marshall

The Shire of Mt Marshall is governed by seven elected members of Council, who are responsible for an annual revenue budget of approximately \$5 million. The Shire of Mt Marshall provides a range of functions, facilities and services including:

- **Services to property include:** construction and maintenance of roads and footpaths; stormwater drainage; domestic waste collection and disposal, including recycling of certain domestic waste; drumMUSTER collection services and facility; litter control and street cleaning; street tree and roadside tree pruning; bushfire control; dog control; and care and maintenance of parks and gardens.
- **Recreation Services to the community include:** provision and maintenance of outdoor playing areas for football, cricket, hockey, basketball, and tennis, including lawn bowls; an aquatic facility; gymnasiums; children's playgrounds, and Pioneer Botanical Walk trail; plus provision and maintenance of the Recreation Centres in both main townsites with varied facilities at each including social foyer, kitchen and indoor squash courts at Beacon and a social lounge/bar, kitchen, and hall which caters for indoor basketball/netball/volleyball/badminton in Bencubbin.

- **General Services to the community include:** providing for a medical practice and employment of a Doctor to service the towns of Bencubbin and Beacon via clinics held weekly and fortnightly respectively; public libraries; Community Resource Centres; provide and take bookings for the community bus; caravan parks; and cemeteries.
- **Local Government Regulatory Services to the community include:** planning processes, building control, environmental health, public health, and dog ranger service.
- **Local Government Administration Services to the community include:** provision of general information to the public, lodging and resolution of complaints, collection of rates; vehicle licensing, and dog and cat registrations.
- **Processes of Local Government include:** ordinary and special council and committee meetings, annual electors' meetings and election of council members.

The Shire facilities include:

- Bencubbin Public Library
- Beacon Public Library
- Bencubbin Recreation Centre
- Beacon Recreation Centre
- Bencubbin Caravan Park and Workers Camp
- Beacon Caravan Park

1.4 People with disabilities in the Shire of Mt Marshall

The WA disability Services Act (1993) defines disability as a condition:

- That is attributed to an intellectual, cognitive, neurological, sensory or physical impairment or a combination of those impairments
- That is permanent or likely to be permanent; and
- That may or may not be episodic in nature, and
- That results in a substantially reduced capacity of the person for communication, social interaction learning or mobility and a need for continuing support services

The Australian Bureau of Statistics (ABS) Survey of Disability, Ageing and Carers (2009) estimated that 18.5% of the population in Australia had a disability. The Shire population is 481 people and it is therefore estimated that 90 people living in the Shire have a physical disability. The shire supports the services of the district hospital in the town of Kununoppin which provides medical and Allied Health services. Although there are limited facilities provided in the Shire of Mt Marshall for people living with disabilities the Shire is committed to a future plan to ensure universal accessible design for new building projects and upgrades undertaken by the shire.

As a result of consultation with construction companies operating within wheatbelt areas, recognition is being given to demographic research and emerging trends. This research identifies that many retired persons are electing to sell their homes in Perth

and surrounding metropolitan areas for more affordable housing in the wheatbelt. People considering a move to the wheatbelt are influenced by the facilities available in the towns such as medical services and the accessibility and inclusivity of the towns. Towns with accessible public buildings, footpaths, shops and clubs are considered highly when choosing to relocate. This trend is being embraced at Chief Executive Officer level to encourage re-vitalisation and growth as more people choose to relocate and settle into the towns. By recognising these current trends and the subsequent future needs of the local community we are better placed to prioritise areas for access and inclusion particularly with community and town building in mind. Please refer to the shire's Strategic Plan for more information.

The local and district volunteer ambulance service provides transport to and from the Kununoppin hospital and beyond. Several local residents volunteer their time and resources to drive people to Merredin, Northam and Perth for medical appointments.

Public toilet facilities can be found in the main street of Bencubbin, the new Community Resource Centre and Recreation Centre. The town of Beacon has public toilet facilities in the Co-operative owned and managed store, the Community Resource Centre and the Recreation Centre. The caravan parks in Bencubbin and Beacon have disabled toilets and showers. Furthermore, accessible public toilets are located at the Marshall Rock and Billiburning Rock Reserves suitable for people with disabilities. There are two independent aged accommodation homes available at Beacon and four at Bencubbin

1.5 Development of the Disability Access and Inclusion Plan

The Western Australia Disability Services Act requires all Local Governments to develop and implement a Disability Access and Inclusion Plan (DAIP) to ensure that people with disability have equal access to its information, facilities and services.

The Shire's Disability Access and Inclusion Plan is updated every five years. The plan is reviewed annually and an annual report is submitted to the Disability Services Commission.

1.6 Progress Since 2008

The Shire of Mt Marshall is committed to facilitating the inclusion of people with disabilities through the improvement of access to its facilities and services. To meet this goal, the Council reviewed both the 2008-2012 and 2012-17 Disability Access & Inclusion Plans in order to address barriers for people with disabilities and ensure present and future needs for persons with disabilities is identified and addressed. Since adopting the plan in 2008, the Shire of Mt Marshall has implemented a number of initiatives, some of which are highlighted in Appendix 1.

During the life of this plan, the Shire has continued to improve access and remove barriers through the implementation of many strategies contained in the plan. Significant progress has been made towards providing better access to the community.

1.7 Progress and Achievements

Progress and outcomes achieved since the adoption of the DAIP include but are not limited to:

- Increasing awareness of the Disability Access and Inclusion Plan and disability issues
- Review of Terms of Reference
- Annual review of Disability Access and Inclusion Plan and inclusion of Outcome 7
- Installation of accessible toilet including more accessible pathways
- Footpaths and access ramps are being progressively upgraded

2. Disability Access and Inclusion Policy Statement

The Shire of Mt Marshall is committed to ensuring that the community is accessible and inclusive for people with disabilities, their families, and carers.

The Shire of Mt Marshall also interprets an accessible and inclusive community as one in which all Shire functions, facilities, and services (both in-house and contracted) are inclusive and accessible for people with disabilities as they are for other people in the wider community. The shire will endeavour to the best of its capacity to meet the needs of persons with disabilities.

To this end the Shire of Mt Marshall will strive to –

- Recognise that people with disabilities are valued members of the community who make a variety of contributions to local, social, economic, and cultural life.
- Believe that a community that recognises its diversity and supports the participation and inclusion of all its members makes for a richer community life.
- Believe that people with disabilities, their families and carers should be supported to remain living and participating in the community.
- Be committed to consulting with people with disabilities, their families and carers, and the community in general, to ensure that barriers to access and inclusion are appropriately addressed.
- Be committed to supporting local community groups and other relevant organisations to facilitate the inclusion of people with disabilities through access to information, services, and facilities in the community.
- Be committed to ensuring that its agents and contractors work towards the desired outcomes in the Shire's DAIP.

2.1 Seven Outcomes of the DAIP

The Shire of Mt Marshall is also dedicated to achieving the seven desired outcomes through its DAIP. They are –

1. People with disabilities, their families and carers have the same opportunities as other people to access the services of, and any events organised by, the Shire of Mt Marshall.
2. People with disabilities have the same opportunities as other people to access all buildings of a public nature, plus other facilities provided by the Shire of Mt Marshall.
3. People with disabilities receive information from the Shire of Mt Marshall in a format that will enable them to access the information as readily as other people are able to access it.
4. People with disabilities receive the same level and quality of service from the staff of, and contractors/agents to, the Shire of Mt Marshall.
5. People with disabilities have the same opportunities as other people to make complaints to the Shire of Mt Marshall.
6. People with disabilities have the same opportunities as other people to participate in any public consultation process with the Shire of Mt Marshall.
7. People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Mt Marshall.

3. Development of the Disability Access and Inclusion Plan (DAIP)

3.1 Responsibility for the planning process

The Shire CEO has the responsibility to oversee the development, implementation, review and evaluation of the plan. The final plan is required to be endorsed by Council and it is the responsibility of all officers to implement the relevant actions. The staff discuss operational matters of the Shire on a daily basis inclusive of access and inclusion. Advertising for comment on the DAIP was invited through the local papers, notice boards, and posted on the Shire website. The Shire of Mt Marshall's reviewed Disability Access and Inclusion Plan is for the period of 2019-2024.

3.2 Community Consultation Process

In 2017/2018, the Shire of Mt Marshall undertook to review its Disability Access and Inclusion Plan 2012-2017 to guide further improvements to access and inclusion and drafted a new DAIP. The process included:

- Examination of the current Disability Access Plan and subsequent progress reports to see what has been implemented to date, and to decide which areas require ongoing attention

- Review of annual progress reports, relevant council documents, disability legislation, developing trends and best practice in access and inclusion;
- Consultation with Councillors, consumers and the wider community;
- Consultation with professional and key staff
- Compliance with the Disability Services Regulations 2004 and its relevant amendments.

The following consultation methods were used:-

- Publication in the local fortnightly newsletter advising the community that the Shire of Mt Marshall is conducting a review of the Disability Access & Inclusion Plan and asked for people to either contact the Shire at the office, by phone or write into the Shire to make suggestions/recommendations of issues related to access and inclusion that should be included in the revised Plan;
- Surveys in hardcopy and electronic versions allowing community members to comment were made available for a period of time.
- Consultation with Councilors, staff and community members
- Targeted consultation
- One to one interviews

3.3 Findings of the Review

The consultation provided an opportunity for a cross-section of staff and community members to comment on the plan. Feedback indicated that the Shire has made improvements to access across all seven outcomes of the DAIP including buildings, facilities, services and employment as required by the current legislation.

High levels of satisfaction were indicated in the following areas:

- Accessing information
- Receiving high levels of customer service
- Opportunity to make complaints
- Participation in public consultation
- Employment

The review identified that the Shire has addressed all barriers to access and inclusion within the 2012-2017 DAIP with only one remaining.

Significant access barriers and other issues were identified in the following areas:

- ACROD - accessible parking
- Ramps
- Access to buildings
- Footpaths/verges
- Accessible toilets

- Parks and playgrounds
- Participation – community groups
- Local Business – improved access, disability awareness and customer service
- Ensure that the Shire’s website meets contemporary good practice

The identification of this and the continuing evolution of identified barriers to access and inclusion form a guide to the implementation of DAIP 2019 - 2024 DAIP. Barriers to access and inclusion when identified have not been prioritised; they will be dealt with individually on a case by case basis in order to allow flexibility should a need become more pressing and/or more readily addressed through appropriate funding and works. This approach assists in coordinating and funding for the completion of the strategies which have been designed to work in with day to day Shire operations to identify and deal with access and inclusion barriers.

3.4 Implementation of the DAIP

Implementation of the DAIP is the responsibility of all areas of the Shire. The Disability Services Act (1993) requires public authorities to take all practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors.

3.5 Promoting the DAIP

Once the DAIP has been endorsed by Council and the Disability Services Commission it will be promoted widely via the website, through an advertisement in the local newspapers and at community events.

Copies of the DAIP can be obtained from the Shire and will be made available in alternative formats upon request.

All staff receive Disability Awareness Training and information on how to access the DAIP.

A clause has been included in all contract and tender documents advising Contractors of their obligation to implement the Shire of Mt Marshall’s DAIP wherever practicable and report annually on their compliance with the plan.

3.6 Review and Monitoring

The Disability Services Act requires that DAIPs be reviewed at least every five years. Whenever the DAIP is amended, a copy of the amended plan must be lodged with the Disability Services Commission and advertised the community. The Implementation Plan can be updated more frequently at the discretion of the Shire.

3.7 Reporting on the DAIP

The Disability Services Act 1993 sets out the minimum reporting requirements for public authorities in relation to DAIPs.

The Shire of Mt Marshall will report on the implementation of its DAIP through the annual report outlining:

- Progress towards the desired outcomes of its DAIP;
- Progress of its agents and contractors towards meeting the six desired outcomes; and
- The strategies used to inform its agents and contractors of its DAIP.

The Shire is also required to report on progress in the prescribed format to the Disability Services Commission annually.

4. Strategies to Improve Access and Inclusion

The seven desired outcomes provide a framework for strategies aimed at improving access and inclusion for people with disabilities. The following strategies will be reflected in Council's 2019-2024 Implementation Plan.

Outcome 1:

People with disabilities have the same opportunities as other people to access the services of, and any events organised or sponsored by Council.

Strategies	Timeline
Consult people with disabilities on their need for services and the accessibility of current services	July each year
Monitor the shire services to ensure equitable access and inclusion	Ongoing
Promote the inclusion of the DAIP values and goals into other shire plans and strategies	Ongoing as required
That events provided and/or funded are accessible and inclusive to people with disabilities	Ongoing per event
Engage with the 'You're welcome' at AccessWA to assist with implementing and broadcasting the shire's access and inclusion for people with disabilities and to promote this to businesses and groups within the shire	Ongoing

Outcome 2:

People with disabilities have the same opportunities as other people to access the buildings and other facilities provided by Council.

Strategies	Timeline
Progress public building upgrades to incorporate standards for access and requested additional needs for access	Ongoing as required
Redevelopment building works to have where practical mobility disability access and disability access where required	Ongoing where required
New building works have mobility disability access and disability access where required	Ongoing where required
Advocate to local businesses the benefits of accessible venues and the importance where identified of requirements for disabled access	Ongoing
Engage with the 'You're welcome' at AccessWA to assist with implementing and broadcasting the shire's access and inclusion for people with disabilities and to promote this to businesses and groups within the shire	Ongoing

Outcome 3:

People with disabilities receive information from Council in a format that will enable them to access the information as readily as other people are able to access it.

Strategies	Timeline
Make available Council and shire information on request in suitable electronic form to assist visually and hearing impaired persons to easily understand information published	Ongoing as requested
When information is available in physical form that it is easily accessible and also available in another format on request to assist persons to easily understand information published	Ongoing as requested

Outcome 4:

People with disabilities receive the same level and quality of service from Council staff as other people receive from the staff of Council.

Strategies	Timeline
Maintain the existing and future confidence and professionalism of staff to work together with persons with disabilities	Ongoing
Staff to be encouraged to identify any areas where the quality of service to people with disabilities can be initiated and/or improved	Ongoing per staff meetings

Outcome 5:

People with disabilities have the same opportunities as other people to make complaints to Council.

Strategies	Timeline
Maintain the existing and future staff confidence and professionalism to interact with persons with disabilities when complaints are being lodged	Ongoing
Make available on request mediums suitable for persons with disability to lodge complaints	Ongoing as requested

Outcome 6:

People with disabilities have the same opportunities as other people to participate in any public consultation by Council.

Strategies	Timeline
Public consultation is facilitated in suitable buildings to permit inclusion of persons with mobility disabilities	Ongoing
On request that suitable technology is made available to assist persons with disability participate in public consultation	Ongoing as requested

Outcome 7:

People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Mt Marshall.

Strategies	Timeline
Incorporate a statement on each position description and job advertisement that the Shire is an equal opportunity employer.	Ongoing
Ensure the Shire has positive relationships with disability employment providers.	Ongoing
Undertake the monitoring of the needs of any Shire employee with a disability and to address those needs where possible to maintain their employment.	Ongoing as required
Provide management and staff with support and training on inclusion of people with disability in the workplace.	Ongoing

APPENDIX 1

Progress Since 2008 to 2017 under the Disability Access and Inclusion Plan

Outcome 1:

People with disabilities have the same opportunities as other people to access the services of, and any events organised or sponsored by Council.

- The shire libraries have increased the number of audio books (talking books) and large print books held at the library, and these are regularly rotated through the LISWA rotation program. These books are located at easily accessible levels and are well signed.
- Successful uploading of the shire's DAIP onto the website.
- Positive relationships developed between other shires through NEWROC grouping allowing a central exchange point of ideas and developments.
- Mt Marshall Community Show and other events where community has involvement are held at the Bencubbin and Beacon Recreation Centres and Beacon Town Hall to facilitate persons with mobility disabilities, a main cause of disability within the shire.

Outcome 2:

Access at Council Buildings and Facilities Improved

- Access ramps from footpaths to road surface have been provided.
- Footpaths have been concreted to ensure smooth accessible surfaces.
- Disabled toilet signage is to appropriate standard.
- Disabled toilets have been installed at Marshall Rock and Billiburning Rock Reserves.
- New Community Resource Centre at Bencubbin is designed with accessibility in mind.

Outcome 3:

Information about Functions, Facilities and Services is provided in Formats which meet the Communication Needs of People with Disabilities

- The shire advertised through the local Council newsletter that Council information is available in alternative formats upon request.
- Staff are aware of how to reformat information to assist people to access shire information.

Outcome 4:

Staff Awareness of the Needs of People with Disabilities and Skills in Delivering Advice and Services are Improved

- Council staff continue to assist persons to help arrange travel to essential service, access books and audio for their enjoyment and to assist in understanding information.

Outcome 5:

Opportunities are provided for People with Disabilities to Participate in Public Consultation, Grievance Mechanisms and Decision Making Processes

- The shire provides information through public documents regarding all Council agreed new works
- On election days the shire ensures that buildings are accessible and that modified polling booths are in place.
- The shire staff have proven themselves to be most understanding and very giving in assistance towards people with disabilities

Outcome 6:

People with disabilities have the same opportunities as other people to participate in any public consultation by Council.

- Shire staff and officers have assisted people with disabilities to access and be included in all Council discussions and functions on request
- Staff provide and explain the purpose of the Council function or meetings in a professional manner

Outcome 7:

People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Mt Marshall:

- Equal Opportunity Statements included in job advertisements;
- Opportunities for volunteering presented to persons with disability;
- Applications accepted from persons with disability and two persons with identified disability interviewed;
- Staff training in the employment of person with disability.

IMPLEMENTATION PLAN

2019 – 2024

Implementation Plan 2019 – 2024

The Implementation Plan itemises what the Shire of Mt Marshall will be undertaking in 2019-2024 to improve access and inclusion to shire services, information and facilities for people with disabilities.

The Implementation Plan is presented using a table to outline the:

- Individual tasks being undertaken;
- Timeline for completion of the individual tasks;
- Officer position or part of the public authority with responsibility for completing the individual tasks; and
- The broad strategy that the individual tasks are supporting.

As outlined in the Shire of Mt Marshall's DAIP, many of the broad strategies will not be completed in 2019-2024; however individual tasks to support the achievement of those strategies may well be undertaken in part or whole in 2019-2024 through the Implementation Plan.

In the event some of the broad strategies will not be achieved in 2019-2024 they will be supported by tasks outlined in future Implementation Plans.

Outcome One:

People with disabilities have the same opportunities as other people to access the services of, and any events organised or sponsored by Council.

Strategies	Task	Timeline	Responsibility
Consult people with disabilities on their need for services and the accessibility of current services	<ul style="list-style-type: none">✓ Shire staff to document all concerns and requests and report to the appropriate shire officer where disability access and inclusion is not being fully met or can be improved✓ Bring up the topic of access and inclusion at all meetings attended by staff and Councillors.	Ongoing	Administration Staff, CEO, and EHO/BS
Monitor the shire services to ensure equitable access and inclusion	<ul style="list-style-type: none">✓ Staff to be encouraged to speak about access and inclusion issues in all services performed by the shire✓ Staff to be invited to bring up identified concerns about access and inclusion	Ongoing	Administration Staff, CEO, Works Supervisor and EHO/BS
Promote the inclusion of the DAIP values and goals into other shire plans and strategies	<ul style="list-style-type: none">✓ Incorporate and review DAIP values and intent in the shire's Strategic Plan✓ Monitor new and reviewed shire plans where DAIP values can be incorporated	Ongoing	CEO, and EHO/BS
That events provided and/or funded are accessible and inclusive to people with disabilities	<ul style="list-style-type: none">✓ That public events within the shire are planned incorporating the 'Creating Accessible Events Checklist'✓ That privately run events are introduced to the 'Creating Accessible Events Checklist' and encouraged to implement these	Ongoing	Administration Staff, CEO, Works Supervisor and EHO/BS

Outcome One (Continued):

People with disabilities have the same opportunities as other people to access the services of, and any events organised or sponsored by Council.

Strategies	Task	Timeline	Responsibility
Engage with the 'You're welcome' at AccessWA to assist with implementing and broadcasting the shire's access and inclusion for people with disabilities and to promote this to businesses and groups within the shire	<ul style="list-style-type: none">✓ Nominate staff to liaise with 'You're welcome' at AccessWA to prepare for and initiate a site visit to the shire to identify accessible places and building✓ Encourage businesses and groups to be part of the 'You're Welcome' package✓ Update the website to better broadcast the shires 'You're Welcome' features	Ongoing	CEO and EHO

Outcome Two:

People with disabilities have the same opportunities as other people to access the buildings and other facilities provided by the Shire of Mt Marshall.

Strategies	Task	Timeline	Responsibility
Public building inspections to also consider standards for access and requested additional needs for access	<ul style="list-style-type: none">✓ Inspection of public building to include review of access for persons with mobility disabilities✓ Incorporate into inspection reports submissions for funding to implement access upgrades✓ Discuss with people using buildings at time of inspection about any access issues	Ongoing	EHO

Outcome Two (continued):

People with disabilities have the same opportunities as other people to access the buildings and other facilities provided by the Shire of Mt Marshall.

Strategies	Task	Timeline	Responsibility
New building works have mobility disability access and disability access where required	<ul style="list-style-type: none">✓ That the shire's building officer is involved early in the design stage to ensure compliance with the disability requirements in new buildings✓ Whilst new building projects are being work-shopped that consultation is done to invite comment on access and inclusion matters	Ongoing	EHO and CEO
Advocate to local businesses the benefits of accessible venues and the importance where identified of requirements for disabled access	<ul style="list-style-type: none">✓ Introduce to existing and new businesses in the shire a 'You're welcome' kit and promote the benefits✓ Invite local businesses to participate in 'You're welcome' onsite inspections	Ongoing	EHO and CEO
Engage with the 'You're welcome' at AccessWA to assist with implementing and broadcasting the shire's access and inclusion for people with disabilities and to promote this to businesses and groups within the shire	<ul style="list-style-type: none">✓ Arrange inspections with the 'You're welcome' staff from AccessWA to identify access and inclusion positives and negatives and strive towards listing the shire as an accessible and inclusive destination	Ongoing	EHO

Outcome Three:

People with disabilities receive information from Council in a format that will enable them to access the information as readily as other people are able to access it.

Strategies	Task	Timeline	Responsibility
Make available Council and shire information on request in suitable electronic form to assist visually and hearing impaired persons to easily understand information published	<ul style="list-style-type: none">✓ Provide staff with access to information that assist with digital document reformatting✓ Provide staff with access to alternative avenues of communications such as computer enhanced speaking documents✓ Liaise with the Community Resource Centre staff to highlight available technology for the needs of people with hearing and visual disabilities	Ongoing	EA and Administration staff
When information is available in physical form that it is easily accessible and also available in another format on request to assist persons to easily understand information published	<ul style="list-style-type: none">✓ That paper copies of public accessible documents are provided on request in an agreeable format such as, but not limited to CDROM to permit formatting of text and/or speaking document ability via a PC✓ All public documents to be made available at the shire administration centre front counter	Ongoing	EA and Administration staff

Outcome Four:

People with disabilities receive the same level and quality of service from Council staff as other people receive from the staff of Council.

Strategies	Task	Timeline	Responsibility
That shire staff are confident and professional when interacting with persons with disabilities	✓ Maintain the existing confidence and professionalism of shire staff in dealings with customers and warrant this for future employees. Education resources available through DSC, WALGA and other suitable education assets will be used	Ongoing	Administration staff
Staff to be encouraged to identify any areas where the quality of service to people with disabilities can be initiated and/or improved	✓ Encourage staff at the appropriate staff meetings to raise access and inclusion issues that could need investigation	Ongoing	CEO, Administration staff and 'outside' staff

Outcome Five:

People with disabilities have the same opportunities as other people to make complaints to Council.

Strategies	Task	Timeline	Responsibility
Maintain the existing and future staff confidence and professionalism to interact with persons with disabilities when complaints are being lodged	✓ Maintain the existing confidence and professionalism of shire staff in dealings with customers and warrant this for future employees. Education resources available through DSC, WALGA and other suitable education assets will be used	Ongoing development and training and mentoring new staff	CEO and senior admin staff
Make available on request mediums suitable for persons with disability to lodge complaints	✓ Maintain the existing and new staff capabilities to assist people where appropriate with methods for making complaints that suit individual needs	Ongoing development and training and mentoring new staff	CEO and senior admin staff

Outcome Six: People with disabilities have the same opportunities as other people to participate in any public consultation by Council.

Strategies	Task	Timeline	Responsibility
Public consultation is facilitated in suitable buildings to permit inclusion of persons with mobility impairment	✓ Plan meetings in buildings best suited to achieve maximum inclusion of all persons with consideration of maximum number allowed	Ongoing as needed	CEO & Admin staff
On request that suitable technology is made available to assist persons	✓ Include in notifications of public consultation the option to request technology/devices that will assist people to participate	Ongoing as needed	CEO & Admin staff

with disability participate in public consultation	✓ Prepare counter staff to receive requests for technology/devices and that this request is expedited to the responsible officer to arrange		CEO, EHO & Admin staff
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Outcome Seven: People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

Strategies	Task	Timeline	Responsibility
Incorporate a statement on each position description and job advertisement that the Shire is an equal opportunity employer.	✓ Include the equal opportunity statement in all position descriptions and job advertisements issued by the Council.	Ongoing.	CEO, Admin staff
Undertake to monitor the needs of any employee with a disability and to address those needs where possible to maintain their employment.	✓ Ensure the needs of disabled people are monitored through performance reviews and routine checks where staff are known to have a disability.	Ongoing.	CEO, Admin staff