

MEMORANDUM OF UNDERSTANDING BETWEEN

Shire of Bruce Rock

Shire of Kellerberrin

Shire of Koorda

Shire of Merredin

Shire of Mt Marshall

Shire of Mukinbudin

Shire of Nungarin

Shire of Trayning

Shire of Westonia

Shire of Wyalkatchem

Shire of Yilgarn



Bruce Rock



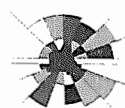
Kellerberrin



Koorda



Trayning



Merredin



Mt Marshall



Mukinbudin



Nungarin



Westonia



Wyalkatchem



Yilgarn

AGREEMENT

This Memorandum of Understanding (MOU) dated Wednesday 22 March 2017 between:

the **SHIRE OF BRUCE ROCK** of 54 Johnson Street, BRUCE ROCK, Western Australia, and

the **SHIRE OF KELLERBERRIN** of 110 Massingham Street, KELLERBERRIN, Western Australia, and

the **SHIRE OF KOORDA** of Allenby Street, KOORDA, Western Australia; and

the **SHIRE OF MERREDIN** of King/Barrack Street, MERREDIN, Western Australia, and

the **SHIRE OF MT MARSHALL** of 80 Monger Street, BENCUBBIN, Western Australia; and

the **SHIRE OF MUKINBUDIN** of Maddock Street, MUKINBUDIN, Western Australia; and

the **SHIRE OF NUNGARIN** of Railway Avenue, NUNGARIN, Western Australia; and

the **SHIRE OF TRAYNING** of Railway Street, TRAYNING, Western Australia; and

the **SHIRE OF WESTONIA** of Wolfram Street, WESTONIA, Western Australia, and

the **SHIRE OF WYALKATCHEM** of Cnr Honour Ave/Flint Street, WYALKATCHEM, Western Australia; and

the **SHIRE OF YILGARN** of Antares Street, SOUTHERN CROSS, Western Australia.

("the Participants")

PURPOSE OF MEMORANDUM OF UNDERSTANDING

The purpose of this MOU is to formalise an arrangement between the Participants in relation to the assembling and servicing of 54 lots for the construction of independent living units (ILUs) in the 11 Shires of Bruce Rock, Kellerberrin, Koorda, Merredin, Mt Marshall, Mukinbudin, Nungarin, Trayning, Westonia, Wyalkatchem and Yilgarn (the Project).

The Participants are the proponents for an allocation of \$2,075,800 Royalties for Regions Southern Investment Initiative funding to construct this Project.

Subsequent to the application the Participants have formed the Central East Aged Care Alliance Inc (CEACA) as an incorporated association under the *Association Incorporations Act 2015*.

PARTICIPANTS UNDERTAKINGS

The responsibilities of the Participants under this MOU are:

- To demonstrate a clear commitment to the Project; and
- To acknowledge and agree that for the duration of the Project the participants will commit to meeting their obligations as outlined in the Financial Assistance Agreement between the State of Western Australia and the Shire of Merredin in relation to the CEACA Seniors Housing Project Stage One Land Assembly and Servicing, dated 21 July 2015.

MANAGING THE PROJECT

The Participants acknowledge that the Shire of Merredin will:

- Act as the banker for the Project; and
- Provide to the Participants through the CEACA Executive Committee such financial and other reports as may be required.


DISPUTE RESOLUTION

Should any dispute arise with respect to any part of this MOU and such dispute persists the Participants may agree to resolve the dispute through a mediation process. Should the dispute not be resolved through a mediation process the Participants may agree to have the dispute resolved by an arbitrator as agreed between them.

SCHEDULE 1 - EXECUTION

EXECUTED by the Parties

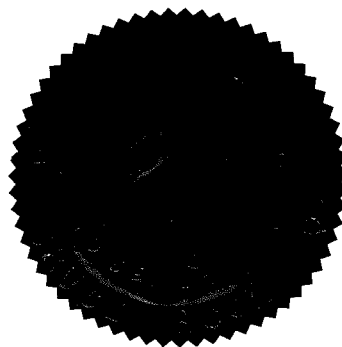
THE COMMON SEAL of SHIRE OF BRUCE ROCK)
was hereunto affixed in the presence of:)




President



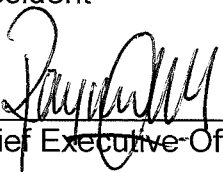
Chief Executive Officer



THE COMMON SEAL of SHIRE OF KELLERBERRIN)
was hereunto affixed in the presence of:)




President



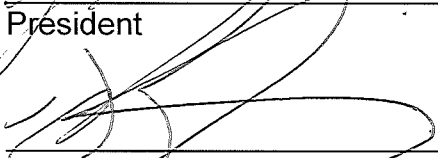
Chief Executive Officer



THE COMMON SEAL of SHIRE OF KOORDA)
was hereunto affixed in the presence of:)



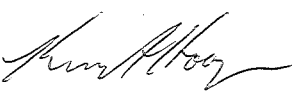
President



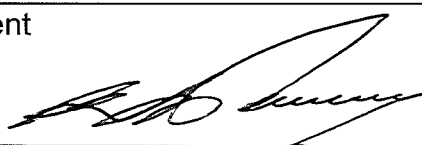
Chief Executive Officer



THE COMMON SEAL of SHIRE OF MERREDIN)
was hereunto affixed in the presence of:)



President



Chief Executive Officer



THE COMMON SEAL of SHIRE OF MT MARSHALL)
was hereunto affixed in the presence of:)

Rachel Kooly
President

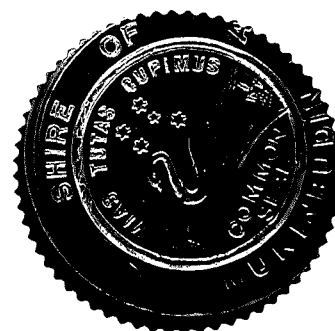
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Chief Executive Officer



THE COMMON SEAL of SHIRE OF MUKINBUDIN)
was hereunto affixed in the presence of:)

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President

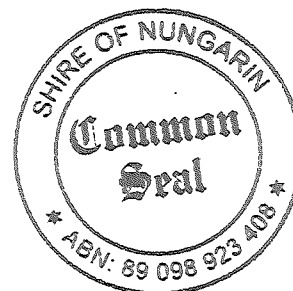
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Chief Executive Officer



THE COMMON SEAL of SHIRE OF NUNGARIN)
was hereunto affixed in the presence of:)

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President

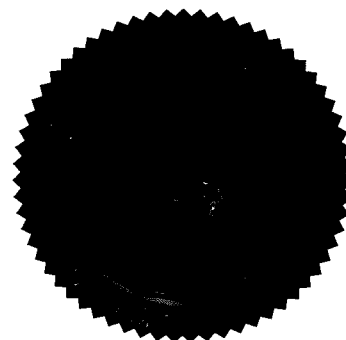
[Signature]
Chief Executive Officer




THE COMMON SEAL of SHIRE OF TRAYNING)
was hereunto affixed in the presence of:)

[Signature]
President


[Signature]
Chief Executive Officer



THE COMMON SEAL of SHIRE OF WESTONIA)
was hereunto affixed in the presence of:)



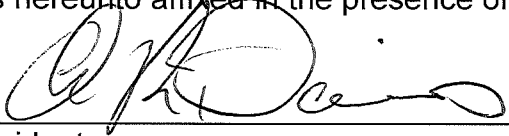
President



Chief Executive Officer



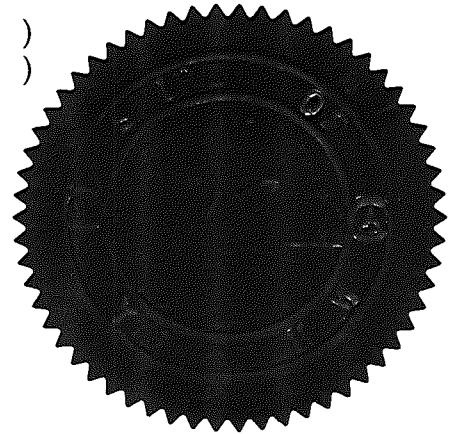
THE COMMON SEAL of SHIRE OF WYALKATCHEM)
was hereunto affixed in the presence of:)




President



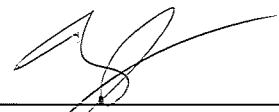
Chief Executive Officer



THE COMMON SEAL of SHIRE OF YILGARN)
was hereunto affixed in the presence of:)



President



Chief Executive Officer





CENTRAL EAST AGED CARE ALLIANCE INC (CEACA) COMMITTEE MEETING

WEDNESDAY 22 MARCH 2017

MINUTES

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Minutes

Central East Aged Care Alliance Inc (CEACA)

Committee Meeting

The meeting Commenced at 10.27am

1. OPENING

The Chair, Graham Lovelock, opened the meeting at 10.27am, welcoming all in attendance.

The Chair explained how he would be looking to conduct future meeting, noting that into the future the timing of discussion for matters under discussion might be considered (a practice recommended by the Australian Institute of Company Directors for not for profit organisations such as CEACA).

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1 Attendance - Members

Mr Graham Lovelock, Chair
Mr Ken Hooper, Secretary
Ms Rachel Kirby, Treasurer

Mr Quentin Davies, Member
Mr Rod Forsyth, Member
Mr Louis Geier, Member
Mr Ricky Storer, Member
Mr Stephen Strange, Member
Ms Freda Tarr, Member
Ms Onida Truran, Member

Mr David Burton, Deputy Member
Mr Jamie Criddle, Deputy Member
Ms Kerry Dayman, Deputy Member (voting member for the meeting)
Mr Raymond Griffiths, Deputy Member
Mr Darren Mollenoyux, Deputy Member
Mr Greg Powell, Deputy Member
Mr Tony Sachse, Deputy Member

Ms Helen Westcott, Executive Officer

2.2 Attendance - Observers

Mr Bill Fensome, CEO Shire of Nungarin
Mr Graham Merrick, CEO Shire of Trayning
Mr John Nuttall, CEO Shire of Mt Marshall

2.3 Attendance - Guests

Mr Garry Ellender, CEO Access Housing Australia
Ms Kathryn Moorey, Regional Manager Access Housing Australia

Ms Rosa Truglio, President Merrittville Retirement Village Inc
Ms Olga Kittyea, Secretary Merrittville Retirement Village Inc
Ms Maria Young, Committee Member Merrittville Retirement Village Inc

Ms Karen Oborn, Treasurer Milligan Units Inc
Mr Don Haley, Committee Member Milligan Units Inc
Ms Heather Sharman, Committee Member Milligan Units Inc

Mr Don Eaton, Chair Wyalkatchem Senior Citizens Homes Trust Inc
Mr Dale Tyler, Committee Member Wyalkatchem Senior Citizens Homes Trust Inc
Mr Peter Wood, Committee Member Wyalkatchem Senior Citizens Homes Trust Inc

2.4 Apologies

Mr Gary Shadbolt, Member
Ms Eileen O'Connell, Member

Mr Ian McCabe Deputy Member
Mr Brian Jones Deputy Member
Ms Sandie Ventris Deputy Member
Mr Andrew Woodfield, Deputy Member

Mr Dirk Sellenger, CEO Shire of Mukinbudin (Observer)

3. DECLARATION OF INTEREST

Pursuant to Clause 18 of the Central East Aged Care Alliance Inc Constitution, Members must declare to the Chairman any potential conflict of interest they may have in a matter before the meeting as soon as they become aware of it. Members and Deputies may be directly or indirectly associated with some recommendations of Central East Aged Care Alliance Inc. If you are affected by these recommendations, please excuse yourself from the meeting and do not participate in deliberations.

This is in accordance with Clause 18.4 of the Constitution which states:

18.4 *When a member or employee discloses a pecuniary interest he or she may neither participate in discussions nor take any part in the decision making process in respect to that matter nor be present when the matter is being discussed or voted upon*

The CEACA Chair Graham Lovelock and CEACA Executive Officer Helen Westcott declare an interest with respect to Agenda Item 7.2.

4. MINUTES OF MEETINGS

4.1 Minutes from a Committee Meeting of the Central East Aged Care Alliance Inc held Wednesday 2 November 2016 (Attachment)

Minutes from a Committee Meeting of the Central East Aged Care Alliance Inc held Wednesday 2 November 2016 have previously been circulated.

RECOMMENDATION:

That the Minutes of the Committee Meeting of the Central East Aged Care Alliance Inc held Wednesday 2 November 2016 be confirmed as a true and accurate record of the proceedings.

RESOLUTION: **Moved: Onida Truran** **Seconded: Freda Tarr**

That the Minutes of the Committee Meeting of the Central East Aged Care Alliance Inc held Wednesday 2 November 2016 be confirmed as a true and accurate record of the proceedings subject to the amendment of Ms Truran's and Mr Jones' entrance into the meeting as both were in attendance from the commencement of the meeting.

CARRIED

4.2 Minutes from an Executive Committee Meeting of the Central East Aged Care Alliance Inc held Thursday 15 December 2016 (Attachments)

Presenting the Minutes from an Executive Committee Meeting of the Central East Aged Care Alliance Inc held Thursday 15 December 2016

RECOMMENDATION:

That the Minutes of the Executive Committee Meeting of the Central East Aged Care Alliance Inc held Thursday 15 December 2016 be received.

RESOLUTION: **Moved: Rod Forsyth** **Seconded: Onida Truran**

That the Minutes of the Executive Committee Meeting of the Central East Aged Care Alliance Inc held Thursday 15 December 2016 be received.

CARRIED

4.3 Minutes from an Executive Committee Meeting of the Central East Aged Care Alliance Inc held Thursday 16 February 2017 (Attachments)

Presenting the Minutes from an Executive Committee Meeting of the Central East Aged Care Alliance Inc held Thursday 16 February 2017

RECOMMENDATION:

That the Minutes of the Executive Committee Meeting of the Central East Aged Care Alliance Inc held Thursday 16 February 2017 be received.

RESOLUTION: **Moved: Louis Geier** **Seconded: Ricky Storer**

That the Minutes of the Executive Committee Meeting of the Central East Aged Care Alliance Inc held Thursday 16 February 2017 be received.

CARRIED

4.4 Minutes from a Special Executive Committee Meeting of the Central East Aged Care Alliance Inc held Wednesday 1 March 2017 (Attachments)

Presenting the Minutes from a Special Executive Committee Meeting of the Central East Aged Care Alliance Inc held Wednesday 1 March 2017

RECOMMENDATION:

That the Minutes of a Special Executive Committee Meeting of the Central East Aged Care Alliance Inc held Wednesday 1 March 2017 be received.

RESOLUTION: **Moved: Rod Forsyth** **Seconded: Stephen Strange**

That the Minutes of a Special Executive Committee Meeting of the Central East Aged Care Alliance Inc held Wednesday 1 March 2017 be received.

CARRIED

4.5 Status Report for March 2017

During a discussion of key performance indicators for the position of Executive Officer at the CEACA Executive Committee Meeting held Thursday 16 February 2017 the meeting discussed the benefit of having an agenda item titled "Status Report". This item would replace "business arising". The Executive Committee viewed the inclusion of a status report would allow for easier understanding of work underway but not necessarily forming a specific item for discussion within a meeting agenda.

On this basis it was resolved as shown below:

RESOLUTION: *Moved: Rachel Kirby* *Seconded: Raymond Griffiths*

That:

- 1. The Executive Officer's comments around key performance indicators be noted; and*
- 2. A status report be incorporated into future meeting agendas for both CEACA Executive and CEACA Committee meetings.*

CARRIED

This is the first status report prepared either for an Executive Committee or Committee meeting of CEACA.

The format will be that the first item reported will be from the earliest meeting where work on a particular issue is still underway or has yet to commence. In the case of the March 2017 Status Report the matters first reported will relate to the CEACA Committee Meeting held Wednesday 7 September 2016.

The Status Report will identify the issue's agenda item, the resolution as it relates to the item and provide a report on the current status of the matter and any actions required.

Committee Meeting of the Central East Aged Care Alliance Inc held Wednesday 7 September 2016

6.3 Application for Membership – The Milligan Units Inc (Kellerberrin)

RESOLUTION: *Moved: Ken Hooper* *Seconded: Stephen Strange*

- 1. That the application for membership of CEACA from The Milligan Units Inc be noted; and*
- 2. That the CEACA Executive Committee consider the "method of selection and terms of membership" for recommendation to the CEACA AGM.*

CARRIED

The CEACA Executive Committee considered this matter a meeting held Monday 17 October 2016, with acknowledgement that any decision on Milligan Units' application would have to be made after CEACA's inaugural AGM on Wednesday 2 November 2016. The CEACA Executive Committee agreed that an invitation should be extended to Milligan Units Inc to become a member of CEACA. It was acknowledged that a number of factors needed to be considered before this could take place.

Following consideration of the request the Executive Committee resolved as shown below:

RESOLUTION: *Moved: Ken Hooper* *Seconded: Rachel Kirby*

- 1. That the application for membership of CEACA from The Milligan Units Inc be noted; and*
- 2. That the CEACA Executive Committee consider the "method of selection and their term of membership" for recommendation to the CEACA Committee at a date to be determined but in accordance with the CEACA Constitution.*

CARRIED

Current Status

This matter was considered by the CEACA Executive Committee when it met on Thursday 15 December 2016, at which time it resolved as shown below:

RESOLUTION: *Moved: Ken Hooper* *Seconded: Raymond Griffiths*

That before establishing a selection method and guidelines around the terms of membership to CEACA, the Executive Committee arrange to meet with representatives from The Milligan Units Inc, with the meeting arranged to coincide with the CEACA Committee meeting scheduled for Wednesday 22 March 2017.

CARRIED

Representatives from The Milligan Units Inc have accepted an invitation to attend the CEACA Committee's March Meeting. Following the CEACA Committee Meeting they will meet with the Executive Committee to discuss their request to join CEACA.

Committee Meeting of the Central East Aged Care Alliance Inc held Wednesday 2 November 2016

6.1 Audit Findings and Recommendations Contained within the Management Letter

RESOLUTION: *Moved: Ken Hooper* *Seconded: Louis Geier*

That the Executive Officer seek expressions of interest from at least two insurance brokers to provide advice to CEACA on the type of policy/policies and level of insurance cover required, with a report to be prepared on the matter for consideration at the first CEACA Committee Meeting for 2017.

CARRIED

Current Status

The Executive Officer met with representatives from Berkley Insurance Australia and LGIS early in the New Year.

Berkley Australia are insurance underwriters and whilst its representatives provided valuable advice in what form of coverage CEACA should look to obtain it is unable to directly provide quotes for insurance.

The Executive Officer has provided LGIS with information that will assist in determining policy type and level of insurance cover required. It is anticipated that LGIS will have costings for insurance available for CEACA's 2017/2018 budget deliberations.

7.2 Rating of CEACA Housing once Constructed

The issue of how the CEACA houses would be rated by Councils across the group was briefly discussed by Member Councils. At the time the Executive Officer advised that the issue of rating was one under investigation, with the hope that a report would be available for the CEACA Committee's consideration early in the New Year.

Current Status

Work on this report has commenced. The Executive Officer will be contacting Member Councils for information on current rentals applied to Council owned housing (both aged and general housing) to be included within the report. Once completed, a draft report will be considered by the CEACA Executive Committee and following any revision the final report and any policy recommendations will be distributed to all Committee members for consideration at a future CEACA Committee meeting.

Executive Committee Meeting of the Central East Aged Care Alliance Inc held Thursday 15 December 2016

8.2 Request to Kott Gunning for the Provision of *Pro Bono Legal Services* to CEACA

The Executive Officer raised the matter of seeking a meeting with representatives from the legal firm Kott Gunning on the potential for Kott Gunning to provide *pro bono legal services* to CEACA, explaining that she had raised the matter with Philip Mavor a Senior Associate at Kott Gunning and that representatives from the law firm were happy to meet with CEACA on this matter.

It was agreed that the Executive Officer should arrange a meeting with representatives from Kott Gunning to discuss the matter of pro bono legal services.

Current Status

The Chair and Executive Officer met with Greg Mohen, Partner, and Philip Mavor, Senior Associate, with Kott Gunning on Wednesday 21 December 2016 to discuss the potential for CEACA to enter in to a pro bono or similar arrangement for the provision of legal services with Kott Gunning.

The outcome of the meeting was that Kott Gunning would prepare a proposal for CEACA to consider early in the New Year.

Greg Mohen has only recently returned from a period of extended leave. The Executive Officer understands that work on a proposal has commenced.

8.6 Rewriting the Central East Aged Care Alliance Inc (CEACA) Constitution

RESOLUTION: Moved: Ken Hooper Seconded: Rachel Kirby

That the Executive Officer's report be noted and a detailed report on the need for CEACA to rewrite its constitution be prepared for consideration at the CEACA Meeting scheduled for Wednesday 22 March 2017.

CARRIED

Current Status

The Executive Officer has commenced work on the review of the CEACA Constitution. A report will be provided to the next meeting of the CEACA Executive Committee meeting. It is envisaged that a detailed report on any changes will be available for the June meeting of the CEACA Committee.

RECOMMENDATION:

That the Status Report as presented be received.

RESOLUTION: Moved: Rachel Kirby Seconded: Ricky Storer

That the Status Report as presented be received.

CARRIED

5. MATTERS FOR NOTING

5.1 Complying with the Associations Incorporation Act 2015 – Self-Check (Attachment)

The Department of Commerce publishes a self-check for incorporated bodies such as the Central East Aged Care Alliance Inc (CEACA). The purpose of the self-check is to assist in determining whether a group such as CEACA is complying with each section of the *Associations Incorporation Act 2015*. A copy of the self-check forms an attachment to the meeting agenda.

In relation to record keeping, the Executive Officer will have available for inspection the following records:

- A copy of the certificate of incorporation;
- A copy of the CEACA constitution;
- The Members Register; and
- The Record of Office Bearers.

These records are made available for inspection at all in-person meetings.

No action is required – the matter is presented for Members' information only.

Noted

5.2 Media for the CEACA Seniors Housing Project

As reported to the CEACA Committee Meeting held in Merredin on Wednesday 2 November 2016, the Executive Officer submitted an article on the CEACA Seniors Housing Project for publication in the magazine *Partyline*.

Partyline is the flagship publication for the National Rural Health Alliance (NRHA). The NRHA is comprised of 38 national organisations committed to improving the health and wellbeing of the 7 million people in rural and remote Australia. Its members include consumer groups (such as the Country Women's Association of Australia), representation from the Aboriginal and Torres Strait Islander health sector, health professional organisations (representing doctors, nurses and midwives, allied health professionals, dentists, pharmacists, optometrists, paramedics, health students, chiropractors and health service managers) and service providers (such as the Royal Flying Doctor Service).

The article has been accepted for publication in the December 2016 edition of *Partyline* for 2016. This was an historic issue as it was the first to be published by the NRHA as an online-only magazine. The article on the CEACA housing project is available at <http://www.ruralhealth.org.au/partyline/>.

No action is required – the matter is presented for Members' information only.

Noted

6. CHAIR'S REPORT (Attachment)

A copy of the Chair's report for March 2017 forms an attachment to the meeting agenda.

RECOMMENDATION:

That the Chair's Report for March 2017 be received.

RESOLUTION: **Moved: Stephen Strange** **Seconded: Quentin Davies**

That the Chair's Report for March 2017 be received.

CARRIED

7. BUSINESS OF THE MEETING

7.1 Access Housing Contract

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 15 March 2017

Attachments: Nil

Background:

At the CEACA Executive Committee Meeting held Thursday 4 August 2016 Access Housing Australia (AHA) submitted a proposal to provide program management services to CEACA for its seniors housing project. Following discussion of the proposal, the CEACA Executive Committee resolved as shown below:

RESOLUTION: *Moved: Ken Hooper* *Seconded: Rachel Kirby*

1. *That the CEACA Executive Committee accept Access Housing Australia's proposal covering a 30 month period at a cost of \$84,000 ex GST, noting the proposal will include:*
 - *Ten days work to prepare project management documents including a consultation process for development of the procurement strategy;*
 - *2 days per month (average) for ongoing program management;*
 - *Monthly written activity report to CEACA;*
 - *Preparation of 10 quarterly and two annual reports to DRD;*
 - *Attendance at CEACA meetings by phone or in Perth when required and one face to face Wheatbelt meeting annually.*
2. *Executive Officer advise Access Housing Australia of CEACA's decision and assist in the establishment of a contract as soon as practicable for both parties.*

CARRIED

Following the August CEACA Executive Committee Meeting Ralton Benn, AHA's project manager for the CEACA project provided the Executive Officer with the form of contract used to engage River Engineering, advising that the contract would be appropriate for AHA's program management services.

The CEACA Executive Committee reviewed this contract, the General Conditions of Contract for Consultants AS 4122—2010. In reviewing the contract provided, it was agreed that the General Conditions of Contract for Consultants AS 4122—2010 would be an appropriate contract to use with AHA. As such the CEACA Executive Committee resolved as follows:

RESOLUTION: *Moved: Rachel Kirby* *Seconded: Ken Hooper*

1. *That the CEACA Executive Committee recommend to the CEACA Committee that CEACA enter into a contract with Access Housing using as a basis for the contract Standards Australia General Conditions of Contract for Consultants AS 4122-2010, with the contract commencing from 4 August 2016, that being the date CEACA Executive Committee accepted the proposal presented by Access Housing, for 30 month period at a cost of \$84,000 ex GST, noting the proposal will include:*
 - *Ten days work to prepare project management documents including a consultation process for development of the procurement strategy;*

- 2 days per month (average) for ongoing program management;
- Monthly written activity report to CEACA;
- Preparation of 10 quarterly and two annual reports to DRD; and
- Attendance at CEACA meetings by phone or in Perth when required and one face to face Wheatbelt meeting annually.

CARRIED

The CEACA Committee accepted this recommendation when it met on Wednesday 2 November 2016.

The CEACA Executive Committee again considered the matter when it met on Thursday 15 December 2016, at which time it resolved as shown below:

RESOLUTION: *Moved: Ken Hooper* *Seconded: Raymond Griffiths*

That the Executive Officer arrange for the signing of the contract between CEACA's incoming Chair, Mr Graham Lovelock, and Access Housing Australia's CEO, Mr Gary Ellender before the CEACA Committee Meeting scheduled for Wednesday 22 March 2017.

CARRIED

Executive Officer Comment:

With AHA's CEO, Mr Garry Ellender, available to attend the March meeting of the CEACA Committee it was felt that the meeting would be an opportune time for the contract between the two organisations to be signed.

The signing of the contract will take place at the conclusion of the CEACA Committee Meeting.

RECOMMENDATION:

That the signing of the contract for project management services between CEACA and Access Housing Australia be noted.

RESOLUTION: **Moved: Freda Tarr** **Seconded: Rachel Kirby**

That the signing of the contract for project management services between CEACA and Access Housing Australia be noted.

CARRIED

7.2 Budget Review as at 31 December 2016

Reporting Officer: Helen Westcott, Executive Officer

Disclosure of Interest: Graham Lovelock, Chair of CEACA declared an interest in the budget review as it includes additional allocation of funds for the Chair's expenses
Helen Westcott, Executive Officer CEACA declared an interest in the budget review as it includes additional allocation of funds for the Executive Officer's professional service fees

Date: 15 March 2017

Attachments: Statement of Receipts and Payments as at 31 December 2016
Proposed Budget Amendments to the 2016/2017 CEACA Budget

Background:

Clause 15 of the CEACA Constitution provides that each year the CEACA will prepare a budget.

The 2016/2017 Budget was adopted by the CEACA at a meeting held Wednesday 8 June 2016 as per the following resolution:

RESOLUTION: Moved: Ken Hooper Seconded: Stephen Strange
That the 2016/2017 CEACA Budget as presented be adopted, providing for a general subscription of \$4,000 per member and a contribution to the Project and Consultancy Fund of \$4,000 per member.
CARRIED

The 2016/2017 Budget was developed in advance of any decision by the State Government to provide additional funding for Stage 2 of the CEACA Seniors Housing Project.

The success of CEACA's application for funding for Stage 2 of its aged housing project has created considerable additional work for the Executive Officer that was not envisaged at the time of adopting the 2016/2017 budget. Indeed, the budget was developed on a care and maintenance type arrangement not anticipating the success that CEACA has achieved to this point in time.

CEACA has also been successful in appointing a Chair that is not a member of any of the 11 Members. This has also created additional expenditure not envisaged at the time of the adopting of the 2016/2017 budget.

Given the above factors, the Executive Officer undertook a budget review prior to the meeting of the CEACA Executive Committee held Thursday 16 February 2017.

Following consideration of the review prepared and the proposed changes suggested by the Executive Officer, the CEACA Executive Committee resolved as shown below.

RESOLUTION: Moved: Rachel Kirby Seconded: Ken Hooper
That Central East Aged Care Alliance Inc Executive Committee recommends to the Central East Aged Care Alliance Inc Committee that the additional expenditure be acknowledged and the 2016/2017 Central East Aged Care Alliance Inc Budget be amended as follows:

<i>Account No:</i>	<i>Account Description</i>	<i>Proposed Amendment</i>
1716	Chair – Meeting Fees	Increase allocation from \$5,000 to \$14,000
1717	Chair - Travel and Accommodation	Increase allocation from \$0 to \$1,500
1715	Chair - Other	Increase allocation from \$0 to \$1,000
1719	Executive Officer - Professional Services	Increase allocation from \$20,000 to \$35,500
1720	Executive Officer - Travel and Accommodation	Increase allocation from \$3,500 to \$5,000
1721	Executive Officer - Office Expenses	Increase allocation from \$500 to \$650
1722	Executive Officer - Other	Increase allocation from \$0 to \$400
1725	Financial Services – Audit Fees	Decrease the allocation from \$1,500 to \$650
1726	Meeting Expenses – Catering and Venue Hire	Increase allocation from \$1,500 to \$2,500
1840	Consultancy General	Increase allocation from \$0 to \$8,500
1843	Advocacy Consultancy	Decrease allocation from \$10,000 to \$5,000

CARRIED

Executive Officer Comment:

Copies of the Statement of Receipts and Payments as at 31 December 2016 and the proposed budget amendments paper form attachments to the meeting agenda. The amendments recommended by the CEACA Executive Committee align with anticipated income and expenditure for the remainder of the 2016/2017 financial year.

The following notes may assist in the understanding of the amendments proposed to the budget.

- Note 1: There is proposed to be no change to the general subscriptions or project consultancy subscriptions.
- Note 2: With the appointment of a Chair and the agreement to pay a Chair's fee, travel and accommodation this has been factored into the budget on the basis of the annual Chairs fee approved by the Executive Committee at the time of the appointment. The Chair will also require some support with telephone, business cards etc.
- Note 3: It is proposed that the allocation of \$3,000 for training remain to enable training to be undertaken if required by the Chair or the Committee members.
- Note 4: As mentioned earlier a number of issues combined have created the need for the Executive Officer to spend more time on providing Executive Support to CEACA. For example, since July 2016 there have been three Committee Meetings including the AGM and four Executive Committee Meetings as well as a meeting with Members of Parliament in Dowerin during Dowerin Field Day. This number of meetings is considerably more than would have been anticipated for the first six months of the financial year. It was also resolved by the CEACA Committee to engage Market Creations to assist in the development of a logo, letterhead etc. Overall the number of hours required for the role has increased substantially over what was anticipated when the budget was adopted in June 2016.

- Note 5: Given that there has been an increase in the number of meetings there has also been an associated increase in costs associated with the conduct of the Executive Committee and Committee Meetings.
- Note 6: The Consultancy General Account has been used to meet the cost of Access Housing providing assistance to preparing the business case for Stage 1 of the Housing Project, an accounting fee for seeking advice on how GST should be charged on the construction of the independent living units and the part cost of the logo development. The final contract cost for the development of the logo will be paid once the style guide is finalised. At the time of preparing the budget these costs were not anticipated.
- Note 7: It is proposed to leave the Business Case Consultancy and Funding Application Consultancy as originally adopted as there may be an opportunity to apply for funds through various agencies including Federal Government funding through Building Better Regions Fund. As no advocacy issues are known at this time it is proposed to reduce the amount of the Advocacy Consultancy to a nominal amount of \$5,000.

It is proposed to absorb the estimated additional costs from the budgeted surplus at the end of the 2016/2017 financial year.

The CEACA Chair Graham Lovelock and CEACA Executive Officer Helen Westcott, having declared an interest in this item seek to remain in the meeting as neither has voting rights.

RECOMMENDATION:

That the CEACA Chair Graham Lovelock and CEACA Executive Officer Helen Westcott having declared an interest in this item be permitted to remain in the meeting.

RESOLUTION: **Moved: Ricky Storer** **Seconded: Freda Tarr**

That the CEACA Chair Graham Lovelock and CEACA Executive Officer Helen Westcott having declared an interest in this item be permitted to remain in the meeting.

CARRIED

Additional Meeting Comment:

Raymond Griffiths reported to the meeting that the CEACA Executive Committee had discussed the matter of paying CEACA's Interim Chair, Gary Shadbolt, an exgratia payment of \$1,000 to recognise the time and effort he gave to the position prior to the appointment of CEACA's inaugural Chair, Graham Lovelock. His contribution had been pivotal to CEACA's success and the Executive Committee believed that the payment would in part help in recognising this contribution.

RECOMMENDATION:

That the Central East Aged Care Alliance Inc Committee acknowledge the additional expenditure required and that the 2016/2017 Central East Aged Care Alliance Inc Budget be amended as follows:

Account No:	Account Description	Proposed Amendment
1716	Chair – Meeting Fees	Increase allocation from \$5,000 to \$14,000
1717	Chair - Travel and Accommodation	Increase allocation from \$0 to \$1,500
1715	Chair - Other	Increase allocation from \$0 to \$1,000
1719	Executive Officer - Professional Services	Increase allocation from \$20,000 to \$35,500
1720	Executive Officer - Travel and Accommodation	Increase allocation from \$3,500 to \$5,000
1721	Executive Officer - Office Expenses	Increase allocation from \$500 to \$650
1722	Executive Officer - Other	Increase allocation from \$0 to \$400
1725	Financial Services – Audit Fees	Decrease the allocation from \$1,500 to \$650
1726	Meeting Expenses – Catering and Venue Hire	Increase allocation from \$1,500 to \$2,500
1840	Consultancy General	Increase allocation from \$0 to \$8,500
1843	Advocacy Consultancy	Decrease allocation from \$10,000 to \$5,000

RESOLUTION: **Moved: Stephen Strange** **Seconded: Onida Truran**

That:

1. The Central East Aged Care Alliance Inc Committee agree to make an exgratia payment of \$1,000 to Gary Shadbolt to recognise the time and effort he gave as CEACA's Interim Chair and that this additional expenditure be included within the additional expenditure required for the 2016/2017 financial year; and
2. The Central East Aged Care Alliance Inc Committee acknowledge the additional expenditure required and that the 2016/2017 Central East Aged Care Alliance Inc Budget be amended as follows (and include a line item for the exgratia payment outlined in Part 1 of the resolution):

Account No:	Account Description	Proposed Amendment
1716	Chair – Meeting Fees	Increase allocation from \$5,000 to \$14,000
1717	Chair - Travel and Accommodation	Increase allocation from \$0 to \$1,500
1715	Chair - Other	Increase allocation from \$0 to \$1,000
1719	Executive Officer - Professional Services	Increase allocation from \$20,000 to \$35,500
1720	Executive Officer - Travel and Accommodation	Increase allocation from \$3,500 to \$5,000
1721	Executive Officer - Office Expenses	Increase allocation from \$500 to \$650
1722	Executive Officer - Other	Increase allocation from \$0 to \$400
1725	Financial Services – Audit Fees	Decrease the allocation from \$1,500 to \$650
1726	Meeting Expenses – Catering and Venue Hire	Increase allocation from \$1,500 to \$2,500
1840	Consultancy General	Increase allocation from \$0 to \$8,500
1843	Advocacy Consultancy	Decrease allocation from \$10,000 to \$5,000

CARRIED

7.3 Project Update (Financial) – Shire of Merredin

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 13 March 2017

Attachments: Statement of Income and Expenditure as at 13 March 2017

Background:

On behalf of CEACA the Shire of Merredin has signed two Financial Assistance Agreements (FAA) with the Department of Regional Development in respect to the CEACA Seniors Housing Project – Stage One Land Assembly and Servicing (\$2,075,800) and CEACA Seniors Housing Project – Stage 2 (\$19,986,439).

Executive Officer Comment:

Whilst previously circulated to Member Councils, the Shire's March 2017 report forms an attachment to the meeting agenda.

The Shire of Merredin's CEO, Greg Powell, will provide additional information where requested.

It should be noted that the matter of payment of invoices recently sent to CEACA's Member Councils by the Shire of Merredin forms a separate item on the meeting agenda.

RECOMMENDATION:

That the Project Update (Financial) for March 2017 provided by the Shire of Merredin be received.

RESOLUTION: **Moved: Onida Truran** **Seconded: Freda Tarr**
That the Project Update (Financial) for March 2017 provided by the Shire of Merredin be received.
CARRIED

7.4 Project Budget – Invoicing by the Shire of Merredin to Member Councils of CEACA

Author: Greg Powell, CEO Shire of Merredin
Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 17 March 2017

Attachments: Nil

Background:

In late January/early February 2017 Member Councils will have received invoices from the Shire of Merredin. The invoices related to a Member Council's contribution for the siteworks associated with the CEACA housing project.

At that time there was some confusion around the amounts invoiced. As was explained in an email from the Executive Officer at that time, the amounts invoiced related to the number of lots as per the FAA for Stage One of the CEACA Seniors Housing Project. In addition to this, for the Shires of Westonia, Wyalkatchem and Yilgarn there are other matters which require resolution around lots to be serviced.

There is however disparity between the FAA for Stage One and the FAA for Stage Two. This needs to be rectified by way of an amendment to either or both.

Executive Officer Comment:

The Shire of Merredin has offered the following solution to the problem faced by some of CEACA's Member Councils.

It is proposed that the Shire will recalculate the contributions from each Member Council on the basis of the number of houses that will ultimately be constructed in each Member Council. There is currently a misalignment in this which has resulted in incorrect invoicing of some Member Councils contributions.

The amount of each contribution is comprised of two components – one for land assembly at ~\$7,000 per lot and a construction component of \$20,000 per house. In simple terms if a Member Council is having 6 houses constructed its contribution should be ~\$7k plus \$20k multiplied by 6. This will result in an equitable distribution of the contribution with the project funding accounting for any variance in actual costs, although this will be dependent on the actual costs of the entire project.

Should this methodology be agreed to a spreadsheet will be prepared based upon the methodology described above with a comparison against the invoices already raised.

Once this matter is resolved a revised project program delivery budget will be prepared and distributed.

RECOMMENDATION:

That:

1. CEACA agree to Member Councils making contributions to the CEACA Seniors Housing Project based basis of the number of houses that will ultimately be constructed in each Member Council, recognising the contribution is comprised of two components – one for land assembly at ~\$7,000 per lot and a construction component of \$20,000 per house;
2. CEACA acknowledge that if adopted the proposed methodology will result in an equitable distribution of the contribution with the project funding accounting for any variance in actual costs, although this will be dependent on the actual costs of the entire project;
3. Following CEACA's acceptance of the proposed methodology, the Shire of Merredin issue fresh invoices based on the accepted methodology; and
4. CEACA seek variations to the Financial Assistance Agreements for both Stages One and Two of the CEACA Seniors Housing Project to reflect that contributions from Member Council will be on the basis of the number of houses that will ultimately be constructed in each Member Council.

RESOLUTION:

Moved: Ricky Storer

Seconded: Quentin Davies

That:

1. **CEACA agree to Member Councils making contributions to the CEACA Seniors Housing Project based basis of the number of houses that will ultimately be constructed in each Member Council, recognising the contribution is comprised of two components – one for land assembly at ~\$7,000 per lot and a construction component of \$20,000 per house;**
2. **CEACA acknowledge that if adopted the proposed methodology will result in an equitable distribution of the contribution with the project funding accounting for any variance in actual costs, although this will be dependent on the actual costs of the entire project;**
3. **Following CEACA's acceptance of the proposed methodology, the Shire of Merredin issue fresh invoices based on the accepted methodology; and**
4. **CEACA seek variations to the Financial Assistance Agreements for both Stages One and Two of the CEACA Seniors Housing Project to reflect that contributions from Member Council will be on the basis of the number of houses that will ultimately be constructed in each Member Council.**

CARRIED

7.5 Project Manager's Update – Access Housing Australia

Author:	Helen Westcott, Executive Officer
Disclosure of Interest:	No interest to disclose
Date:	16 March 2017
Attachments:	Access Housing Australia – March 2017 Progress Report, CEACA Ageing in Place Development (Stages 1 and 2) CEACA Program Management Plan CEACA Quality Management Plan CEACA Risk Register CEACA Risk Matrix

Background:

As part of its role in providing project management services to CEACA, Access Housing Australia (AHA) has undertaken to provide written monthly activity reports to CEACA.

Committee Members have received copies of these reports. The most recent report, the one prepared for March 2017, forms an attachment to the meeting agenda.

Executive Officer Comment:

The report notes that River Engineering had begun an update of the Site Assembly Report. At the time of preparing the meeting agenda the updated Report was not available. It will be circulated as soon as it becomes available.

Things to note from the March Report include:

1.3 Land Tenure

One of the next steps in finalising land tenure issues includes progressing the commencement of Land Titles for Freehold sites to CEACA where amalgamation is not required.

Both the Shires of Bruce Rock and Kellerberrin have advised the CEACA Executive Officer of their intention to transfer Freehold Title of land to CEACA for the purpose of constructing houses as part of the CEACA seniors housing project.

Work on effecting this transfer will commence shortly.

Resolution of land tenure issues between the Shire of Wyalkatchem, the Wyalkatchem Senior Citizens' Homes Trust (Inc) and CEACA are covered within a separate agenda item (refer to Agenda Item 7.8).

2 Program Management

In providing a program management update, AHA has provided drafts of the following documents for review and comment:

- CEACA Program Management Plan;
- Procurement Plan (included within the Project Management Plan);
- CEACA Quality Management Plan - will form an Appendix within the Program Management Plan once completed); and

- CEACA Risk Matrix - will form an Appendix within the Program Management Plan once completed.

Copies of the finalised plans will be made available upon their completion.

The project program delivery budget requires updating. This follows concerns expressed by some CEACA Councils upon receipt of invoices from the Shire of Merredin as the CEACA “banker”. This matter is considered as a separate agenda item (refer to Agenda Item 7.4).

Executive Officer Additional Comment:

The Executive Officer advised the meeting that she had received an email from Ralton Benn regarding the site assembly report. An updated report had not been possible as a number of issues remained outstanding. These issues pertained to sewerage works across a number of sites. It was intended that Access Housing would work with the affected Shires to resolve these matters and progress design and forwards works where required.

RECOMMENDATION:

That the Project Manager’s report be noted.

RESOLUTION: **Moved: Rod Forsyth** **Seconded: Onida Truran**

That the Project Manager’s report be noted.

CARRIED

7.6 Application for Funding through the Building Better Regions Fund (BBRF)

Reporting Officer:	Helen Westcott, Executive Officer
Disclosure of Interest:	Nil
Date:	16 March 2017
Attachments:	Letter of Engagement between CEACA and KPMG BBRF Project Plan

Background:

As members of the CEACA Committee will be aware, the Commonwealth Government released the Building Better Regions Fund (BBRF) Guidelines on Wednesday 23 November 2016 (applications for funding opened on Wednesday 18 January 2017).

The BBRF is an Australian Government initiative that will refocus the remaining funding under the National Stronger Regions Fund to better meet the needs of regional and remote communities. Local Governments and not-for-profit organisations located outside of the major capital cities are eligible to apply.

The BBRF has two funding streams:

1. **The Infrastructure Projects Stream** will support projects which involve the construction of new infrastructure, or the upgrade or extension of existing infrastructure that provide economic and social benefits to regional and remote areas. Minimum grant amount of \$20,000 and a maximum grant amount of \$10 million for projects that must be completed by 31 Dec 2019. **Applications opened on 18 January 2017 and closed on 28 February 2017; and**
2. **The Communities Investment Stream** will fund community building activities including but not limited to, new or expanded local events, strategic regional plans, and leadership and capability building activities. These projects will deliver economic and social benefits to regional and remote communities. The minimum grant amount is \$5,000 and the maximum grant amount is \$10 million, however given the nature of eligible projects most grants are expected to be under \$100,000. The project must be completed within 12 months of executing the grant agreement with the Commonwealth and by 31 Dec 2019. **Applications opened on 18 January 2017 and close on 31 March 2017.**

At a meeting held Thursday 15 December 2016 the CEACA Executive Committee considered whether an application for funding from either stream should be prepared. This discussion arose from discussions the then Chair, Gary Shadbolt, had with RDA Wheatbelt's Executive Officer, Juliet Grist.

Following these discussions the CEACA Executive Committee resolved as shown below:

RESOLUTION: *Moved: Raymond Griffiths Seconded: Ken Hooper*

That the CEACA Executive Committee authorise the Executive Officer to commence work on preparing an application for funding from the Communities Investment Stream of the Commonwealth Government's Building Better Regions Fund and in doing this arrange a meeting with RDA Wheatbelt to seek assistance in developing the funding application.

CARRIED

Work on preparing a funding application commenced early in the New Year with newly appointed CEACA Chair, Graham Lovelock, and the Executive Officer meeting with Juliet Grist, RDA Wheatbelt's Executive Officer on Monday 23 January 2017.

The meeting was beneficial in that it reinforced the view that CEACA should apply for funding from the Communities Investment Stream of the Commonwealth Government's BBRF.

Juliet confirmed that CEACA would be able to apply for funding from the Communities Investment Stream in its own right.

As detailed in the minutes from the CEACA Executive Committee Meeting held Thursday 15 December 2016, RDA Wheatbelt considered that a review of the aged care reform impact, particularly around the issue of portability, across the Wheatbelt would be a project it considered worthy of funding through the BBRF.

Should CEACA submit a funding application, the application will seek funding to develop a brief to allow the review to be undertaken.

On this basis the Executive Officer sought advice from suitably qualified consultants to assist CEACA in developing a brief to allow the review to be undertaken. This brief would serve as an addendum to the funding application which would be prepared by the Chair and Executive Officer.

The CEACA Executive Committee extended an invitation to management consultancy KPMG to provide a costing to develop a brief for the CEACA funding application. Prior to submitting its proposal the CEACA Chair and Executive Officer met with representatives from KPMG.

The CEACA Executive Committee held a Special Meeting on Wednesday 1 March 2017 to consider KPMG's proposal, resolving as follows:

RESOLUTION: Moved: Gary Shadbolt Seconded: Ken Hooper

That:

- 1. The CEACA Executive Committee accept KPMG's proposal to provide the CEACA with advisory assistance to prepare an addendum to support CEACA's application for funding through the Communities Investment Stream of the Commonwealth Government's Building Better Regions Fund;*
- 2. That funds to cover the costs associated with KPMG preparing an addendum to support CEACA's application for funding through the Communities Investment Stream of the Commonwealth Government's Building Better Regions Fund come from the "Business Case Consultancy" and "Funding Application" CEACA budget allocations, with each allocation meeting 50% of the fee payable to KPMG;*
- 3. The CEACA Executive Committee authorise the CEACA Chair to finalise arrangements for KPMG's engagement;*
- 4. The CEACA Executive Officer commence arrangements for the work to commence on the preparation of the addendum; and*
- 5. As a consequence of the short timeframe of the Building Better Regions Fund grant round and the resolution passed at the December meeting of the Executive Committee authorising the Executive Officer to commence work on preparing an application for funding from the Communities Investment Stream of the Commonwealth Government's Building Better Regions Fund, the CEACA Executive Officer advise all CEACA's members of the decision.*

CARRIED

Executive Officer Comment:

Advice on KPMG's appointment was made via email to all Committee Members on Thursday 2 March 2017.

A signed copy of the letter of engagement between CEACA and KPMG forms an attachment to meeting agenda.

A workshop was organised to work through the KPMG project brief. The workshop held in Northam on Monday 13 March 2017 was attended by all members of the CEACA Executive Committee. Juliet Grist, RDA Wheatbelt's Executive Officer, and Wendy Newman, CEO of the Wheatbelt Development Commission also participated in the workshop.

A copy of the Project Plan prepared ahead of the workshop forms an attachment to the meeting agenda.

A paper on the outcomes of the workshop is being prepared by KPMG and will be distributed once available.

Whilst this report will provide significant detail on the work to be undertaken by KPMG two important are highlighted within this item.

The first is around the time available to CEACA in preparing a funding application to accompany the work being undertaken by KPMG on CEACA's behalf. There was agreement that given the time required to develop the project brief there was now insufficient time to successfully complete an application before 31 March 2017.

On the advice provided by Juliet Grist to workshop participants, it appears that a further round of BBRF funding is likely during the second half of 2017.

Workshop participants also agreed that the project brief should be completed. Developing and testing the viability of a suitable service delivery model for delivering aged care services to aged residents across CEACA's (and by extension the whole Wheatbelt) was of critical importance to ensuring the residents of the CEACA ILUs are given every opportunity to more fully age in place.

As a consequence the view by those attending the workshop was that CEACA should not submit an application at this point but rather wait for a further round of BBRF to be announced and/or look for other alternative sources of grant funding.

In doing this it was considered that this would allow more time for KPMG to undertake the works outlined in the project brief (particularly as it relates to community consultation) and allow CEACA the opportunity to gather all the necessary evidence to support any application for funding.

The CEACA Chair and other Executive Committee Members may wish to provide further comment on this matter.

RECOMMENDATION:

That:

1. The Executive Officer's Report on CEACA's application for funding through the Building Better Regions Fund be noted; and
2. CEACA Councils provide timely assistance to KPMG during any work associated with the preparation of an addendum to support CEACA's application for funding through the

Communities Investment Stream of the Commonwealth Government's Building Better Regions Fund or any other source of grant funding that may become available

RESOLUTION: **Moved: Onida Truran** **Seconded: Ricky Storer**

That:

- 1. The Executive Officer's Report on CEACA's application for funding through the Building Better Regions Fund be noted; and**
- 2. CEACA Councils provide timely assistance to KPMG during any work associated with the preparation of an addendum to support CEACA's application for funding through the Communities Investment Stream of the Commonwealth Government's Building Better Regions Fund or any other source of grant funding that may become available**

CARRIED

7.7 Access Housing Australia Proposal to Provide Program Management Services

Reporting Officer: Ralton Benn, Project Manager Property Assets Access Housing Australia
Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 15 March 2017

Attachments: Housing Management Options Paper prepared by Access Housing Australia

Background:

At the CEACA Executive Committee Meeting held Thursday 15 December 2016 the CEACA Executive Committee met with representatives from Access Housing Australia (AHA) to discuss ways in which AHA could further collaborate with CEACA.

The outcome of these discussions was that AHA would prepare a paper for discussion by the CEACA Executive Committee, with a full presentation to be given to the CEACA Committee when it meets on Wednesday 22 March 2017.

Executive Officer Comment:

A copy of the options paper forms an attachment to the meeting agenda.

It should be noted that the matter of how CEACA's housing would be managed post construction was raised by Ray Hooper at the CEACA Committee Meeting held in Merredin on Wednesday 2 November 2016

The discussion paper prepared by AHA is to assist CEACA in developing a management option for its housing once constructed. The discussion paper outlines three management options.

The first option is that CEACA establish a housing company and a Community Housing Organisation, such as Access Housing, provide consulting services and assistance to CEACA to establish and operate the company. In this option CEACA has control and responsibility, carries the risk and earns the profit/loss.

Option 2 is that AHA set up a Wheatbelt Office and provide tenant and property management services to CEACA under management leases. In this option, AHA has operational control and responsibility, carries the risk and earns the profit/loss, whilst CEACA retains ownership of the assets and influences key policy settings.

Option 3 is a hybrid of Options 1 and 2, with CEACA contracting AHA to provide the management services for a fixed timeframe, with the goal to transfer responsibility to CEACA when the systems are set up and CEACA has capacity to take on the management responsibility. Depending on the agreed terms, this model is likely to present a mix of risk, responsibility and profit/loss for the two parties.

In discussing each of the three options identified by AHA the CEACA Executive Committee agreed that developing the third option, that is a hybrid of Options 1 and 2, would be the most suitable path for

CEACA to follow but that further work would be required to ensure its success. On this basis it resolved as shown below:

RESOLUTION: *Moved: Raymond Griffiths Seconded: Ken Hooper*

That Central East Aged Care Alliance Inc Executive Committee recommends to the Central East Aged Care Alliance Inc Committee that in developing a management structure for the CEACA seniors housing Option 3 as outlined in a discussion paper prepared by Access Housing Australia be adopted.

CARRIED

Garry Ellender and Kathryn Moorey from Access Housing Australia might wish to provide further comment on the options paper.

Additional Meeting Comment:

Garry Ellender thanked the Committee for the opportunity to attend the meeting.

In providing further comment on the options paper Garry Ellender noted:

- There would risks for CEACA in adopting Option 1 as it can take about 4 years for a “start up” to make a surplus as a certain level of housing stock is required to make a surplus. This arises from the fact that there many costs not considered when establishing a property management service. For CEACA to successfully establish a management arm it would need to reach a surplus very early. This was unlikely.
- Access Housing Australia (AHA) has the capacity to help CEACA in successfully managing its housing stock as it has 3,500 tenants and 2,500 properties within its management portfolio.
- In assisting CEACA via Option 3, AHA would look to employ locally with a timeframe of about 5 years before handover (if that is what CEACA decided upon).
- Any assistance provided would be based upon appropriate risk management strategies being in place for the AHA Board.

RECOMMENDATION:

That the Central East Aged Care Alliance Inc Committee in developing a management structure for the CEACA Seniors Housing Project adopt Option 3 as outlined in a discussion paper prepared by Access Housing Australia.

RESOLUTION: **Moved: Rachel Kirby Seconded: Rod Forsyth**

That the Central East Aged Care Alliance Inc Committee in developing a management structure for the CEACA Seniors Housing Project adopt Option 3 as outlined in a discussion paper prepared by Access Housing Australia.

CARRIED

7.8 Resolution of Land Tenure Issues between the Shire of Wyalkatchem and the Wyalkatchem Senior Citizens' Homes Trust (Inc) and CEACA

Author:	Ralton Benn, Project Manager Property Assets Access Housing Australia Helen Westcott, Executive Officer
Disclosure of Interest:	Nil
Date:	17 March 2017
Attachments:	Wheatbelt Development Commission Option for Wyalkatchem Land Tenure Access Housing Australia Option for Wyalkatchem Land Tenure Extract from the Minutes of the Ordinary Wyalkatchem Council Meeting held Thursday 16 March 2017

Background:

As CEACA Committee Members are aware, work on developing a resolution to the issue of land tenure between CEACA, the Shire of Wyalkatchem and the Wyalkatchem Senior Citizens' Homes Trust (Inc) (the Trust) has been underway for some time.

The Shire of Wyalkatchem prepared a proposal which was considered at the CEACA Meeting held Wednesday 2 November 2016, at which time it was resolved as shown below:

RESOLUTION: Moved: Stephen Strange Seconded: Louis Geier

- 1. That CEACA does not accept the proposal from the Shire of Wyalkatchem and the Wyalkatchem Senior Citizens Housing Trust (Inc) to form a peppercorn lease with CEACA for the purpose of locating four independent living units at Wyalkatchem.*
- 2. That CEACA advise the Shire of Wyalkatchem and the Wyalkatchem Senior Citizens Housing Trust (Inc) of its decision based upon its belief that houses should only be constructed on land that is freehold to CEACA and that the transfer of land must be equitable for Members.*
- 3. That CEACA extend an invitation to the Wyalkatchem Senior Citizens Housing Trust (Inc) to become a member of CEACA.*

CARRIED UNANIMOUSLY

Executive Officer Comment:

Since that time work has been undertaken to find a solution to the issue of land tenure to ensure an outcome in which all parties benefit.

At the request of the Shire of Wyalkatchem, Grant Arthur from the Wheatbelt Development Commission (WDC) developed a lease agreement option for consideration by the Shire of Wyalkatchem and CEACA.

The Executive Officer with Ralton Benn from Access Housing Australia (AHA) met with Grant Arthur, from WDC, prior to Christmas last year to gain an understanding of what the WDC's proposal would entail. A copy of the proposal prepared by Grant Arthur forms an attachment to the meeting agenda.

Access Housing Australian (AHA) has also prepared an option to be considered along with the WDC's proposal. The AHA proposal also forms an attachment to the meeting agenda.

Both proposals were considered by the CEACA Executive Committee when it met on Thursday 16 February 2017, with the matter being resolved as shown below:

RESOLUTION: *Moved: Raymond Griffiths Seconded: Rachel Kirby*

That Central East Aged Care Alliance Inc Executive Committee recommend to the Central East Aged Care Alliance Inc Committee that the option prepared by Access Housing Australia be adopted as the preferred means of developing a resolution to the issue of land tenure between CEACA, the Shire of Wyalkatchem and the Wyalkatchem Senior Citizens' Homes Trust (Inc).

CARRIED

The CEACA Chair and Executive Officer travelled to Wyalkatchem on Wednesday 8 March 2017 to meet with representatives from both the Shire of Wyalkatchem and the Trust to discuss the suitability of the AHA solution to resolving the land tenure issue in Wyalkatchem. Copies of both options had been provided to both the Shire and the Trust ahead of the meeting.

The meeting was a positive one.

Representatives from the Trust advised that it had met in February and had given conditional support for the AHA proposal. The Shire of Wyalkatchem advised that it would be discussing the matter at its March Ordinary Meeting of Council scheduled to be held on Thursday 16 March 2016. As with the Trust, the Shire supported the AHA solution.

The Chair may wish to provide further comment on the meeting.

In finalising this agenda item the Executive Officer received advice from the Shire of Wyalkatchem that at its Ordinary Council Meeting held Thursday 16 March 2017 that it resolved to endorse the advice of Access Housing as it relates to Option 3.

An extract from Council's Minutes on this matter forms an attachment to the meeting agenda

RECOMMENDATION:

That the Central East Aged Care Alliance Inc (CEACA) adopt the option prepared by Access Housing Australia as the preferred means of developing a resolution to the issue of land tenure between CEACA, the Shire of Wyalkatchem and the Wyalkatchem Senior Citizens' Homes Trust (Inc).

RESOLUTION: **Moved: Freda Tarr Seconded: Stephen Strange**

That the Central East Aged Care Alliance Inc (CEACA) adopt the option prepared by Access Housing Australia as the preferred means of developing a resolution to the issue of land tenure between CEACA, the Shire of Wyalkatchem and the Wyalkatchem Senior Citizens' Homes Trust (Inc).

CARRIED

7.9 Drawdown of Funds from Treasury for Stage One of the CEACA Seniors Housing Project – Requirement for a Memorandum of Understanding

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 16 March 2017

Attachments: Memorandum of Understanding between the 11 Member Councils of the Central East Aged Care Alliance Inc (CEACA)

Background:

Before the Wheatbelt Development Commission (WDC) can sign the notice of withdrawal of funds for Stage One of the CEACA Seniors Housing Project it requires CEACA to prepare and sign a Memorandum of Understanding (MoU) between its 11 Member Councils.

This requirement forms a milestone within the project's FAA (a copy of which has previously been sent to all Committee Members and Councils). An MoU is required despite all other evidence that has previously been submitted by CEACA's Member Councils, including minuted evidence of each Council's commitment to the CEACA Seniors Aged Housing Project.

Without a signed MoU funding for the site works will not be released allowing site works to progress. It also means that the Shire of Merredin and by association CEACA will potentially be in breach of the project FAA, putting the continuation of the housing project at risk.

Executive Officer Comment:

The Executive Officer has prepared a Memorandum of Understanding for signing.

Given that Member Councils have previously agreed to participate in the CEACA Aged Housing Project the Executive Officer believes that the MoU can be signed without any requirement for further decision from Member Councils. It will, however, require application of each Member Council's common seal.

If the meeting agrees with the proposed recommendation, signing of the MOU will take place following the conclusion of the CEACA Committee Meeting.

RECOMMENDATION:

That the signing of a Memorandum of Understanding (MoU) between the 11 Member Councils of CEACA to facilitate the drawdown of funds for Stage One of the CEACA Seniors Housing Project be noted.

RESOLUTION: **Moved: Ricky Storer** **Seconded: Ken Hooper**

That the signing of a Memorandum of Understanding (MoU) between the 11 Member Councils of CEACA to facilitate the drawdown of funds for Stage One of the CEACA Seniors Housing Project be noted.

CARRIED

7.10 Drawdown of Funds from Treasury for Stage Two of the CEACA Seniors Housing Project – Requirement for an Agreement between CEACA and the Shire of Merredin

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 16 March 2017

Attachments: Agreement between CEACA and the Shire of Merredin

Background:

In much the same way as the FAA for Stage One of the CEACA Seniors Housing Project requires CEACA's Member Councils to meet certain conditions, the FAA for Stage Two of the Seniors Housing Project also requires certain conditions to be met before funding will be released.

The establishment of an Agreement between CEACA and the Shire of Merredin is one of these conditions.

Other conditions, including the provision of a project management plan, have been met.

Executive Officer Comment:

The Executive Officer has prepared an Agreement for signing.

As explained in the Agreement, the purpose of the agreement is to formalise arrangements between CEACA and the Shire of Merredin in relation to the management of funding by the Shire of Merredin in respect to Stages 1 and 2 of the CEACA Seniors Housing Project.

A copy of the Agreement forms an attachment to the agenda for the meeting.

The signing of the Agreement will take place at the conclusion of the CEACA Committee Meeting.

RECOMMENDATION:

That the signing of the Agreement between the Central East Aged Care Alliance Inc (CEACA) and the Shire of Merredin be noted.

RESOLUTION: **Moved: Rod Forsyth** **Seconded: Onida Truran**

That the signing of the Agreement between the Central East Aged Care Alliance Inc (CEACA) and the Shire of Merredin be noted.

CARRIED

8. OTHER BUSINESS

Nil

9. FUTURE MEETINGS

9.1 Meetings of the CEACA Committee

Wednesday 7 June 2017 Ordinary Committee Meeting in Merredin
Wednesday 6 September 2017 Ordinary Committee Meeting in Nungarin
Wednesday 1 November 2017 AGM and an Ordinary Committee Meeting in Merredin

Note: A special meeting of the CEACA Committee will need to be called for the purpose of adopting a budget for the 2017/2018 financial year. A date has yet to be determined but the CEACA Committee will be advised as soon as practical and in accordance with the CEACA Constitution.

The Chair advised that due to a commitment in Perth he would be unable to be in Merredin before late morning on Wednesday 7 June 2017. It was agreed that the CEACA Committee would meeting at 12.00noon (with lunch available from 11.30am) on Wednesday 7 June.

9.2 Meetings of CEACA Executive Committee

Wednesday 12 April 2017
Wednesday 3 May 2017
Wednesday 5 July 2017
Thursday 3 August 2017 (an in-person meeting to be held in Perth during the Local Government Convention)
Wednesday 30 or Thursday 31 August 2017 (for the purpose of meeting with State and Federal Members of Parliament during the Dowerin Field Day)
Wednesday 27 September 2017

All meetings will be by teleconference unless determined otherwise.

10. CLOSE OF MEETING

Prior to closing the meeting at 11.50am the Chair invited the meeting's guests to provide feedback to Committee members.

Rosa Truglio, President Merrittville Retirement Village Inc, thanked the CEACA Committee for the opportunity to attend the meeting, acknowledging that the project was a great one with aged housing needed for communities across the region.

DECLARATION

These minutes were confirmed by the Central East Aged Care Alliance Inc at the meeting held Wednesday 22 March 2016

Signed _____
Person presiding at the meeting at which these minutes were confirmed

F&R.2.5 PURCHASING POLICY

Council Policy: Disclaimers (where appropriate) shall be used when providing advice or information to either the public or other statutory bodies.

Objective:

- To provide compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended in March 2007).
- To deliver a best practice approach and procedures to internal purchasing for the Local Government.
- To ensure consistency for all purchasing activities that integrates within all the Local Government operational areas.

1.1. WHY DO WE NEED A PURCHASING POLICY?

The Shire of Mt Marshall is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

- Provides the Shire of Mt Marshall with a more effective way of purchasing goods and services.
- Ensures that purchasing transactions are carried out in a fair and equitable manner.
- Strengthens integrity and confidence in the purchasing system.
- Ensures that the Shire of Mt Marshall receives value for money in its purchasing.
- Ensures that the Shire of Mt Marshall considers the environmental impact of the procurement process across the life cycle of goods and services.
- Ensures the Shire of Mt Marshall is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.
- Uphold respect from the public and industry for the Local Government's purchasing practices that withstands probity.

Operational Guidelines:

1.2. ETHICS & INTEGRITY

All officers and employees of the Local Government shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Local Government.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Local Government policies and code of conduct;
- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Local Government by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

1.3. VALUE FOR MONEY

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Local Government. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

- all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

1.4. SUSTAINABLE PROCUREMENT

Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.

Local Government is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Local Government's sustainability objectives.

Practically, sustainable procurement means the Local Government shall endeavour at all times to identify and procure products and services that:

- Have been determined as necessary;
- Demonstrate environmental best practice in energy efficiency / and or consumption which can be demonstrated through suitable rating systems and eco-labelling.
- Demonstrate environmental best practice in water efficiency.
- Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage;
- Products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste.
- For motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range;
- For new buildings and refurbishments – where available use renewable energy and technologies.

1.5. PURCHASING THRESHOLDS

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:-

Amount of Purchase	Model Policy
Up to \$10,000	Direct purchase from suppliers requiring only two verbal quotations.
\$10,001 - \$19,999	Obtain at least two verbal or written quotations if possible see Note 1
\$20,000 - \$39,999	Obtain at least three written quotations
\$40,000 - \$149,999	Obtain at least three written quotations containing price and specification of goods and services (with

	procurement decision based on all value for money considerations). See Note 1
\$150,000 and above	Conduct a public tender process.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$150,000 threshold (excluding GST). If a decision is made to seek public tenders for Contracts of less than \$150,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

Note:1 If it is not possible to get the required number of written quotations, a supplier's written "decline to quote" will be sufficient.

1.5.1. Up to \$10,000

Where the value of procurement of goods or services does not exceed \$10,000, purchase on the basis of at least two verbal quotations is permitted. However it is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.

This purchasing method is suitable where the purchase is relatively small and low risk.

Record keeping requirements must be maintained in accordance with record keeping policies. The Local Government Purchasing and Tender Guide contains a sample form for recording verbal quotations.

1.5.2. \$10,001 to \$19,999

This category is for the procurement of goods or services where the value of such procurement ranges between \$1,001 and \$19,999. At least written quotations (or a combination of both) are required. Where this is not practical, e.g. due to limited suppliers, it must be noted through records relating to the process.

The general principles for obtaining verbal quotations are:

- Ensure that the requirement / specification is clearly understood by the Local Government employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Read back the details to the Supplier contact person to confirm their accuracy.
- Written notes detailing each verbal quotation must be recorded.

Record keeping requirements must be maintained in accordance with record keeping policies. The Local Government Purchasing and Tender Guide contains sample forms for recording verbal and written quotations.

1.5.3. \$20,000 to \$39,999

For the procurement of goods or services where the value exceeds \$20,000 but is less than \$39,999, it is required to obtain at least three written quotes (commonly a sufficient number of quotes would be sought according to the type and nature of purchase).

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

NOTES: The general principles relating to written quotations are;

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- The request for written quotation should include as a minimum:
 - Written Specification
 - Selection Criteria to be applied
 - Price Schedule
 - Conditions of responding
 - Validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

The Local Government Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance.

1.5.4. \$40,000 to \$149,999

For the procurement of goods or services where the value exceeds \$40,000 but is less than \$149,999, it is required to obtain at least three written quotations containing price and a sufficient amount of information relating to the specification of goods and services being purchased.

The Local Government Purchasing and Tender Guide has a series of forms including a Request for Quotation Template which can assist with recording details. Record keeping requirements must be maintained in accordance with record keeping policies.

For this procurement range, the selection should not be based on price alone, and it is strongly recommended to consider some of the

qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.

1.6. REGULATORY COMPLIANCE

1.6.1. Tender Exemption

In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure):

- An emergency situation as defined by the Local Government Act 1995;
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;
- The purchase is under auction which has been authorised by Council;
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.

1.6.2. Sole Source of Supply (Monopoly Suppliers)

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

Note: The application of provision "sole source of supply" should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

1.6.3. Anti-Avoidance

The Local Government shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$150,000, thereby avoiding the need to publicly tender.

1.6.4. Tender Criteria

The Local Government shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

The evaluation panel shall be established prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase.

For Requests with a total estimated (Ex GST) price of:

- Between \$40,000 and \$149,999, the panel must contain a minimum of 2 members; and
- \$150,000 and above, the panel must contain a minimum of 3 members.

1.6.5. Advertising Tenders

Tenders are to be advertised in a state wide publication e.g. “The West Australian” newspaper, Local Government Tenders section, preferably on a Wednesday or Saturday.

The tender must remain open for at least 14 days after the date the tender is advertised. Care must be taken to ensure that 14 full days are provided as a minimum.

The notice must include;

- a brief description of the goods or services required;
- information as to where and how tenders may be submitted;
- the date and time after which tenders cannot be submitted; and
- particulars identifying a person from whom more detailed information as to tendering may be obtained.

A reference to detailed information includes a reference to:

- such information as the local government decides should be disclosed to those interested in submitting a tender;
- detailed specifications of the goods or services required;
- the criteria for deciding which tender should be accepted;
- whether or not the local government has decided to submit a tender; and
- whether or not the CEO has decided to allow tenders to be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted,
- After a notice has been given under subregulation (1) or (2), a local government may vary the information referred to in subregulation (3) by taking reasonable steps to give each person who has sought copies of the tender documents or each acceptable tenderer, as the case may be, notice of the variation.

1.6.6. Issuing Tender Documentation

Tenders will not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation.

This is essential as if clarifications, addendums or further communication is required prior to the close of tenders, all potential tenderers must have equal access to this information in order for the Local Government not to compromise its Duty to be Fair.

1.6.7. Tender Deadline

A tender that is not received in full in the required format by the advertised Tender Deadline shall be rejected.

1.6.8. Opening of Tenders

No tenders are to be removed from the tender box, or opened (read or evaluated) prior to the Tender Deadline.

Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably at least one other Council Officer. The details of all tenders received and opened shall be recorded in the Tenders Register.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as commercial-in-confidence to the Local Government. Members of the public are entitled to be present.

The Tenderer's Offer form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two Local Government Officers present at the opening of tenders.

1.6.9. No Tenders Received

Where the Local Government has invited tenders, however no compliant submissions have been received, direct purchases can be arranged on the basis of the following:

- a sufficient number of quotations are obtained;
- the process follows the guidelines for seeking quotations between \$40,000 & \$149,999 (listed above);
- the specification for goods and/or services remains unchanged;
- purchasing is arranged within 6 months of the closing date of the lapsed tender.

1.6.10. Tender Evaluation

Tenders that have not been rejected shall be assessed by the Local Government by means of a written evaluation against the pre-determined criteria. The tender evaluation panel shall assess each

tender that has not been rejected to determine which tender is most advantageous.

1.6.11. Addendum to Tender

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Local Government may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

1.6.12. Minor Variation

If after the tender has been publicly advertised and a successful tenderer has been chosen but before the Local Government and tenderer have entered into a Contract, a minor variation may be made by the Local Government.

A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

1.6.13. Notification of Outcome

Each tenderer shall be notified of the outcome of the tender following Council resolution. Notification shall include:

- The name of the successful tenderer
- The total value of consideration of the winning offer

The details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the tender process.

1.6.14. Records Management

All records associated with the tender process or a direct purchase process must be recorded and retained. For a tender process this includes:

- Tender documentation;
- Internal documentation;
- Evaluation documentation;
- Enquiry and response documentation;
- Notification and award documentation.

For a direct purchasing process this includes:

- Quotation documentation;
- Internal documentation;
- Order forms and requisitions.

Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Local Government's internal records management policy.

Date Resolved:

Amendment:

John,

Thank you for considering the AA Dams put forward to the Shire. I have provided answers to your questions below.

Im summary, the dams and their catchments are being offered "as-is", although limited funding support may be available from Water Corporation.

The Department of Water has more significant funding available through their "Watering WA" program.

Kind Regards

David Morgan

Senior Project Planner
Procurement & Property
Water Corporation
T: (08) 9420 2640

From: John Nuttall [<mailto:ceo@mtmarshall.wa.gov.au>]

Sent: Tuesday, 28 March 2017 11:20 AM

To: David Morgan

Subject: FW: AA Dams - Water Corp Contact

Hi David,

Further to my email below, the matter was put to Council last week.

Council indicated that they are interested in taking on several of the dams, however have put the matter off until next month for me to find out some further financial information.

Are you able to indicate any of the following please:

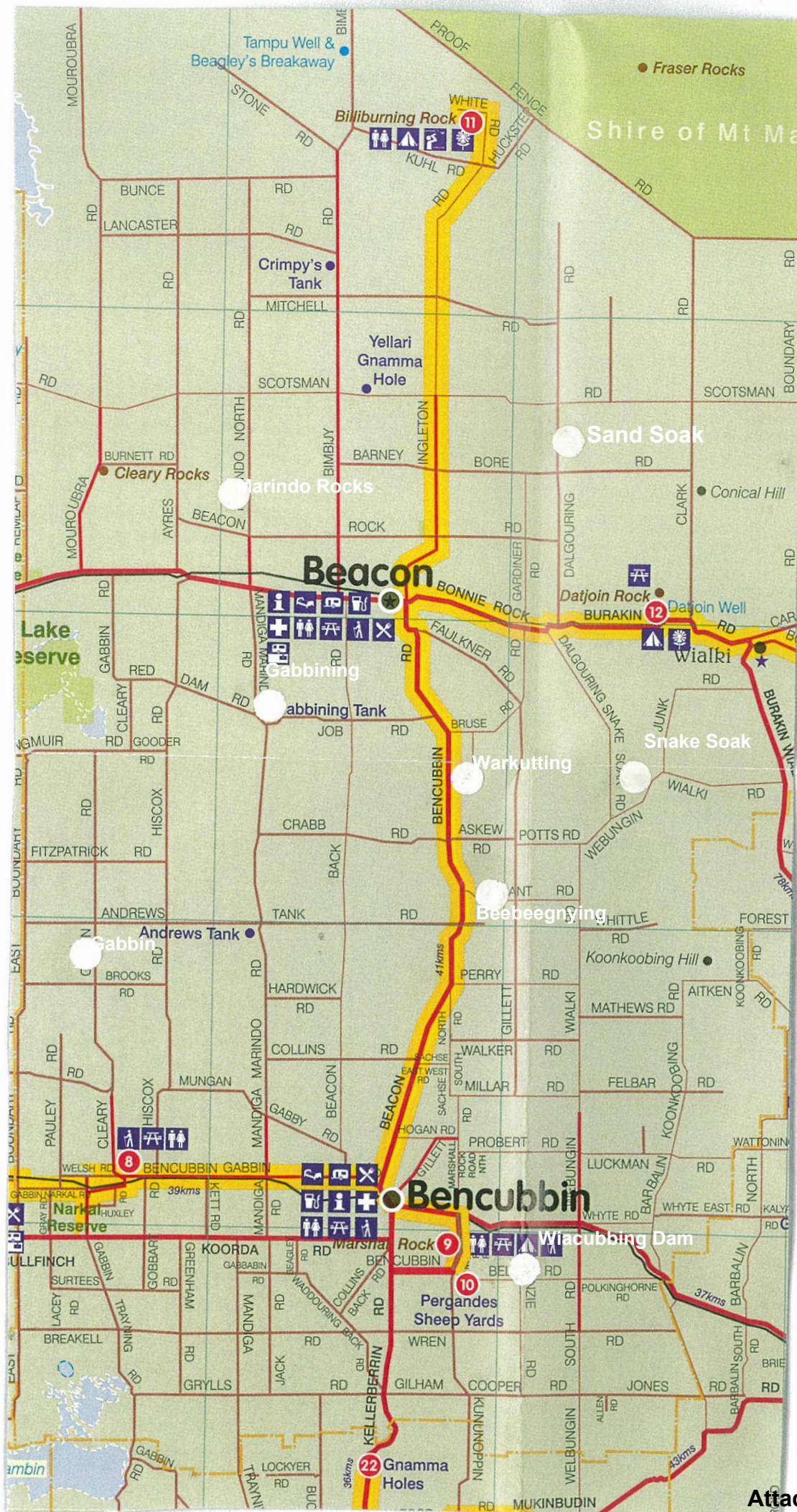
1. How much each dam may cost to repair (perhaps from previous works?).
Water Corp does not have any information regarding repair costs for each dam. The Shire is probably in the best position to assess what work is required (as they have visited most recently).
2. Are Water Corp intending to do any work to the dams prior to hand-over?
The dams are being transferred in their current state. No capital works are programmed for the list of dams provided to the Shire.
3. If not would there be any finance available for us to undertake necessary repair?
Water Corp is able to make a modest amount available for each dam to carry out essential maintenance works (ie. fencing, signage, access improvement etc). More significant funding can be sourced from the Department of Waters 'Watering WA' grants scheme. I would suggest that the Shire indicate what works are required and provide an estimate of those works for each dam. Water Corporation can then advise what funding is available.
4. Do you have any figures of annual maintenance costs for these dams over the years?
As these dams are not part of the potable water supply network, annual maintenance costs are nominal. Annual inspections are the biggest cost currently incurred by Water Corp.
5. What will happen to any that Council do not take?

As a courtesy, Water Corp is offering the Shire "First Right of Refusal". Any dam not accepted by the Shire is likely to be offered to adjoining owners for purchase.

Many thanks for any help you can provide on these matters. As noted above Council are interested, but are looking currently at asset maintenance across the board so require further information prior to a final decision.

Best regards,

John



Water Corporation AA Dams Available for Transfer to the Shire of Mt Marshall

Preliminary Report

December 2016



Dylan Copeland

NRM CONSULTANT
nrm@icloud.com
0488 471 727

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BACKGROUND

The Water Corporation first approached the Shire of Mt Marshall to gauge their interest in taking over eight AA Dams in May 2015. The approach was made by David Morgan, Water Corporation Senior Property Planner, Procurement and Property Branch (08 9420 2640). At the time, the Shire was very interested in taking on the Beacon Rock tank and catchment, however this was not on the “Available for transfer” list.

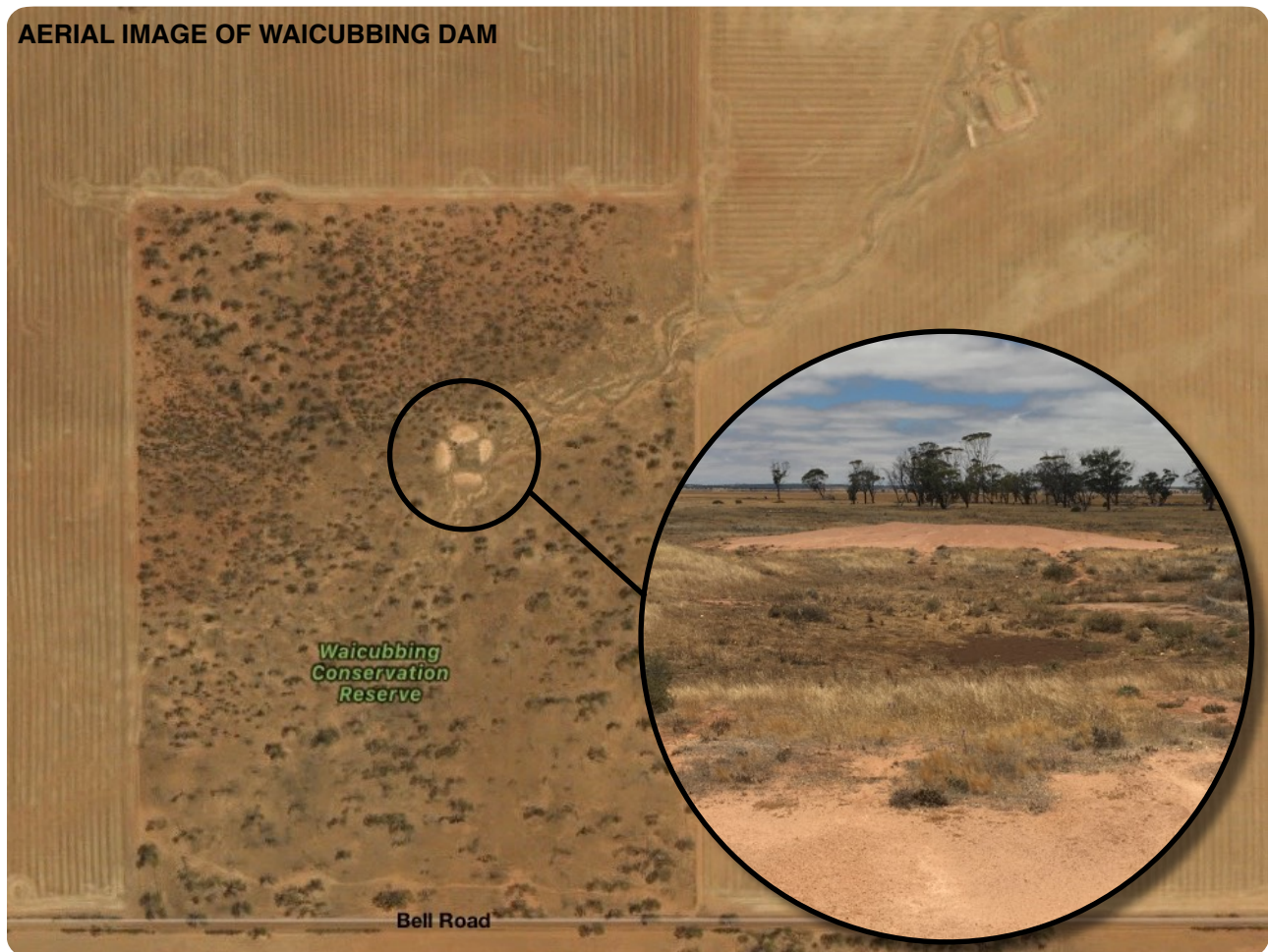
David Morgan has recently contacted Stephen Tindale, Acting CEO. At Mr Tindale’s request I conducted site visits to the eight AA dams that are available for transfer and completed a preliminary visual inspection. This report contains details of these inspections.

AA Dam Name	Address	GPS Coordinates	Availability
AA Dam No 069 Wiacubbing	Reserve 12689 Bell Road, Welbungin	-30.851420 117.961466	Available for Transfer
AA Dam No 412 Gabbin	Reserve 19373 Gabbin Road, Gabbin	-30.660753 117.652792	Available for Transfer
AA Dam No 434 Warkutting	Reserve 20303 Beacon-Bencubbin Road, Beacon	-30.557578 117.908252	Available for Transfer
AA Dam No 441 Sand Soak	Reserve 17924 Dalgouring Road, Wialki	-30.349733 117.985155	Available for Transfer
AA Dam No 456 Gabbining	Reserve 14744 Job Road, Beacon	-30.525034 117.778630	Available for Transfer
AA Dam No 457 Marindo Rocks	Reserve 21417 Marindo North Road, Cleary	-30.399970 117.758477	Available for Transfer
AA Dam No 461 Snake Soak	Reserve 17927 Welbungin-Wialki Road, Wialki	-30.575741 118.030852	Available for Transfer
AA Dam No 469 Beebeegnying	Reserve 21681 Grant Road, Bencubbin	-30.629343 117.927841	Available for Transfer (Subject to protection of other infrastructure within Res)

LIST OF AA DAMS (TABLE)

All of the dams in this report require some maintenance and some safety enhancements. There may be funding available from either Water Corporation or Department of Water for the requisite works, depending on a range of factors.

WACUBBING DAM



As can be seen in the above image, Waicubbing Dam is an actual dam instead of a tank. The dam itself is more interesting for its historical value rather than any potential as a water source. The fashion in which it is situated in the landscape means that its catchment area is small and will probably only harvest stormwater when the dam located ~900 metres to the north-east is full.

NAME	Waicubbing Dam
TYPE	Dam
LOCATION NUMBER	Avon Loc 14805 / R 12689
SAFETY ISSUES	<ul style="list-style-type: none">• Nil
MAINTENANCE ISSUES	<ul style="list-style-type: none">• The collection pathways are overgrown with weeds.• No fence on north or west sides. North side was historically fenced but it lack of strainers make it seem as though the west side was never fenced.
GENERAL COMMENTS	Given that the area is already for “Conservation” if the Shire were to take on the site there might be some management activities that would enable the Shire to use the site as an offset for any future clearing permits.

Water source potential: **VERY LOW**

GABBIN



Gabbin Dam is a relatively small tank. The water collection pathways are ill-defined and overgrown. As can be seen in the aerial image, it appears as though much of the harvested stormwater makes its way around the tank and into the dam ~160m to the north.

NAME	Gabbin Dam
TYPE	Tank
STORAGE CAPACITY	850 kL (estimated)
EFFECTIVE CATCHMENT AREA	0.5 hectares (approximate)
LOCATION NUMBER	Ninghan Loc 02372 / R 19373
SAFETY ISSUES	<ul style="list-style-type: none"> Roof is coming adrift
MAINTENANCE ISSUES	<ul style="list-style-type: none"> The collection pathways are overgrown with weeds. No visible leaks
GENERAL COMMENTS	Given the small size of the tank and its catchment area, its location, and the safety and maintenance issues it may not be a viable water source.

Water source potential: **LOW**

WARKUTTING



Warkutting is quite central. Aside from the roof, it does not appear as though it would need much work to bring it up to standard. The access tracks would require a little attention to be suitable for larger vehicles.

NAME	Warkutting Dam
TYPE	Tank
STORAGE CAPACITY	1, 178 kL (estimated)
EFFECTIVE CATCHMENT AREA	1.5 hectares (approximate)
LOCATION NUMBER	R 20303
SAFETY ISSUES	<ul style="list-style-type: none">• Roof damage• Fence requires attention
MAINTENANCE ISSUES	<ul style="list-style-type: none">• Despite being virtually full, water was not available at the outlet.• Visual evidence of some leaks• Catchment wall overgrown with weeds in places• Ladder is locked, but no cage
GENERAL COMMENTS	Sump and inlet seem sound. The tank is a decent size and is relatively accessible.

Water source potential: **MEDIUM**

GABBINING



Gabbining Dam is one of the two dams under consideration in this report that has had its roof replaced, which greatly enhances the attractiveness of the site. It is also has the largest tank and catchment area of the sites that were inspected.

NAME	Gabbining Dam
TYPE	Tank
STORAGE CAPACITY	2, 640 kL (estimated)
EFFECTIVE CATCHMENT AREA	3.6 hectares (approximate)
LOCATION NUMBER	R 14744
SAFETY ISSUES	<ul style="list-style-type: none">• Two ladders and neither have cages nor are lockable
MAINTENANCE ISSUES	<ul style="list-style-type: none">• Visual evidence of many leaks, although the tank was full at inspection• Roof appears sound• Fence requires some maintenance
GENERAL COMMENTS	Sump and inlet seem sound. The tank is the largest on under consideration in this report and is relatively accessible.

Water source potential: **VERY HIGH**

MARINDO ROCKS (CHRISTIE'S TANK)



The tank seems to have had its roof replaced. It also does not have an obvious leaks from the tank, although there is one in the inlet pipe. The tank was approximately 75% full at time of inspection.

NAME	Marindo Rocks (Christie's Tank)
TYPE	Tank
STORAGE CAPACITY	1, 140 kL (estimated)
EFFECTIVE CATCHMENT AREA	1.5 hectares (approximate)
LOCATION NUMBER	Ninghan Loc 03742 / R 21417
SAFETY ISSUES	<ul style="list-style-type: none">• No cage on ladder
MAINTENANCE ISSUES	<ul style="list-style-type: none">• Inlet pipe has a leak• No obvious leaks from the tank itself• Inlet sump seems sound• Fence seems sound• Access to the gate is blocked by vegetation
GENERAL COMMENTS	Along with Gabbining, this is the other tank that appears to have had its roof replaced.

Water source potential: **HIGH**

SNAKE SOAK



This tank holds water and comes with a serviceable outlet, including a standpipe. However, it is made less attractive by its relatively small tank and catchment size. The corrugated iron roof is all but gone and the timber frame is collapsing.

NAME	Snake Soak
TYPE	Tank
STORAGE CAPACITY	1, 178 kL (estimated)
EFFECTIVE CATCHMENT AREA	1.3 hectares (approximate)
LOCATION NUMBER	R 17927
SAFETY ISSUES	<ul style="list-style-type: none">• Roof corrugated iron virtually gone• Timber frame collapsing into tank• Two ladders, neither have cages or are lockable
MAINTENANCE ISSUES	<ul style="list-style-type: none">• Some minor leaks• Catchment wall seems sound• Sump and inlet pipe seem sound• Outlet and standpipe are operational
GENERAL COMMENTS	The roof on this tank is the one in worst condition. Despite having some leaks, the tank was virtually full at time of inspection.

Water source potential: **LOW**

BEEBEEGNYING



As with most of these tanks, the roof is in a state of disrepair. The tank itself is slightly bigger than most of the others in this report. Its catchment area is also slightly bigger, as well as looking nice and clear from a desktop survey. The rock had no obvious access tracks so an on-the-ground inspection was not possible. However, the tank was virtually full, so that would indicate that the catchment area is functional.

NAME	Beebeegnying Dam
TYPE	Tank
STORAGE CAPACITY	1, 360 kL (estimated)
EFFECTIVE CATCHMENT AREA	1.8 hectares (approximate)
LOCATION NUMBER	R 21681
SAFETY ISSUES	<ul style="list-style-type: none">• Roof damage• No cage on ladder
MAINTENANCE ISSUES	<ul style="list-style-type: none">• Some minor leaks
GENERAL COMMENTS	The catchment area is on the opposite side of the road from the tank with no obvious access. The tank was full at time of inspection.

Water source potential: **MEDIUM**

SAND SOAK



This dam has a nice character with the way it is built into the granite outcrop. However, it is not particularly accessible to large vehicles. Without being to observe the level of the dam floor it is difficult to discern how much water it can hold. Given its location and relatively small size it is probably not a convenient water source. Also, the fence requires attention and given that it is only 1.2m high in parts, would probably require replacement with a 1.8m high fence.

NAME	Sand Soak Dam
TYPE	Granite dam
STORAGE CAPACITY	600 kL (difficult to estimate due to its shape)
EFFECTIVE CATCHMENT AREA	1.5 hectares (approximate)
LOCATION NUMBER	Ninghan Loc 04303 / R 17924 are the numbers of the reserve though the actual dam is at Ninghan Loc 03045
SAFETY ISSUES	<ul style="list-style-type: none">Fence requires maintenance
MAINTENANCE ISSUES	<ul style="list-style-type: none">Some leaks in dam wall
GENERAL COMMENTS	The area is not particularly accessible to larger vehicles.

Water source potential: **LOW**



North Eastern Wheatbelt Regional Organisation of Councils

Koorda | Mt Marshall | Mukinbudin | Nungarin | Trayning | Wyalkatchem

Council Meeting

Thursday 9 March 2017

Meeting held at the Trayning Sports Club,
Sutherland Street, TRAYNING

MINUTES

NEWROC Vision Statement

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

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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"> WDC attendance to respond to NEWROC project priorities Submit priority projects to WDC, Regional Development and WA Planning 	Executive
April	<ul style="list-style-type: none"> NEWROC Budget Preparation Review NEWTRAVEL Tourism Officer Contract - expires June 2017 	Council
May	<ul style="list-style-type: none"> NEWROC Draft Budget Presented NEWROC Executive Officer Contract/Hourly Rate Review (current contract expires June 2019) 	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		Council
November	<ul style="list-style-type: none"> NEWROC Induction of new Council representatives (every other year) NEWROC CEO and President Handover Review NEWROC MoU (every other year) 	Executive
December	<ul style="list-style-type: none"> NEWROC Annual Dinner 	Council

ONGOING ACTIVITIES

Compliance

Media Releases

NEWROC CEO Rotation

Shire of Mt Marshall

Shire of Nungarin (2015-2017)

Shire of Wyalkatchem

Shire of Koorda

Shire of Mukinbudin

Shire of Trayning

NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Ordinary Meeting of Council held at the Trayning Sports Club, Sutherland Street, Trayning, on
Thursday 9 March 2017 commencing at 10am.

AGENDA

1. OPENING AND ANNOUNCEMENTS

The Chair, Cr O'Connell declared the meeting open at 10:00am and welcomed delegates to the meeting.

2. RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1. Attendance

Elected Members

Cr Eileen O'Connell	Delegate	NEWROC Chair, Shire of Nungarin
Cr Beverley Palmer		Councillor, Shire of Nungarin
Cr Tony Clarke	Delegate	Councillor, Shire of Koorda
Cr Gary Shadbolt	Delegate	President, Shire of Mukinbudin
Cr Rachel Kirby	Delegate	President, Shire of Mt Marshall
Cr Freda Tarr	Delegate	President, Shire of Trayning
Cr Quentin Davies	Delegate	President, Shire of Wyalkatchem

Chief Executive Officers

David Burton	Director Community Development and Regulatory Services, Shire of Koorda
Dirk Sellenger	Director, Transport and Infrastructure, Shire of Mukinbudin
Bill Fensome	Director Corporate Services, Shire of Nungarin
Ian McCabe	Director Emergency Management and Health, Shire of Wyalkatchem
John Nuttall	Director Economic Development and Tourism, Shire of Mt Marshall

Officers

Caroline Robinson	NEWROC Executive Officer
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Guests

John Lane	WALGA
Tony Brown	WALGA
Graham Cooper	Chair, RDA Wheatbelt
Sheryl Siekierka	Department of Local Government and Communities
Steve Elliot	Department of Local Government and Communities

2.2. Apologies

Cr Ricky Storer	Delegate	President, Shire of Koorda
Graham Merrick		Director Environment, Shire of Trayning

3. Presentations

3.1. RDA Wheatbelt

A summary of the presentation by Graham Cooper, Chair RDA Wheatbelt:

- 🌾 One of 55 Regional Development Australia organisations across Australia
- 🌾 Federal agency with three staff including a research officer, seven Board members
- 🌾 RDA Wheatbelt has been assisting organisations wishing to apply for the Building Better Regions Fund, in particular to help them determine the economic impact of their proposed project and apply for these funds (to date 14 successful applications of a total of \$14m invested into the Wheatbelt), sometimes a staged approach works well, needs to be well planned and costed
- 🌾 Role is to also promote Federal Programs e.g. NBN and be the go to agency for Federal issues
- 🌾 Challenge is working collectively across the Wheatbelt and working on regional solutions with local outcomes
- 🌾 Key issues/challenges RDA Wheatbelt is looking at: Transport (planning for commodity routes e.g. lime, grain freight etc) and working with Federal and State on a solution
- 🌾 Board's role is to make the Wheatbelt relevant so there are opportunities coming to the communities

ACTION:

NEWROC Executive Officer to forward to the RDA Wheatbelt Executive Officer the top priorities for the group.

3.2. Department of Local Government and Communities – 11am

Presentation by the Department and powerpoint included in attachments.

4. Minutes of Meetings

4.1. Minutes of Ordinary Meetings

4.1.1. Minutes of Ordinary Meeting of NEWROC Council – 13 December 2016

Minutes of the meeting held 13 December 2016 have previously been circulated.

REOSOLUTION:

That the Minutes of the NEWROC Meeting of Council held on 13 December 2016 be confirmed as a true and correct record of proceedings.

Moved Cr Tarr

Seconded Cr Kirby

Carried 6/0

4.1.2. Business Arising from NEWROC Council meeting

4.1.2.1. NEWROC Delegations Policy

At the NEWROC Council meeting members requested a delegations policy be drafted.

It is included in the Attachments as #1

RESOLUTION:


The NEWROC Delegations Policy be endorsed with regular presentation.

Moved Cr Tarr

Seconded Cr Davies

Carried 6/0

Discussion:

-  Register of delegations to be presented regularly at meetings and highlighting changes for members.

4.1.2.2. Community Event Planning

The following action was requested at the December Council meeting:

ACTION:

Executive Officer to map the planned key events and activities occurring in the NEWROC in 2017 with a view to coordinating a NEWROC Calendar of Events.

Following consultation with CRC's, Shires and NEWTravel the following information is provided:

- 🌟 CRC's cross promote at every opportunity, so too Shires (when they are aware of it)
- 🌟 The Wheatbelt Way website tries to list all tourism and community events (so too Facebook page) - <http://www.wheatbeltway.com.au/events/>
- 🌟 The Central Wheatbelt Visitor Centre lists all events in the area, when they are aware of it

In regards to coordinating events to assist with volunteer capacity, all year round activities etc, the NEWROC EO will work with the Shire CDO's, CRC's and NEWTravel to address this when the website is live.

RESOLUTION

Information is received.

Moved Cr Davies

Seconded Cr Kirby

Carried 6/0

Discussion:

- 🌟 Provide feedback regarding the events listing on the Wheatbelt Way website - needs refinement.

4.2. Minutes of Executive Committee Meetings

4.2.1. NEWROC Executive Committee Meeting – 7 February 2017
--

Minutes of the NEWROC Executive Committee Meeting held on 7 February 2017 have been circulated.

RESOLUTION:

That the Minutes of the NEWROC Executive Committee Meeting held on 7 February 2017, be received.
--

Moved Cr Shadbolt

Seconded Cr Tarr

Carried 6/0

4.2.2. Business Arising from the NEWROC Executive Meeting
--

Nil

5. FINANCIAL MATTERS**5.1. List of Income and Expenditure**

PORTFOLIO: Corporate Capacity
FILE REFERENCE: 42-2 Finance Audit and Compliance
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 2 March 2017
ATTACHMENT NUMBER: Nil
CONSULTATION: Nil
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENTS

The below list outlines the income and expenditure from 1 January 2017 to 28 February 2017

Account Transactions

North Eastern Wheatbelt Regional Organisation of Councils
For the period 1 January 2017 to 28 February 2017

Date	Description	Reference	Credit	Debit	Gross
NEWROC Funds #5557					
Opening Balance			130,333.71	0.00	0.00
01 Jan 2017	Bendigo Bank	Interest Received	16.47	0.00	16.47
03 Jan 2017	Payment: Digit Books Pty Ltd	INV-6888	0.00	50.00	(50.00)
05 Jan 2017	Payment: Merkin Book Club	Annual Literary Lunch	0.00	600.00	(600.00)
05 Jan 2017	Payment: Byfields	Inv #462944 Accountancy	0.00	27.50	(27.50)
05 Jan 2017	Payment: Solum Wheatbelt Business Solutions	Solum Inv #233	0.00	3,516.35	(3,516.35)
05 Jan 2017	Payment: RDA Wheatbelt	Inv#22112 BCA Workshop	0.00	550.00	(550.00)
05 Jan 2017	Payment: Solum	Solum Inv #234	0.00	3,231.60	(3,231.60)
05 Jan 2017	Payment: Heartlands	HWA Website & Database Deposit	0.00	1,356.75	(1,356.75)
05 Jan 2017	Payment: Vernon Contracting	Tourism Officer Inv #981	0.00	2,751.78	(2,751.78)
01 Feb 2017	Bendigo Bank	Interest Received	15.27	0.00	15.27
01 Feb 2017	Bendigo Bank	Transaction Fees	0.00	2.80	(2.80)
01 Feb 2017	Payment: Digit Books Pty Ltd	Xero Monthly Subscription	0.00	50.00	(50.00)
27 Feb 2017	Payment: The Woolshed Nungarin	Woolshed Christmas Function	0.00	473.00	(473.00)
27 Feb 2017	Payment: Grants Empire	BBRF Application 1 st Instalment	0.00	2,310.00	(2,310.00)
27 Feb 2017	Payment: Solum	Solum EO Services	0.00	2,695.60	(2,695.60)
27 Feb 2017	Payment: NEWTRAVEL INC	NEWTRAVEL	0.00	4,668.80	(4,668.80)
27 Feb 2017	Payment: NEWTRAVEL INC	NEWTRAVEL	0.00	10,000.00	(10,000.00)
27 Feb 2017	Payment: Solum Wheatbelt Business Solutions	Solum Inv #236	0.00	2,955.60	(2,955.60)
27 Feb 2017	Payment: Vernon Contracting	Vernon Contracting	0.00	1,210.00	(1,210.00)
Total NEWROC Funds #5557			31.74	36,449.78	(36,418.04)
Closing Balance			93,915.67	0.00	0.00
Total			31.74	36,449.78	(36,418.04)

Profit and Loss Report to the 28 February 2017.

Profit & Loss		
Cash Basis		
	Feb-17	YTD
Income		
Interest Received	\$15.27	\$4,157.31
Subscriptions Received	\$0.00	\$94,704.56
Total Income	\$15.27	\$98,861.87
Gross Profit	\$15.27	\$98,861.87
Less Operating Expenses		
Accounting/Audit fees	\$45.45	\$918.15
Bank charges	\$2.80	\$62.30
Catering	\$0.00	\$1,882.36
Consultancy Fees	\$2,100.00	\$2,100.00
Event / Ceremony Expenses	\$0.00	\$289.46
Executive Officer Contract Services	\$5,391.20	\$21,074.70
Office Expenses	\$0.00	\$1,272.73
Seminars/Conferences	\$0.00	\$500.00
Subscriptions Distributed	\$430.00	\$1,030.00
Tourism Officer Contract Services	\$1,100.00	\$8,764.73
Travel Executive Officer	\$260.00	\$2,369.11
Travel Tourism Officer	\$0.00	\$1,236.20
WBW Signage	\$14,668.80	\$14,668.80
Website and Database	\$0.00	\$1,233.41
Total Operating Expenses	\$23,998.25	\$57,401.95
Net Profit	-\$23,982.98	\$41,459.92

RESOLUTION:

That the income and expenditure and the profit and loss report from 1 February 2017 to 28 February 2017, as listed, be endorsed.

Moved Cr Kirby

Seconded Cr Tarr

Carried 6/0

5.2. Balance Sheet

PORTFOLIO: Corporate Capacity
FILE REFERENCE: 42-2 Finance Audit and Compliance
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 2 March 2017
ATTACHMENT NUMBER: Nil
CONSULTATION: Nil
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT:

Balance Sheet as at 28 February 2017.

Balance Sheet	
NEWROC	
	28 Feb 2017
Assets	
Bank	
NEWROC Funds #5557	\$93,915.67
NEWROC Investment Account#6026	\$314,127.01
Total Bank	\$408,042.68
Current Assets	
Community Safety & Crime Prevention	-\$801.00
Executive Officer	-\$59,080.25
General Purpose	-\$167,256.76
Governance / General Administration	-\$1,787.80
Grant Funding	-\$19,240.00
Joint Planning Project	-\$7,629.86
Medical Enhancement Fund	-\$38,317.36
Monies allocated to projects	\$60,467.29
Natural Resource Management	-\$8,982.76
NEWROC Promotion (853)	-\$4,779.09
NEWTRAVEL Tourism Officer	-\$3,998.74
Sundry Debtors Control	\$48,164.00
Wheatbelt Way	-\$24,447.51
Total Current Assets	-\$227,689.84
Total Assets	\$180,352.84
Liabilities	
Current Liabilities	
Gst Payable	\$10,575.11
Rounding	-\$0.02
Sundry Creditors Control	\$8,379.25
Total Current Liabilities	\$18,954.34
Total Liabilities	\$18,954.34
Net Assets	\$161,398.50
Equity	
Current Year Earnings	\$77,486.54
Retained Earnings	\$83,911.96
Total Equity	\$161,398.50

Notes:

Monies allocated to projects line item. - This is the contra account to the projects - allows the splitting of money to projects without the need for each to have a bank account. To simplify the reading of the balance sheet report the 'Monies allocated to projects' line has been hidden. This does not affect the calculations within the balance sheet.

Project Comments

Medical Enhancement Fund – Current Scholar Tony Hu.

It was agreed member Shires will make a contribution to the 16/17 budget for the scholarship of Tony Hu. Funds contributed by KTY, MM, MBL and NA for the purpose of funding the Kununoppin Medical Scholarship. Notre Dame has been advised that the Scholarship will not be offered at this stage.

Community Safety and Crime Prevention

Balance of fund remaining. No project allocated for this funding.

Joint Planning - No project has been identified.

NEWROC Promotion – Website and Database Interface design has commenced.

Tourism Officer - Employment of Linda Vernon. Contract expires 30 June 2017.

Wheatbelt Way

Wheatbelt Way Shire's are able to apply to NEWTRAVEL to upgrade or replace signage for the Wheatbelt Way sites only, these request must go to a NEWTRAVEL.

RESOLUTION:

That the Balance Sheet for the period ending 28 February 2017 be endorsed.

Moved Cr Shadbolt

Seconded Cr Davies

Carried 6/0

5.3. NEWROC Audit 2015/16

PORTFOLIO:	Corporate Capacity
FILE REFERENCE:	42-2 Finance Audit and Compliance
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	2 March 2017
ATTACHMENT NUMBER:	#2 NEWROC Audit
CONSULTATION:	Michael St John – Auditor Bill Fensome
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

The NEWROC Audit 2015/16 has been completed by Anderson Munro & Wyllie. The Audit is attached.

No adverse findings or recommendations were made by the Auditor.

RESOLUTION

The 2015/16 NEWROC Audit is adopted.

Moved Cr Kirby

Seconded Cr Shadbolt

Carried 6/0

6. MATTERS FOR CONSIDERATION

6.1. NEWROC Strategic Projects

PORTFOLIO:	Corporate Capacity
FILE REFERENCE:	041-5 Strategic and Future Planning
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	2 March 2017
ATTACHMENT NUMBER:	#3 - NEWROC Strategic Summary #4 - Email from Ray Davy #5 - Shire of Mukinbudin Memo's
CONSULTATION:	Nil
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

BACKGROUND

In early 2016, members held a strategic planning workshop and what resulted was a strategic plan which was aligned with the Regional Competitiveness Index and member strategic plans (see attachment 2)

COMMENT

At the December 2016 Council meeting, members discussed Federal and State government funding opportunities and the need to be "shovel ready" to capture these opportunities. Additionally, members discussed common projects and the future regional subsidiary legislation. It was agreed that the strategic plan be reviewed in February 2017 and a detailed action plan to be attached to a number of the strategic priorities so that they were "shovel ready"

A number of activities have occurred since the December 2016 meeting:

- 👉 In early January, the Department of Local Government released a Ministerial Guideline <https://dlgc.wa.gov.au/Publications/Pages/Ministerial-Circular-01-2017.aspx>
- 👉 An email was received from Ray Davy, who has previously presented at NEWROC regarding the regional subsidiary legislation and Innovation Central Midlands (see attachment 4)
- 👉 Two memo's were received from the Shire of Mukinbudin Acting CEO, Ray Hooper regarding regionalism and shared service and project opportunities
- 👉 An email was sent out to all CEO's in December requesting feedback on IT infrastructure and plans in light of some group purchasing power, to date the Shire of Mt Marshall has responded

The following recommendation was provided to CEO's at the February Executive meeting:

OFFICER RECOMMENDATION:

Members discuss the above information and attachments with a view to providing direction on:

1. The future engagement of Ray Davy to research alternative governance models for the NEWROC
2. If Ray Davy was to be engaged, consideration for regional shared services to be included in his scope of works (suggested areas from Ray Hooper's memo)
3. Which strategic projects in Attachment 2 should be progressed by the Executive Officer with a detailed action plan included (note these have already been aligned to each member's current strategic plan)
4. An indication on common projects over the next 12 – 18 months where collaboration could occur (procurement, purchasing etc)

Discussion:

- 👉 Legislation is still not adequate
- 👉 Invitation to the Department of Local Government at the next NEWROC Council meeting to discuss the legislation
- 👉 The Shire of Mukinbudin discussed the needs of members regarding gravel volumes and gravel push ups – is there an opportunity to work together on this
- 👉 The Shire of Mukinbudin also discussed its upcoming infrastructure projects and the opportunity to release upcoming infrastructure project information to local businesses
- 👉 Discussion regarding the timing of tenders
- 👉 Members discussed sharing plant and road equipment e.g. street sweeper
- 👉 Discussion in the future regarding what is unique for each of the member Shires and what does each of the communities see themselves as doing
- 👉 Members need for shared Officers, the costs, benefits and challenges

Two actions resulted from these discussions;

ACTION:

Ian McCabe to create a spreadsheet which includes columns for plant inventory, age / hours a year, anticipated replacement and any other items and distribute to CEO's with the possibility of group purchasing, sharing etc

ACTION:

Executive Officer to seek information from CEO's regarding infrastructure projects coming up in the next 12 – 18mths

OFFICER RECOMMENDATION:

The offer of assistance from Ray Davy to lay on the table until after the attendance of the Department of Local Government at a NEWROC Council meeting.

RESOLUTION:

The offer of assistance from Ray Davy to lay on the table.

Moved Cr Shadbolt

Seconded Cr Tarr

Carried 6/0

Discussion:

- 👉 Discussion regarding the Department of Local Government presentation on regional subsidiary's at member Council level to occur in next few months
- 👉 Note that the State Election is coming up and the outcome might impact the legislation.

6.2. Telecommunications – Building Better Regions Fund

PORTFOLIO:	Transport and Infrastructure
FILE REFERENCE:	035-1 Grants General
REPORTING OFFICER:	Dannelle Foley
DISCLOSURE OF INTEREST:	Nil
DATE:	2 March 2017
ATTACHMENT NUMBER:	#6 –Telecommunications Item 28 Jan 2017 (Agenda item and minutes) #7 - SWW Presentation Notes #8 – Draft SWW Budget #9 - TMR Quote #10 - Grants Empire quote #11 - RPS Quote (separate attachment) #12 - NEWROC Technology Notes
CONSULTATION:	David Burton, CEO, Shire of Koorda Stephen Tindale, ACEO, Shire of Mt Marshall Juliet Grist – RDA Wheatbelt Tammy King – Grant Empire Rebekah Burges, TMR Consulting Tim Connoley, RPS Consulting Jeremy Devenish, South Western Wireless Caroline Robinson
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

The BBRF application was successfully submitted on Tuesday 28 February. The business case, cost benefit analysis and application have been distributed to member shires.

An out of session meeting (see attachment 5) was held via email with the following resolution passed on the 28 January 2017:

RESOLUTION

That:

- 1) A BBRF application for a total of \$938,500+gst be submitted seeking \$703,875 from the BBRF on behalf of the NEWROC with the lead applicant/proponent being the Shire of Nungarin;
- 2) The project be submitted as a two phase approach; Phase 1 – Detailed Scope; Phase 2 – Implementation
- 3) NEWROC contribute \$6000.00+gst to complete the Cost Benefit Analysis (CBA) required to support the grant application and RPS be endorsed to complete the CBA
- 4) NEWROC contribute \$4200+gst to write the BBRF Application and Tammy King be endorsed to complete the application;
- 5) Other funding opportunities (government and corporate) be explored and pursued to fund Phase 1 totalling \$21,500 (SWW quote)
- 6) Each member local government commit administration support for the scoping and implementation of the project;
- 7) The NEWROC write a letter of support for the project;
- 8) Each member local government submit a letter of support for the project;

- 9) A meeting be held with the Shire of Merredin seeking support through commitment of land for the Data Centre and a financial contribution. David Burton, Stephen Tindale and two Presidents be nominated to meet with Greg Powell and Shire of Merredin President Ken Hooper;
- 10) Bendigo Bank be approached for a minimum \$6000 contribution if funding is successful and a letter of support for the project;
- 11) Identified stakeholders be approached for financial contributions to the project, a minimum of \$10,000 in total be secured from external contributors to support the application; and
- 12) Letters of support be obtained from state and federal politicians, key franchise businesses, WBN and other key groups within the NEWROC

Resolution supported by:

Shire of Wyalkatchem

Shire of Trayning

Shire of Mukinbudin

Shire of Mt Marshall

Shire of Nungarin absent during the period

Shire of Koorda supported Resolution 1 in initial correspondence (above resolution removes Council contribution)

During the out of session meeting, the following discussion occurred via email:

- 1) *What impact, if any, on current NBN services in Mukinbudin townsite?*

There is a potential impact of customer decrease to NBN providers if users change from NBN Fixed wireless however this is unlikely. There is no impact on the network data (in terms of latency) if that is what is meant. It is unlikely that the NBN would be withdrawn from the townsite now that the infrastructure is in place and active.

- 2) *Will existing subscribers to Telstra services need to change over?*

Yes, it would be the same process as what has been rolling out for NBN. Telstra subscribers could change internet services but remain existing telephone (landline & mobile) customers. That would be a consumer choice.

- 3) *Does the 200 subscribers refer to the whole network of 6 towers or per tower?*

The 200 subscribers is across the entire network of (11 towers & 1 data hub). This is classed as a network community

- 4) With Mukinbudin townsite having an existing service does the Shire need to make an equal contribution to the other shires? Not against supporting or contributing but Mukinbudin is in a slightly different starting position to other shires.

The steering committee this project was of value to all NEWROC shires including those with ADSL and NBN infrastructure so is seeking an equal contribution from all members. The SWW concept has a far greater reach than existing networks; ADSL2/2+ is up to 5klms of town and NBN covers a 14klm radius. SWW covers up to 30klms and also offers greater reliability in emergency situations

- 5) *Will there be any ongoing upgrading or maintenance costs to be met by the participating shires?*

SWW personnel have assured the steering committee that there will be no ongoing costs for the shires. The infrastructure will be owned and maintained by SWW. This will all be included within the asset management plan within the business case.

- 6) *With the development of IT will the proposed system be viable into the future say 10 to 15 years?*

SWW have assured the systems viability and expansion. We can request more documentation supporting this? They are already working on technology advancements and increased data packages

After the resolution on the 28 January 2017, SWW provided this additional information:

The system we provide is just very straight forward and because it is a closed loop system that we have entire control over the issues just aren't there. This is unlike resellers of NBN for example where the struggle for responsibility and who issues lie with and who controls things is spread across a wholesaler and retailer and an installer – with no-one seeming to take responsibility for R&D, upgrade, maintenance, support, costs, faults and who is looking after what etc.

The other situation that we control very well is disaster recovery i.e. if a subscribers equipment is damaged or in a fire or data is lost somehow – we have a very well maintained cloud storage that can mean we can have a client (particularly advantageous for business) back up and running very quickly with the data they have saved backed up in the data centre and also remotely. Details of online storage are included in the plans section of our website (under inclusions) on what is included as part of the plan and also extra costs for additional space etc

Land Requirements - The site has a small footprint. Typically we need an area of approximately 20x20Mtrs as the compound. This is mainly for the guy ropes for the mast to be anchored as the container itself is only 3Mtrs by 6Mtrs.

- 1) *What impact, if any, on current NBN services in Mukinbudin townsite?*

It is very unlikely that NBN would be removed as the infrastructure is in place already and the government has a responsibility to make sure there is a NBN service of some sort. Our wireless system is not impacted at all from a technical point of view i.e. clash of frequencies or wireless congestion etc. this is one of the great advantages as well of our systems being installed in the country, in that wireless zones are particularly uncluttered which simply improves an already great system. Also vice versa to this, we do not affect the NBN service at all either from a technical point of view and our systems in the east run in communities that also have a fixed wireless or satellite NBN service without issue. We are a fully licensed Telco and all of our equipment and installations are fully in line with ACMA standards (this is part of our responsibility of being listed as a telecommunications company)

- 2) *Will existing subscribers to Telstra services need to change over?*

The subscribers would need to change over their internet service to South Western Wireless. There are a number of different plans available and these are all on our website. We also include a free email address for users to utilise if they wish. With regard to telephone services whilst the customers can stay with Telstra for landline and mobile no problem and if they are more comfortable with this that is fine. However because the internet service they will be receiving is a true symmetrical business grade service they can now get access to VOIP no problem (this is due to the great download/upload received and very low latency (delay) of the service). For around \$15 (There are many options here and so this is just an idea of cost) the client could subscribe to a VOIP service and this would give unlimited calls out to mobiles/landlines etc and is potentially a huge saving on telephone costs. Also if subscribers are phoning anyone else on our network they can simply use an online voice service i.e. skype, Viber and data that stays within our network is not measured as part of the customers download. I can discuss this further – but once clients get access to a true high grade service the benefits just open up on where else they can save money. Also in the second half of this year we are looking to add mobile phone packages to our offerings. We are currently negotiating for this – but will be available as a package in the future and the plan is to offer mobile coverage anywhere Telstra is now available. I try not to get caught up in where we are going as it tends to cloud the initial deployment and advantages of the internet connectivity but these other options are either ready now or will be available soon.

3) *Does the 200 subscribers refer to the whole network of 6 towers or per tower?*

The 200 subscribers is across the 11 towers and DC. Basically it is 200 individual internet plans of any value.

4) *With Mukinbudin townsite having an existing service does the shire need to make an equal contribution to the other shires? Not against supporting or contributing but Mukinbudin is in a slightly different starting position to other shires.*

Only comment here is regarding the emergency situations as the rest of the question is internal for NEWROC to discuss. Firstly our network, works entirely independent of grid power. It works on a combination of solar, battery and generator (generator only in DC). The power system operation of the unit is constantly monitored remotely and has various alarms and systems in place to let us know of any issues. The batteries will last for a couple of days should anything go wrong with the charging system at any particular site (very unlikely and there is maintenance plans in place to ensure everything is maintained correctly). This time gives us time to repair any issue from a power point of view. So unlike normal telephone networks and internet services that have the ability to go down or be heavily congested in times of disaster our system will stay up and can be relied upon as a primary means of communication during these times. We know the Yarloop and Waroona fires lost all comms during their event and also in South Australia when the power line towers were buckled in high winds they also had major comms issues. This is the advantage of a localised communication and power system for our network.

5) *Will there be any ongoing upgrading or maintenance costs to be met by the participating shires?*

Yes will be included in the asset management plan – but this is correct there are no ongoing network charges to anyone. This is the reason however we need to have the certain subscriber base to be able to support this.

6) *With the development of IT will the proposed system be viable into the future say 10 to 15 years?*

95% of our equipment is sourced from Cambium and Proxim – two of the leading wireless infrastructure companies worldwide – I encourage anyone to check out their websites to provide weight to why we utilise this equipment. This has particular reference to the subscriber module that goes onto each client's premises. This is an area we concentrate on in particular as it is very hard and time consuming to upgrade these units. Actually we quite often upgrade the equipment contained in our data Centre or repeater stations as technology advances to enable higher speeds and further wireless distances but the Cambium subscriber modules are particularly well future proofed and it is said they will handle anything for at least the next 5 years. But the obvious one here is that the system is wireless. So whilst we can upgrade the equipment at either end of the system what is in between is air. However when the system is copper or even fibre it becomes very hard to upgrade as technology advances. For sure who knows where we will be in 10 years' time – but with a wireless system it is relative simple to upgrade as a technology and is why it is so popular.

As of the 31 January 2017 the following activities have occurred:

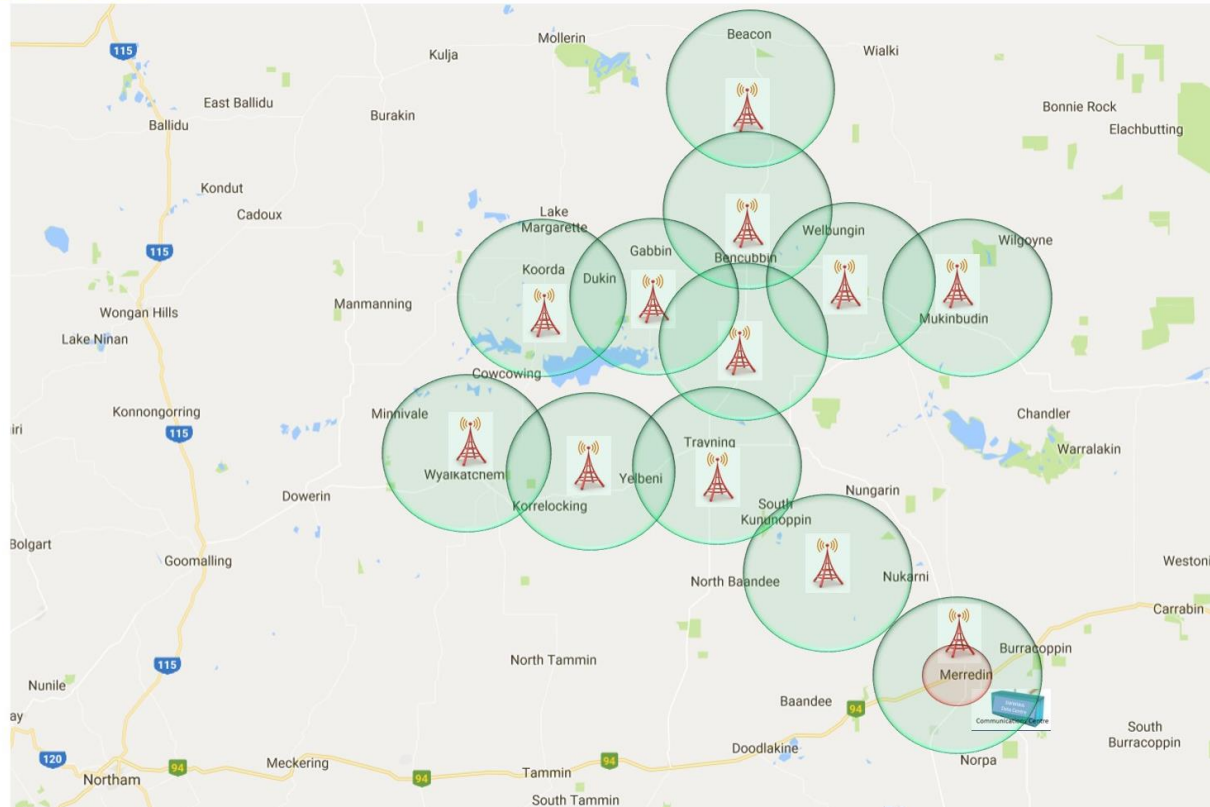
- 👉 RPS has been engaged to complete the Cost Benefit Analysis
- 👉 Rebekah Burges has been engaged to update the Business Case
- 👉 South Western Wireless is adding information to the Business Case and asset management plans, procurement plans etc
- 👉 Tammy King, Grants Empire has been engaged to write the grant application

It is important to note that Wyalkatchem is in the \$1 for \$1 region not the \$1 for \$3 region (as defined by the Department) like the rest of the NEWROC. This will have an impact on the contributions required (currently 25% contribution).

Dannelle has discussed this with Juliet Grist and determined that as the telecommunications infrastructure will have a physical location, it is the location of your application that will be based on where the majority of your physical presence lies. If the Wyalkatchem tower is the only one not in a "remote area" then we have a good case to be defined as "remote" (\$1 for \$3) however we will need to make sure that a paragraph around how we have calculated the remoteness classification will be included.

Indicative Map - Important to note this particular image below is indicative only. The detailed onsite work is still required with a final map to be presented. Once the work is done and consultation has taken place to ensure the absolute best coverage possible then a detailed map using Google Earth will show the boundaries of the network in greater detail.

Data Centre



OFFICER RECOMMENDATION

The above resolution be discussed again by members in light of additional information and communication with member Councils since the 28 January 2017 and a presentation at this meeting, with direction provided on Council co-contributions, additional stakeholder contributions and the meeting with the Shire of Merredin

Discussion:

- 👉 The Shires of Mukinbudin and Nungarin already have access to NBN Fixed Wireless technology and this project may be perceived as duplicating this service. NBN towers only cover a 14km radius
- 👉 It was noted that the NBN has upload and download differences as well as data capacity limits
- 👉 The focus for SWW is on business subscribers rather than domestic subscribers
- 👉 Discussion occurred around financial contributions by each member Shire centred on geographical footprint and population coverage – equity in financial contributions based on the above
- 👉 Discussion regarding the financial contribution and role of the Shire of Merredin, as they have residents / businesses who can access the service and the impact this may or may not have on each of the NEWROC member Shire financial contributions proposed
- 👉 Discussion around SWW infrastructure's ability to facilitate new opportunities in the future (private networks or more repeaters) for more residents to access the service, particularly relevant for the Shires of Koorda, Mukinbudin and Wyalkatchem
- 👉 Discussion around future proofing telecommunications in each of the member Shires
- 👉 Discussion regarding financial contributions by each Shire as well as the NEWROC and what is required for the BBR funding application (minutes of Council meetings are required confirming contributions)

RESOLUTION:

That;

- 1) The NEWROC be responsible for the cost of the South Western Wireless land survey (cost of \$21,500) which will identify the locations of the proposed repeaters. Funding to be allocated from the NEWROC Term Deposit; and**
- 2) Each member Shire allocate \$18,718 in their 2017/18 budgets (totalling \$112,308) and the NEWROC contribute \$112,308 (to be allocated from the NEWROC Term Deposit) for the 25% contribution required to support the Building Better Regions fund 2017 application**

Moved Cr Tarr

Seconded Cr Kirby

Carried 6/0

Discussion:

- 👉 Discussion regarding the possibility of the group being not successful in securing Federal funds. The intention is to apply for State Telecommunications funding if we are not successful
- 👉 Members thanked Dannelle and Caroline for the work on the grant
- 👉 Discussion regarding the overlap of repeaters and ensuring the services has the maximum coverage in the future
- 👉 Members would like to have input into Jeremy's land survey work
- 👉 Shire of Wyalkatchem suggested that if the group is not successful in the Federal grant that members still allocate their funding for this project towards future projects

6.3. Collaborative Emergency Management

PORTFOLIO:	Emergency Management
FILE REFERENCE:	060-2 Emergency Management
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	2 March 2017
ATTACHMENT NUMBER:	#13 WALGA Proposal – Collaborative Emergency Services (separate)
CONSULTATION:	Ian McCabe Rachel Nightingale
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENTS:

WALGA has prepared a discussion paper on collaboration for emergency management across the NEWROC. The paper is included in a separate attachment.

John Lane from WALGA will be present at the meeting to discuss the paper and options

There are three options for the group to consider (direct extract from paper):

Option 1 NEWROC Emergency Management Collaboration

Under this proposal, The NEWROC participants form a collaboration of local governments for the purposes of emergency management. Overall responsibility for the EM collaboration would reside with the Emergency Management Collaboration Committee consisting of the six participant Council CEOs. Under this option, the appointment of a collaboration project coordinator/administrator who would be required to enable the work of the collaboration to retain focus and value. Each of the participant Councils would retain their LEMC.

The collaboration would be guided by a formal agreement for cooperation in emergency management between the Councils, would produce an overarching emergency management plan and sub-plans to cover all member local governments, a shared risk assessment process resulting in a centrally managed risk mitigation program. Standard operating procedures, shared training and exercising and engagement with relevant government agencies.

Benefits

- 👉 The principal benefit is the cost saving to participants due to reduced time in preparing and reviewing, developing and updating documents that are largely similar between participants.
- 👉 The ability to share resources drawing on a broader pool of staff from across the collaboration.
- 👉 Better representation from government agencies and NGOs who would prefer to deal with a single regional organisation over multiple LEMCs.
- 👉 Time and costs reduced significantly through a centralised risk management process.

A more powerful voice across the emergency management sector.

Option 2 Joint LEMC

The NEWROC member Councils submit a request to SEMC for the formation of the NEWROC LEMC.

For this to occur there would need to be agreement from all six Councils to form a joint LEMC. Each Council would need to pass a motion individually at an ordinary meeting of Council to dissolve their LEMC and align with the NEWROC LEMC. While there is no legislative or State Emergency

Management Policy direction as to how this is to be done, this process would ensure there are no loose ends for NEWROC or the participants.

NEWROC would, through a motion put to a regular meeting of NEWROC apply through the Wheatbelt District Emergency Committee seeking permission from the SEMC for the amalgamation of the six NEWROC Councils for the purposes of emergency management in accordance with Section 34(1) of the Emergency Management Act 2005.

Should the proposal be agreed to by the SEMC, the six districts of the NEWROC participants would be combined under a single LEMC. Each LEMC of the participants would then be officially dissolved. The chair of the NEWROC LEMC could conform to the current NEWROC MoU in that it provides for a shared chair on rotation. Ideally the chair of the NEWROC LEMC should be delegated to the current CEO of NEWROC on rotation as this would add executive weight to the LEMC. The secretariat position is discussed in section 9 below.

Meetings of the LEMC would be aligned to the meetings of NEWROC with business being conducted either prior to or following the NEWROC meeting. By combining the LEMC function currently performed by all NEWROC participants the collective benefits would be reflective of those benefits described in the case study in section 7 above.

Option 3 business as usual but combine for the risk project

Under this option, each of the NEWROC participants would agree to combine their efforts in support of the State Risk Project Local. This would necessitate that each Local Government LEMC membership be encouraged to commit to regularly meeting together to work through the risk management program as outlined in the initial State Risk Project workshop to be held in February 2017.

By pooling the resources of each LEMC and conducting workshops at identified locations within the NEWROC district, it would ensure that the risk project has a high chance of completion.

The downside to this option would be that each Local Government would still be responsible for creating and managing its own risk register and treatment schedule through its LEMC. While this may be an attractive option as it would not require a shift in the current management of natural hazard risk we still need to consider the position that with similar hazard exposure across all participant councils, there is a risk of fostering ongoing duplication of effort.

OFFICER RECOMMENDATION:

Submitted for discussion

RESOLUTION:

Information is received.

Moved Cr Tarr

Seconded Cr Davies

Carried 6/0

RESOLUTION:

Discussion paper to be presented at each member Council meeting in April 2017.

Moved Cr Tarr

Seconded Cr Davies

Carried 6/0

Discussion:

- 👉 Collaboration is important on the issue
- 👉 Purpose of the WALGA paper is to get some discussion and consideration

- 👉 Follows on from the NEWROC risk management workshop – working together collaboratively on joint emergency management strategies and policies
- 👉 NEWROC did a joint emergency plan a number of years ago and it appears it hit a ‘road block’ with higher decision makers
- 👉 WALGA is moving towards more involvement in local emergency management plans
- 👉 Discussion about joining multiple LEMC meetings a few years back (meeting held in Trayning)
- 👉 Discussion on OPTION 2 – feedback was centred on the difficulty getting people to a joint LEMC meeting, perhaps keep it at a local level
- 👉 When we do our LEMC exercises we could look at doing a joint NEWROC exercise
- 👉 Joint NEWROC plan was done because members faced a reduction in police services at the time
- 👉 Strategic part of LEMC could be done at a NEWROC level e.g. getting experts in the room
- 👉 Shire of Wyalkatchem has done a substantial amount of work on risk and emergency management planning and is available to support the NEWROC members
- 👉 Development of the country branch of DFES may impact this discussion paper options
- 👉 WALGA LG Risk Vision is available and could be done by the NEWROC (18 month time frame).

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

8. WALGA ZONE ISSUES

- 🦅 WANDRA – six points of feedback are being submitted by WALGA to the Federal Government and likely to be approved
- 🦅 WANDRA Part A and B were activated, discussion regarding what happened to part C – limited funding for primary producers
- 🦅 ESL – 110 Councils provided feedback, information is now consolidated and will go into the ERA position paper
- 🦅 Roads to Recovery funding – possibly heading towards “normal” level in 17/18 but pushing for more funding

9. OTHER MATTERS

9.1. Country Local Government Fund Scholarships

Congratulations to the Shire of Koorda recently receiving \$5181.00 from the Country Local Government Scholarship round. The scholarship will support the Finance / Administration / Rates Officer to undertake a Certificate IV in Local Government Administration to further develop relevant skills and knowledge. The qualification supports the Shire's Strategic Community Plan, in particular retaining suitably trained and qualified staff and supporting their training requirements. [Read full media release...](#)

Discussion at the NEWROC Executive Meeting:

After the reform, people lost confidence in the local government system
Difficult to attract staff, encourage staff to develop their skills in local government, sell the opportunities, succession planning

9.2. NEWROC Health Strategy

Please see the media release included in the attachments (#13). Members are asked to promote the website for feedback on NEWROC health service delivery: <http://phexchange.wapha.org.au/newroc>

9.3. Building Contracts Awarded for Kununoppin and Wyalkatchem-Koorda Hospital Upgrades

Health Minister John Day announced that Firm Constructions would carry out the refurbishments at Kununoppin and Wyalkatchem-Koorda Hospitals.

Wyalkatchem-Koorda Health Service will receive a redeveloped emergency department and a new consultation room, an improved waiting area with secure reception area, a new activity room for day therapy, an enlarged activity room for aged care residents and a refurbished kitchen.

Kununoppin Health Service upgrades will include an updated emergency department and pathology area, a new triage room, improvements to the GP consultation area, upgraded fully assisted bathrooms and ensuites for inpatients, a new patient laundry and a refurbished kitchen. [Full media release here...](#)

9.4. Vehicle License Fees

- 🦅 State Budget passed last financial year will see local governments losing their exempt status for vehicle licenses
- 🦅 For some Shires this will have a \$20,000 - \$25,000 impact on Council Budgets plus Stamp Duty (Shire of Koorda gave this example) – 4 to 5% increase in rates

- 🔥 The change may bring forward vehicle and plant purchases
- 🔥 For the Shire of Wyalkatchem, they have calculated that over 10 years it will average a 1.9% cost increase
- 🔥 Shire of Trayning will be attending The Nationals WA launch in Northam to discuss the planned changes

Discussion:

- 🔥 WALGA has been campaigning on this issue in an apolitical manner

9.5. CEACA

Members have received invoices for units and it appears they are inconsistent with prior agreements.

Discussion:

- 🔥 Feedback from the CEACA Chair and CEO indicate Shires are to disregard these invoices at the moment

9.6. Broadband in the Bush

Broadband for the Bush is coming to WA this year. The promotional flyer is below. Organisers will be looking for speakers for the Indigenous Focus Day on 21 June. The theme of the Indigenous Focus Day is "From digital inclusion to digital opportunity". If you have any nominations please pass their details onto the Executive Officer.



RESOLUTION:

The information contained within items 9.1 to 9.6 be received.

Moved Cr Davies

Seconded Cr Shadbolt

Carried 6/0

9.7. Australia Day Awards

The NEWROC congratulated Graham Cooper on his recent Award in the Australia Day Honours.

9.8. NEWTravel Meeting Dates

Feedback to be given to NEWTravel regarding future meeting dates (recent NEWTRAVEL meeting occurred on the same day as a Zone meeting).

9.9. Solar Farm Mukinbudin

The Shire of Mukinbudin would like to discuss a Solar Farm at the next meeting.

10. MEETING SCHEDULE

10.1. 2017 Meeting Dates

28 March	Executive	Shire of Trayning
18 April	Council	Shire of Wyalkatchem
23 May	Executive	Shire of Wyalkatchem
27 June	Council	Shire of Koorda
25 July	Executive	Shire of Koorda
22 August	Council	Shire of Mt Marshall
26 September	Executive	Shire of Mt Marshall
24 October	Council	Shire of Nungarin
28 November	Executive	Shire of Nungarin
12 December	Council	Shire of Mukinbudin (Christmas Function)

11. CLOSURE OF MEETING

The Chair thanked members and visitors and welcomed the new CEO's to the NEWROC. The meeting was closed at 12.15pm.

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2017/045 March 2017	<p>That the application for Development Approval submitted on 20 February 2017 be granted subject to;</p> <ol style="list-style-type: none"> 1. The proposed compound to be relocated at least 20m from the Burakin-Wialki Road boundary. 2. No vegetation being removed unnecessarily. 3. The site being drained and filled to the Council's satisfaction. 4. The construction of the access roads to and in the site to the Council's satisfaction. 	Complete		Complete
2017/038 March 2017	<p>That Council:</p> <ol style="list-style-type: none"> 1. Authorise the Chief Executive Officer and Architect to meet with the preferred tenderer and enter discussions and negotiations with a view to bringing the tendered amount within budget. These initial negotiations shall not include major structural change to the redevelopment. 2. Should the negotiations in recommendation 1 not be successful, the Chief Executive Officer and Architect be authorised to immediately liaise with the Steering Committee to agree potential structural changes, and then negotiate with the preferred tenderer regarding those changes with a view to bringing the tendered amount within budget. 	Ongoing	Meeting between CEO and preferred tenderer held 27 March.	Ongoing

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2017/037 March 2017	That Council: <ol style="list-style-type: none"> 1. Defer entering into a lease with Freemasons WA for 2 Collins Street, Bencubbin until future funding for building on the site is available. 2. Direct the Chief Executive Officer to correspond with Freemasons WA in regard to the above resolution. 	Complete		Complete
2017/036 March 2017	That the matter lay on the table until the April 2017 ordinary meeting of Council for further investigation of costs and grants available and a cost benefit analysis. (Water Corporation AA Dams)	Complete	Item going to April meeting.	Complete
2017/022 February 2017	That: <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; and 4. That any agreed infrastructure development program and volunteer support program be incorporated into the Shire's Community Strategic Plan 	Ongoing	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	

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2017/019 February 2017	That the Shire of Mt Marshall seek the freehold title of Reserves 22783 (43 Brown St, Bencubbin) and Reserve 23238 (16 Rowlands St, Beacon) to enable the freehold disposal of the land to the Central East Aged Care Alliance Inc for the purpose of "Aged Persons Accommodation".	Ongoing	<p>This matter is progressing, firstly through Housing Authority and then to Dept. of Lands</p> <p>Housing Authority has responded and the matter now sits with the Dept. Of Lands.</p>	May 2017

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2017/016 February 2017	<p>That Council:-</p> <ol style="list-style-type: none"> 1. pursuant to Section 75 of the Planning and Development Act 2005, amend Shire of Mt Marshall Planning Scheme No.3 by: <i>(Please see Minutes for details)</i> 2. resolves, pursuant to the Regulation 35(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations), that Amendment 2 is a basic amendment in accordance with r.34(c) of the Regulations as it proposes to amend the Scheme text to delete provisions that have been superseded by the deemed provisions in Schedule 2 of the Regulations; 3. authorise Shire officers to prepare the scheme amendment documentation; 4. authorise the affixing of the common seal to and endorse the signing of the amendment documentation; 5. pursuant to Section 81 of the Planning and Development Act 2005, refers Amendment 2 to the Environmental Protection Authority; and 6. pursuant to r.58 of the Regulations, provides Amendment 2 to the Western Australian Planning Commission. 	Ongoing	<p>Required documents have been prepared and sent to the EPA. When they are returned they will be sent to Dept. of Planning as required. Advertising will be arranged.</p> <p>Both the EPA and WPC have responded and the matter is ongoing.</p>	

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2017/015 February 2017	<p>That Council:-</p> <ol style="list-style-type: none"> 1. pursuant to Section 75 of the Planning and Development Act 2005, amend Shire of Mt Marshall Planning Scheme No.3 by: <ol style="list-style-type: none"> 1) modifying Table 1 – Zoning Table to permit ‘Group Housing’ in a rural zone as a ‘D’ use, and 2) inserting provisions to outline conditions under which group housing may be approved in a rural zone. 2. submits the documents to the EPA for environmental clearance prior to forwarding the Amendment to the WA Planning Commission for approval to advertise. 	Ongoing	Currently advertised for public comment.	
2016/193 December 2016	<p>That:</p> <ol style="list-style-type: none"> 1. subject to the approval of the Bencubbin Community Recreation Council, the Shire of Mt Marshall proceed with the letting of the tender for redevelopment of the Bencubbin Multi-purpose Complex; 4. in the event that the recommended tenderer's bid is such that the total cost for the project exceeds the \$2.6m budget, then acceptance of the tender bid be made conditional upon the Bencubbin Multi-purpose Complex Steering Committee and the Architect finding agreed cost savings to achieve the budget. 	<p>Ongoing</p> <p>Ongoing</p>	<p>Tender let via WALGA. Tender evaluation to take place 14 March.</p> <p>Ongoing – see REF 2017/038 March 2017</p>	April 2017

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2016/139 Sept 2016	That the Shire of Mt Marshall make a contribution of \$10,000 to the Beacon Progress Association to be applied to the construction of an exhibition shed at the Beacon Men's Shed site and that associated building and development fees be waived.	Complete	Beacon Progress Association and Wheatbelt Development Commission advised of contribution.	Complete
2016/120 Aug 2016	3. The Shire of Mt Marshall enter into a legal agreement with the Bencubbin Community Recreation Council for the repayment of the self-supporting loan of \$250,000.	Underway	Draft agreement received from McLeods. Needs amending to suit local circumstances pending award of construction contract.	May 2017
2015/045 April 2015	That Council: 2. call public tenders for the disposal of Lot 168 Collins Street, Bencubbin in the first quarter of the 2015/2016 financial year at which time Tenders will be referred to Council for consideration and decision.	Ongoing	Tender let. Due to close April 2017. Item presented to April meeting.	June 2017
2015/012 February 2015	That Council request the Local Government Advisory Board undertake a Minor Boundary alteration between the Shire of Mt Marshall and Shire of Trayning...	Ongoing	Matter being considered by DLGC board March 2017. Awaiting response from the DLGC after board consideration.	July 2017

ENVIRONMENTAL HEALTH OFFICER				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2016/104 July 2016	That Council endorse, in accordance with section 3.12 of <i>Local Government Act 1995</i> , the giving of 42 days state wide public notice of intention to make the <i>Shire of Mt Marshall Health Amendment Local Law 2016</i> .	Stalled	Needs serious reworking	June 2017

ENVIRONMENTAL HEALTH OFFICER

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2011/197 December 2011	<p>That Council:</p> <ol style="list-style-type: none"> 1. Proceed with legal action for failing to comply with the Notice served under the Health Act 1911 Part V Dwellings Division 1 Houses unfit for occupation Sec. 139 served to Mrs GM Trainor by registered post on the 14/10/2009. 2. That the dwelling located on Lot 10 Hammond Street Gabbin being of brick veneer, suspended timber floors and timber framed roof with clay tiles be declared condemned and that the dwelling is to be demolished and that a notice to that effect be issued with immediate effect and that the Land is to be cleaned up after removal of the dwelling pursuant to Health Act 1911 Part V Dwellings Division 1 Houses unfit for occupation Sec. 138 and that the demolition be completed within 82 days. 3. After 82 days from the serving of the demolition notice that the principal Environmental Health Officer/Building Surveyor inspect Lot 10 Hammond Street Gabbin to determine compliance with the demolition notice. 	To be reviewed	<p>Scoping document for McLeods to be written and submitted for legal opinion/advice to proceed or not.</p> <p>Letter received from Trainors builder asking for info about what required for a building permit. Inspection of dwelling imminent.</p> <p>Building license issued for renovations, Works progressing.</p> <p>At completion of 2 years from date issue of license will investigate if suitable progress has been made BL issued 30/3/2012 and will expire on the 30/3/2014</p> <p>Will investigate works undertaken at expiry of BL and review.</p> <p>Oct 2014 - Inspection done, unable to track down builder for a report of works completed. Letter sent to owners of house requesting update of progress and intent for house. Continued over page</p>	<p>Be reviewed early April (expiry of BL) Onsite inspection planned 17 June 2014 to determine extent of works, letter to be written to Builder & owners to say this will occur.</p>

ENVIRONMENTAL HEALTH OFFICER				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2011/197 December 2011 (continued)		Ongoing	House inspected on 10/8/2016 – House is in need of repairs. Owner has advised that the Shire withdrew its order to demolish after an appeal was lodged with the State Administrative Tribunal. The owner will be undertaking repairs in the next few weeks.	
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>	Ongoing.

FINANCE & ADMINISTRATION MANAGER – TANIKA MCLENNAN				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2017/041 March 2017	<i>That;</i> <i>Ms Bonnie Marie Barber, be offered the sum of \$5,440.55 for the purchase of Lot 134 Brown Street, Bencubbin.</i>	Complete	Offer made	Complete
2017/014 February 2017	That: 1. the Budget Review document for the period ending 31 December 2016 be accepted as presented; 2. the amount of \$60,000 be transferred to the Bencubbin Aquatic Centre Redevelopment Reserve; 3. the Roadworks budget review for the period ending 31 January 2017 be accepted as presented; and 4. the following roadworks jobs be approved, utilising funds saved on Roads to Recovery and Council funded jobs to date: R2R013 Ingleton Road - SLK 0.00-2.55 1433 C/Back Seal \$63,520 R2R014 Monger/Padbury Intersection – Asphalt \$27,200 R2R015 Burakin Wialki/Bencubbin Beacon Intersection – Asphalt \$22,639 RCC002 Cleary Gabbin Road – SLK 0.93-2.23 14mm S45R C/Rubber Seal \$25,898	Complete Complete Complete Complete	Now transferred	Complete Complete Complete Complete

FINANCE & ADMINISTRATION MANAGER – TANIKA MCLENNAN				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2016/172 November 2016	<p>That:</p> <ol style="list-style-type: none"> 1) In accordance with section 6.71 of the Local Government Act 1995, ownership of Lots 45 and 46 Rowlands Street, Beacon (A6870 and A6871) be transferred to the Shire of Mt Marshall; 2) In accordance with section 6.8 of the Local Government Act 1995, expenditure of \$1,300.02 be approved to settle outstanding water rates on Lots 45 and 46 Rowlands Street, Beacon; and 3) In accordance with section 6.12 of the Local Government Act 1995, the following rates be written off: <ul style="list-style-type: none"> A6870 \$7,867.50 A6871 \$7,867.50 		<p>Transfer lodged, awaiting notification of completion.</p> <p>Document rejected for want of the Common Seal. Awaiting its return to affix Common Seal.</p> <p>Document resubmitted, awaiting confirmation of transfer</p>	<p>Complete</p> <p>Complete</p> <p>April 2017</p>

REGULATORY OFFICER – JACK WALKER				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2017/044 March 2017	That pursuant to Section 42 of the Emergency Management Act 2005 the review of the Shire of Mt Marshall Local Emergency Management Arrangements be accepted and a copy of the document be forwarded to the District Emergency Management Committee for noting.	Complete		Complete

REGULATORY OFFICER – JACK WALKER				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2017/029 February 2017	That:			June 2017
	1. subject to Section 3.12(3) of the <i>Local Government Act 1995</i> the Shire of Mt Marshall advertise its intention to adopt the Shire of Collie Extractive Industries Local Law 2015 with the following amendments:	Ongoing	An error was noted by the Local Government Department relating to the closing date for submissions, the date advertised was short by 4 hours and therefore the notice had to be readvertised and submissions now close 8 May 2017.	
	(a) Delete “Shire of Collie” wherever it occurs and substitute “Shire of Mt Marshall”			
	(b) Delete Clause 1.4 “Repeal” as the Shire of Mt Marshall does not have a current Extractive Industries Local Law to Repeal.			
(c) Delete “2015” and substitute with “2017”				
	2. the Shire of Mt Marshall notes that the purpose of the proposed Extractive Industries Local Law 2017 is to prohibit the carrying on of an extractive industry unless by authority of a licence issued by the local government; regulate the carrying on of the extractive industry in order to minimise damage to the environment, roads and other peoples’ health and property; and provide for the restoration and reinstatement of any excavation site.	Complete		
	3. that the Shire of Mt Marshall notes the effect of the proposed Extractive Industries Local Law 2017 is that any person wanting to carry on an extractive industry will need to be licensed and will need to comply with the provisions of the local law.	Complete		

REGULATORY OFFICER – JACK WALKER				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2016/202 December 2016	That:	Ongoing	Letter to be prepared advising nominees of their appointment	April 2017
	<ol style="list-style-type: none"> the following Bush Fire Control Officers from the Shire of Trayning be appointed dual Bush Fire Control Officers with the Shire of Mt Marshall: Mr Dylan Tarr Mr Marlon Hudson Mr Peter Barnes Mr Murray Leahy Mr Colin Smeeton Mr Neil Adkins; and the appointment of Mr Geoff Waters as a dual Bush Fire Control Officer be cancelled. 	Ongoing	Letter be sent to Mr Waters advising him that his role of dual bush Fire Control Officer has been cancelled	April 2017

REGULATORY OFFICER – JACK WALKER				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2016/178 November 2016	That:			
	<ol style="list-style-type: none"> 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 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. 	<p>Ongoing</p> <p>Ongoing</p>	<p>Request has been submitted to have roads added to the RAV network</p> <p>Application to be submitted.</p>	<p>June 2017</p> <p>April 2017</p>

REGULATORY OFFICER – JACK WALKER

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2016/155 Oct 2016	<p>That Council:</p> <ol style="list-style-type: none"> 1. note the minutes of the Mt Marshall Bush Fire Advisory Committee meeting held Friday 30 September 2016; and 2. endorse the following recommendations of the Mt Marshall Bush Fire Advisory Committee as follows: <ol style="list-style-type: none"> a) Mr Allan Gracie's resignation be accepted with regret and a letter of appreciation be written to Mr Gracie thanking him for his dedicated service to the community in his role as a Bush Fire Control Officer over a long period of time (1984—2016);. b) the following people be appointed Bush Fire Control Officers / Fire Weather Officers for the Shire of Mt Marshall and all previous appointments be cancelled: <p>Chief Bush Fire Control Officer ——— Damian Tomas Deputy Chief Bush Fire Control Officer ——— Garry Huckstep Bush Fire Control Officers: Terry Gobbart — Gabbin Brett Clark ——— Wialki John Dunne ——— Beacon Tim Cashmore — Cleary Jack Walker ——— Shire of Mt Marshall Fire Weather Officers Damian Tomas — Shire Garry Huckstep — Shire Jack Walker ——— Shire Dual Registered Bush Fire Control Officers Geoff Waters — Kununoppin George Storer — Koorda Greg Westlund — Koorda</p>	Complete		
		Complete		
		Complete		

REGULATORY OFFICER – JACK WALKER				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2016/155 Oct 2016 Continued	e) Reciprocal arrangement be extended to Bush Fire Control Officers from adjoining local authorities.	Ongoing	Letter received from Trayning Shire, nothing from Koorda or Mukinbudin.	April 2017
	g) Concerns regarding the water carrying capacity of the Wialki replacement fire appliance be raised with the Department of Fire and Emergency Services.	Complete	Received confirmation from DFES that the current water capacity of the Wialki 3.4 is 2700 litres, a new single cab 2.4 will also be 2700 litres.	April 2017
	h) Consent is given to the Department of Fire and Emergency Services to issue identity cards to Mt Marshall Fire Brigade members.	Ongoing	DFES require all volunteers to submit a photo, waiting for harvest and holidays to be completed before following up	May 2017

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.	August 2017

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
2017/035 March 2017	That the Compliance Audit Return (as attached) for the period from 1 January 2016 to 31 December 2016 be adopted and recorded in the minutes as required by the Local Government (Audit) Regulations 1996.	Complete	2016 CAR submitted to DLGC	Complete
2017/004 February 2017	<p>That Council:</p> <ol style="list-style-type: none"> 1. appoint the Chief Executive Officer as an approving officer under the Criminal Procedure Act 2004 for the purpose of modifying or rescinding infringement notices caused by breaches of the Health (Asbestos) Regulations 1992; and 2. appoint the Environmental Health Officer as an authorised officer under the Criminal Procedure Act 2004 for the purpose of issuing infringement notices caused by breaches of the Health (Asbestos) Regulations 1992; 			
2017/003 February 2017	<p>That:</p> <ol style="list-style-type: none"> 1. subject to Section 21(1)(b)(i) of the Public Health Act 2016 the Chief Executive Officer be given delegated authority to appoint authorised officers under Section 17 of the Public Health Act 2016; and 2. subject to Section 21(1)(b)(i) of the Public Health Act 2016 the Chief Executive Officer be given delegated authority to issue authority cards to those authorised officers under Section 24 of the Public Health Act 2016. 			
2016/122 Aug 2016	That Council authorise the President and Acting CEO to apply the Shire of Mt Marshall common seal in accordance with the Local Government Act 1995, Section 9:49A (3) to the Shire of Mt Marshall Health Amendment Local Law 2016.			

COMMUNITY DEVELOPMENT OFFICER – SALLY MORGAN

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; and 4. That any agreed infrastructure development program and volunteer support program be incorporated into the Shire's Community Strategic Plan 	Current	CDO liaising with Volunteers WA Wheatbelt Hub to source information that will assist with the development of the report.	

COMMUNITY DEVELOPMENT OFFICER – SALLY MORGAN

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2016/190 December 2016	<p>That:</p> <ol style="list-style-type: none"> the Shire of Mt Marshall engage a consultant to undertake a Needs Assessment & Feasibility Study for a new Mt Marshall Aquatic Centre based on the methodology and deliverables outlined in the Needs Assessment & Feasibility Study Criteria; and for the purposes of the study, the site for any new aquatic facility be confined to the Beacon Recreation Complex site, the Bencubbin Recreation Complex site and the current aquatic centre site. 	Current	CDO acquired quotes from consultants to undertake this work. Met with the CEO to discuss proposals and have contracted Darren Monument from ABV Leisure Consultants to undertake the project. CDO currently working with ABV to arrange a date to initiate the project.	

COMMUNITY DEVELOPMENT OFFICER – SALLY MORGAN

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION										
2016/189 December 2016	<p>That;</p> <p>1. The Welbungin tennis courts resurfacing project commences in March 2017 with the amended budget as follows;</p> <table><tr><td>Shire of Mt Marshall</td><td>\$36,020</td></tr><tr><td>Welbungin Sports & Prog Assoc Cash</td><td>\$26,500</td></tr><tr><td>Welbungin Sports & Prog Assoc In-kind</td><td>\$10,260</td></tr><tr><td>CSRFF</td><td>\$15,000</td></tr><tr><td>Total</td><td>\$87,780</td></tr></table> <p>2. Any cost savings to the project are split between the Shire of Mt Marshall and the Welbungin Sports & Progress Association.</p>	Shire of Mt Marshall	\$36,020	Welbungin Sports & Prog Assoc Cash	\$26,500	Welbungin Sports & Prog Assoc In-kind	\$10,260	CSRFF	\$15,000	Total	\$87,780	Current	<p>Welbungin Sports & Progress Association held a busy bee on the 20th of March to remove the existing surface. Sports Surfaces arrived on Tuesday 28th of March to commence the resurfacing, expected date of completion Friday 7th of April.</p> <p>In addition to ripping up the existing courts, the Welbungin Sports & Progress Assoc. have committed additional in-kind work, carting the sand from Perth to Welbungin and agreeing to supply additional volunteers to assist with the final stages of the project, this will reduce the financial cost of the project.</p>	May 2017
Shire of Mt Marshall	\$36,020													
Welbungin Sports & Prog Assoc Cash	\$26,500													
Welbungin Sports & Prog Assoc In-kind	\$10,260													
CSRFF	\$15,000													
Total	\$87,780													
2016/036 March 2016	That Council make an allowance of \$30,000 in the 2016/17 Budget for costs associated with a further 12 months of operation of the Little Bees Family Day Care Service.	Ongoing	Little Bees will continue to operate in 2016/17, 3 days in Bencubbin & 1 day in Beacon per week.	June 2017										



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Meeting Dates 2017/2018

Ordinary Meetings of Council

18 July 2017	Recess - January 2018
15 August 2017	20 February 2018
19 September 2017	20 March 2018
17 October 2017	17 April 2018**
21 November 2017***	15 May 2018*
19 December 2017	19 June 2018**

Ordinary meetings of Council are held on the third Tuesday of every month in Council Chambers, 80 Monger St, Bencubbin commencing at 3:00pm (unless advertised otherwise). These meetings are open to the public, with the first 15 minutes set aside as public question time.

*Commencing at 6:45pm.

** Being held at Beacon Country Club, Lucas Street, Beacon

***Being held at 6:45pm in the Beacon CWA House

An Electors' General Meeting is held each financial year (typically in December) with notification being provided in the local newspapers.

The dates and commencement times of the following Council committees are yet to be advised. They will be advertised locally.

Mt Marshall Audit Committee

Bush Fire Advisory Committee

Local Emergency Management Committee

Mt Marshall Safety Committee

The Gimlet Newspaper Committee

Beacon Bulletin Committee

Bencubbin Multipurpose Complex Steering Committee



Shire of Mt Marshall

Monthly Statement of Financial Activity

For the Period 1 July 2016 to 31 March 2017

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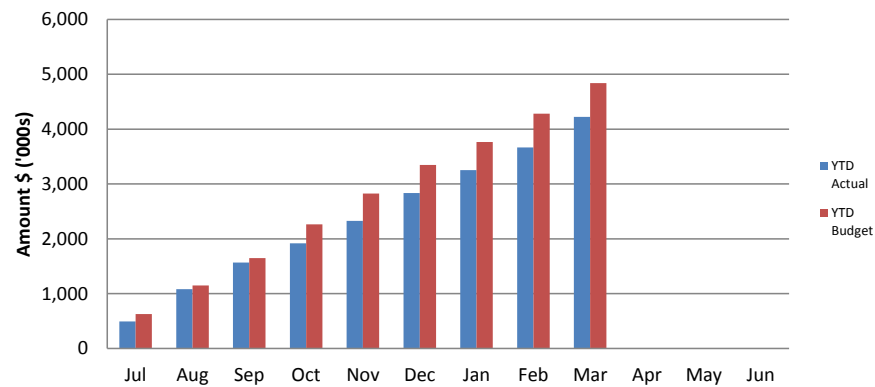
Shire of Mt Marshall
Statement of Financial Activity
For the period 1 July 2016 to 31 March 2017

		Actual YTD 2016/2017	Budget YTD 2016/2017	Original Full Year Budget 2016/2017	Variance Budget to Actual YTD	
	NOTE				%	\$
Operating Revenue						
Governance		43,140	6,921	9,249	523%	36,219
General Purpose Funding		1,765,270	1,728,511	2,304,085	2%	36,759
Law, Order & Public Safety		15,215	11,994	16,003	27%	3,221
Health		0	0	0		0
Education & Welfare		68,787	58,239	77,674	18%	10,548
Housing		131,028	122,238	163,020	7%	8,790
Community Amenities		94,187	88,500	90,890	6%	5,687
Recreation & Culture		18,097	103,778	1,127,323	(83%)	(85,681)
Transport		1,114,239	1,369,244	1,714,118	(19%)	(255,005)
Economic Services		155,847	173,509	204,163	(10%)	(17,662)
Other Property & Services		31,728	60,048	80,100	(47%)	(28,320)
		3,437,537	3,722,982	5,786,624		
Operating Expenses						
Governance		(296,299)	(320,416)	(387,232)	(8%)	24,117
General Purpose Funding		(85,218)	(48,393)	(64,551)	76%	(36,825)
Law, Order & Public Safety		(68,220)	(88,915)	(113,226)	(23%)	20,695
Health		(107,005)	(121,520)	(161,884)	(12%)	14,515
Education & Welfare		(158,705)	(174,439)	(230,311)	(9%)	15,734
Housing		(269,496)	(290,170)	(367,283)	(7%)	20,674
Community Amenities		(193,620)	(173,324)	(231,053)	12%	(20,296)
Recreation & Culture		(566,926)	(689,786)	(903,352)	(18%)	122,860
Transport		(2,096,962)	(2,016,788)	(2,711,490)	4%	(80,174)
Economic Services		(305,207)	(300,587)	(392,932)	2%	(4,620)
Other Property & Services		(91,994)	(43,393)	(41,225)	112%	(48,601)
		(4,239,653)	(4,267,731)	(5,604,538)		
Adjustments for Non-Cash (Revenue) and Expenditure						
(Profit)/Loss on Asset Disposals	2	22,124	76,396	76,396		
Employee benefit Provisions Cash Backed		1,647	(995)	(995)		
Depreciation on Assets		1,706,210	1,132,829	2,265,658		
Capital Revenue and (Expenditure)						
Purchase Property Plant & Equipment	1	(741,648)	(748,850)	(3,407,600)		
Purchase Infrastructure Assets	1	(1,090,810)	(2,184,321)	(2,456,604)		
Repayment of Debenture	3	(45,092)	(45,092)	(83,019)		
Proceeds from New Debenture	3	0	0	1,173,900		
Self-Supporting Loan Principal Income		7,696	7,696	10,332		
Proceeds from Disposal of Assets	2	114,273	115,000	115,000		
Reserves and Restricted Funds						
Transfers to Reserves	4	(274,264)	(274,264)	(228,086)		
Transfers from Reserves	4	15,000	15,000	345,300		
ADD Net Current Assets July 1 B/Fwd.	5	734,880	722,074	722,074		
LESS Net Current Assets Year to Date	5	(943,769)	443,719	0		
Amount Raised from Rates	6	(1,295,870)	(1,285,557)	(1,285,557)		

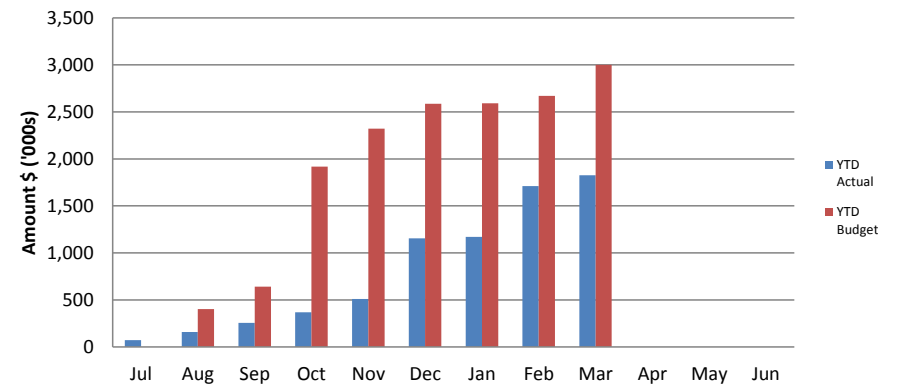
Shire of Mt Marshall

For the period 1 July 2016 to 31 March 2017

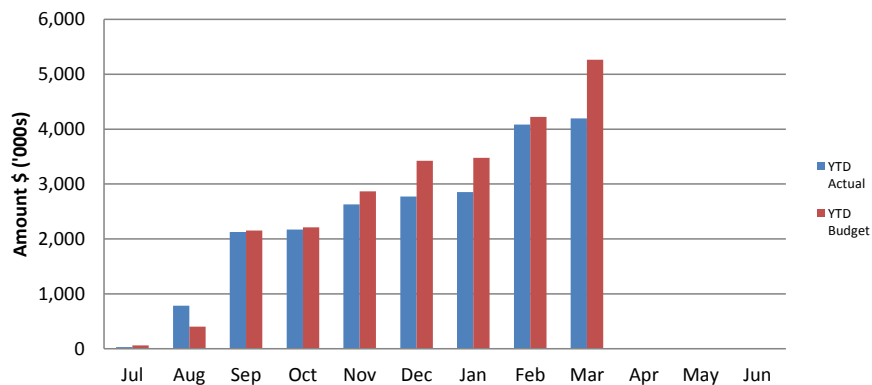
Operating Expenditure



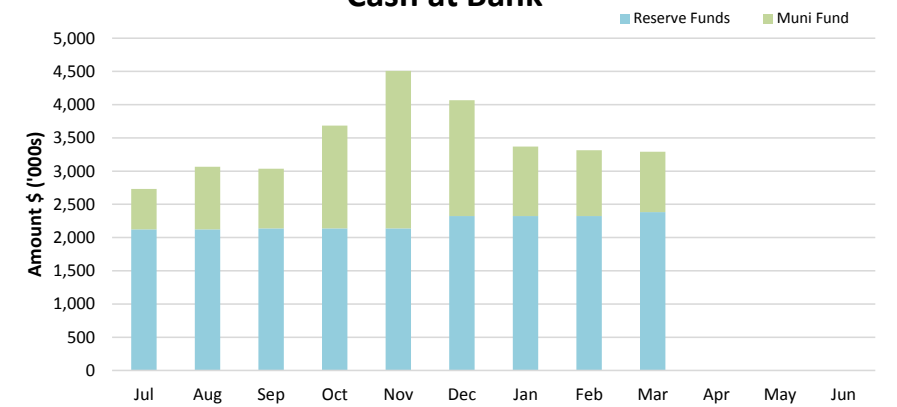
Capital Works & Equipment Purchases



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 2016 to 31 March 2017

	2016/17 Adopted Budget \$	31-Mar-17 Actual \$	31-Mar-17 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	65,000	55,338	65,000
Education & Welfare			
<i>Aged & Disabled Welfare</i>			
Purchase Land & Buildings - Welfare Aged	21,600	34	21,600
Land & Buildings - Other Welfare	0	10,812	0
Community Amenities			
<i>Protection of the Environment</i>			
Land & Buildings - Community Amenities	5,000	0	0
<i>Other Community Ammenities</i>			
Beacon And Bencubbin Water Collection	149,190	14,706	135,528
Recreation and Culture			
<i>Sporting Facilities</i>			
Land & Buildings - Sporting Facilities	100,000	0	0
Infrastructure Other Purchases	135,100	0	55,000
Land & Buildings - Bencubbin Recreation	2,600,000	128,344	46,250
Transport			
<i>Construction - Roads, Bridges, Depots</i>			
Roads To Recovery Road Works	966,848	383,948	788,336
State Road Projects Grant	1,085,963	611,423	1,085,956
Municipal Road Construction	99,502	73,603	99,501
Footpath Construction	20,000	0	20,000
<i>Road Plant Purchases</i>			
Plant Purchases	570,000	511,587	570,000
Motor Vehicle Purchases	28,000	27,228	28,000
Economic Services			
<i>Tourism & Area Promotion</i>			
Purchase Land And Buildings	18,000	8,305	18,000
<i>Other Economic Services</i>			
Infrastructure Other	0	7,130	0
	<u>5,864,204</u>	<u>1,832,458</u>	<u>2,933,171</u>

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2016 to 31 March 2017

1. ACQUISITION OF ASSETS (Continued)	2016/17 Adopted Budget \$	31-Mar-17 Actual \$	31-Mar-17 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	2,744,600	147,495	85,850
Furniture & Equipment	0	0	0
Motor Vehicles	93,000	82,566	93,000
Plant & Equipment	570,000	511,587	570,000
Infrastructure - Roads	2,152,313	1,068,974	1,973,793
Infrastructure - Footpaths	20,000	0	20,000
Infrastructure - Ovals & Parks	0	0	0
Infrastructure - Other	284,290	21,836	190,528
	<u>5,864,204</u>	<u>1,832,458</u>	<u>2,933,171</u>

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2016 to 31 March 2017

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)	
	2016/17 Budget \$	March 2016 Actual \$	2016/17 Budget \$	March 2016 Actual \$	2016/17 Budget \$	March 2016 Actual \$
Administration						
Admin Vehicle	20,000	22,329	20,000	20,000	0	(2,329)
Housing						
House Lot 168 Collin St Bencubbin	74,396		20,000		(54,396)	0
Transport						
Grader	102,000	105,388	80,000	67,000.00	(22,000)	(38,388)
Mitsubishi Triton MM170	12,000		10,000		(2,000)	0
Bomag Roller	3,000	8,679	5,000	27,272.73	2,000	18,594
	211,396	136,396	135,000	114,273	(76,396)	(22,124)

<u>By Class of Asset</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2016/17 Budget \$	March 2016 Actual \$	2016/17 Budget \$	March 2016 Actual \$	2016/17 Budget \$	March 2016 Actual \$
Motor Vehicles	32,000	22,329.32	30,000	20,000.00	(2,000)	(2,329)
Land & Buildings	74,396	0.00	20,000	0.00	(54,396)	0
Plant & Equipment	105,000	114,067	85,000	94,273	(20,000)	(19,794)
	211,396	136,396	135,000	114,273	(76,396)	(22,124)

Summary

Profit on Asset Disposals
Loss on Asset Disposals

2016/17 Adopted Budget \$	March 2016 Actual \$
2,000	18,594
(78,396)	(40,717)
(76,396)	(22,124)

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2016 to 31 March 2017

3. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-16	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2016/17 Budget \$	2016/17 Actual \$	2016/17 Budget \$	2016/17 Actual \$	2016/17 Budget \$	2016/17 Actual \$	2016/17 Budget \$	2016/17 Actual \$
General Purpose Funding									
Loan 119 - Benny Mart *	29,831	0	0	10,332	7,696	19,499	22,135	1,378	1,068
Housing									
Loan 118 - Staff Housing	167,051	0	0	52,278	25,735	114,773	141,316	9,683	5,073
Recreation & Culture									
Loan 120 - Bencubbin Rec Complex Shire	0	432,600	0	4,096	0	428,504	0	2,920	0
Loan 121 - Bencubbin Rec SAR	0	491,300	0	4,652	0	486,648	0	3,316	0
Loan 122 - Bencubbin Rec Complex CRC*	0	250,000	0	0	0	250,000	0	0	0
<i>(Anticipated Lending Dates 2017/18)</i>									
Economic Services									
Loan 117 - Accommodation Units	11,661	0	0	11,661	11,661	0	0	353	64
	208,543	1,173,900	0	83,019	45,092	1,299,424	163,451	17,650	6,206

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

All other loan repayments were financed by general purpose revenue.

(b) New Debentures - 2015/16

Council is currently negotiating new debentures in relation to the Bencubbin Recreation Complex Redevelopment as above.

It is anticipated that the new debentures will be taken out in the 2017/18 financial year and no repayments will be made during the current financial year.

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2016 to 31 March 2017

	2016/17 Adopted Budget \$	March 2016 Actual \$
4. CASH BACKED RESERVES		
(a) Plant Replacement Reserve		
Opening Balance	414,163	414,163
Amount Set Aside / Transfer to Reserve	10,354	7,468
Amount Used / Transfer from Reserve	0	0
	<u>424,517</u>	<u>421,631</u>
(b) Aged Care Units Reserve		
Opening Balance	66,563	66,563
Amount Set Aside / Transfer to Reserve	101,664	101,754
Amount Used / Transfer from Reserve	(21,600)	0
	<u>146,627</u>	<u>168,317</u>
(c) Community Housing Reserve		
Opening Balance	38,251	38,251
Amount Set Aside / Transfer to Reserve	956	690
Amount Used / Transfer from Reserve	0	0
	<u>39,207</u>	<u>38,941</u>
(d) Council Staff Housing Reserve		
Opening Balance	32,771	32,771
Amount Set Aside / Transfer to Reserve	819	590
Amount Used / Transfer from Reserve	0	0
	<u>33,590</u>	<u>33,361</u>
(e) Employee Entitlements Reserve		
Opening Balance	91,379	91,379
Amount Set Aside / Transfer to Reserve	2,284	1,647
Amount Used / Transfer from Reserve	0	0
	<u>93,663</u>	<u>93,026</u>
(f) Public Amenities & Buildings Reserve		
Opening Balance	539,974	539,974
Amount Set Aside / Transfer to Reserve	13,499	9,737
Amount Used / Transfer from Reserve	(308,700)	0
	<u>244,773</u>	<u>549,711</u>
(g) Bencubbin Aquatic Centre Development Reserve		
Opening Balance	740,929	740,929
Amount Set Aside / Transfer to Reserve	68,523	123,640
Amount Used / Transfer from Reserve	0	0
	<u>809,452</u>	<u>864,569</u>
(h) Community Bus Reserve		
Opening Balance	112,565	112,565
Amount Set Aside / Transfer to Reserve	2,814	2,029
Amount Used / Transfer from Reserve	0	0
	<u>115,379</u>	<u>114,594</u>

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2016 to 31 March 2017

	2016/17 Adopted Budget \$	March 2016 Actual \$
4. RESERVES (Continued)		
(i) Bencubbin Recreation Complex Reserve		
Opening Balance	7,968	7,968
Amount Set Aside / Transfer to Reserve	199	145
Amount Used / Transfer from Reserve	0	0
	<u>8,167</u>	<u>8,113</u>
(j) Office Equipment Reserve		
Opening Balance	15,594	15,594
Amount Set Aside / Transfer to Reserve	390	280
Amount Used / Transfer from Reserve	0	0
	<u>15,984</u>	<u>15,874</u>
(k) Economic Development Reserve		
Opening Balance	4,156	4,156
Amount Set Aside / Transfer to Reserve	104	76
Amount Used / Transfer from Reserve	0	0
	<u>4,260</u>	<u>4,232</u>
(l) Integrated Planning/Financial Reporting Reserve		
Opening Balance	16,571	16,571
Amount Set Aside / Transfer to Reserve	414	299
Amount Used / Transfer from Reserve	(15,000)	(15,000)
	<u>1,985</u>	<u>1,870</u>
(m) Beacon Accommodation Reserve		
Opening Balance	42,639	42,639
Amount Set Aside / Transfer to Reserve	26,066	25,908
Amount Used / Transfer from Reserve	0	0
	<u>68,705</u>	<u>68,547</u>
Total Cash Backed Reserves	<u><u>2,006,309</u></u>	<u><u>2,382,787</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 2016 to 31 March 2017

	2016/17 Adopted Budget \$	March 2016 Actual \$
4. RESERVES (Continued)		
Cash Backed Reserves (Continued)		
Summary of Transfers To Cash Backed Reserves		
Transfers to Reserves		
Plant Replacement Reserve	10,354	7,468
Aged Care Units Reserve	101,664	101,754
Community Housing Reserve	956	690
Council Staff Housing Reserve	819	590
Employee Entitlements Reserve	2,284	1,647
Public Amenities & Buildings Reserve	13,499	9,737
Bencubbin Aquatic Centre Development Reser	68,523	123,640
Community Bus Reserve	2,814	2,029
Bencubbin Recreation Complex Reserve	199	145
Office Equipment Reserve	390	280
Economic Development Reserve	104	76
Integrated Planning/Financial Reporting Reserv	414	299
Beacon Accommodation Reserve	26,066	25,908
	228,086	274,264
Transfers from Reserves		
Plant Replacement Reserve	0	0
Aged Care Units Reserve	(21,600)	0
Community Housing Reserve	0	0
Council Staff Housing Reserve	0	0
Employee Entitlements Reserve	0	0
Public Amenities & Buildings Reserve	(308,700)	0
Bencubbin Aquatic Centre Development Reser	0	0
Community Bus Reserve	0	0
Bencubbin Recreation Complex Reserve	0	0
Office Equipment Reserve	0	0
Economic Development Reserve	0	0
Integrated Planning/Financial Reporting Reserv	(15,000)	(15,000)
Beacon Accommodation Reserve	0	0
	(345,300)	(15,000)
Total Transfer to/(from) Reserves	(117,214)	259,264

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2016 to 31 March 2017

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.

Community Housing Reserve

- To fund the future maintenance of Homeswest Joint Venture/Community Housing projects

Council Staff Housing Reserve

- To fund the replacement of staff 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.

Bencubbin Aquatic Centre Development

- To finance future capital and maintenance upgrades for the Bencubbin 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

Integrated Planning/Financial Reporting Reserve

- To set aside funds for expenditure on Council's integrated planning process.

Beacon Accommodation Reserve

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

Economic Development Reserve

- To set aside funds for Economic Development initiatives.

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2016 to 31 March 2017

	2016/17 B/Fwd Per Approved Budget \$	2015/16 B/Fwd Per Financial Report \$	March 2016 Actual \$
5. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	647,214	488,180	981,929
Cash - Restricted Unspent Grants	0	159,035	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	2,123,520	2,123,520	2,382,784
Rates Outstanding	542,679	120,451	177,281
Sundry Debtors	0	444,230	59,019
Provision for Doubtful Debts	0	(53,673)	(53,673)
Gst Receivable	0	171	14,100
Accrued Income/Payments In Advance	0	0	(2,207)
Loans - Clubs/Institutions	0	0	0
Inventories	19,388	19,388	12,978
	<u>3,332,801</u>	<u>3,301,302</u>	<u>3,572,211</u>
LESS: CURRENT LIABILITIES			
Sundry Creditors	(362,961)	(283,929)	(83,643)
Accrued Interest On Loans	0	(479)	0
Accrued Salaries & Wages	0	(34,247)	0
Income In Advance	0	0	0
Gst Payable	0	(2)	(3,491)
Payroll Creditors	0	0	(35,926)
Accrued Expenses	0	0	0
FBT Liability	0	0	0
Current Employee Benefits Provision	(215,624)	(215,624)	(215,624)
Current Loan Liability	(74,272)	(74,272)	(29,180)
	<u>(652,857)</u>	<u>(608,553)</u>	<u>(367,864)</u>
NET CURRENT ASSET POSITION	2,679,944	2,692,749	3,204,347
Less: Cash - Reserves - Restricted	(2,123,521)	(2,123,520)	(2,382,784)
Less: Cash - Unspent Grants - Restricted	0	0	0
Less: Current Loans- Clubs / Institutions	0	0	0
Add Back : Component of Leave Liability not Required to be Funded	91,379	91,379	93,026
Add Back : Current Loan Liability	74,272	74,272	29,180
Adjustment for Trust Transactions Within Muni	0	0	0
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>722,074</u>	<u>734,880</u>	<u>943,769</u>

Shire of Mt Marshall

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

For the Period 1 July 2016 to 31 March 2017

6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2016/17 Rate Revenue \$	2016/17 Interim Rates \$	2016/17 Back Rates \$	2016/17 Total Revenue \$	2016/17 Budget \$
General Rate								
GRV	0.118490	131	789,070	93,498			93,498	93,497
UV	0.020270	317	60,681,998	1,229,670	145		1,229,815	1,230,024
Mining	0.020270	1	38,801	786			786	786
Sub-Totals		449	61,509,869	1,323,954	145	0	1,324,099	1,324,307
Minimum Rates	Minimum \$							
GRV	380	42	30,635	15,960			15,960	15,960
UV	380	23	184,749	8,740			8,740	8,740
Mining	380	6	12,875	2,280			2,280	2,280
Sub-Totals		29	197,624	11,020	0	0	26,980	26,980
Discounts							1,351,079	1,351,287
Rates Written off							(47,747)	(75,000)
Total Amount of General Rates							(177)	(1,900)
Movement in Excess Rates							1,303,155	1,274,387
Ex Gratia Rates							(21,828)	(11,099)
Specified Area Rates							14,542	14,300
Total Rates							7,186	7,968
							1,295,869	1,285,556

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 2016 to 31 March 2017

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-16 \$	Amounts Received \$	Amounts Paid (\$)	March 2016 Balance \$
Police Licensing	9,515	129,146	(137,338)	1,322
Aged Care Beautification	829	0	0	829
Unclaimed Monies	159	0	(100)	59
Nomination Deposits	0	160	(160)	0
Prepaid Rates	0	0	0	0
Tree Planting Nursery	1,000	0	0	1,000
Sundry Creditors	745	0	(745)	0
Housing Bonds	11,060	480	(1,160)	10,380
Staff Social Club	5,732	1,875	(3,424)	4,183
Newroc Advance Account	0	0	0	0
Portable Toilet Bonds	0	0	0	0
Deposit on Land	1,000	0	0	1,000
Emergency Services Levy	0	0	0	0
Building Levy	0	0	0	0
Mt Marshall LCDC	0	0	0	0
Benc - Beacon Tourist Committee	0	0	0	0
	30,040	131,661	(142,927)	18,773

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2016 to 31 March 2017

8. OPERATING STATEMENT

	March 2016 Actual \$	2016/17 Adopted Budget \$	2015/16 Actual \$
OPERATING REVENUES			
Governance	43,140	9,249	25,212
General Purpose Funding	3,061,140	3,589,641	2,393,345
Law, Order, Public Safety	15,215	16,003	18,885
Health	0	0	0
Education and Welfare	68,787	77,674	62,202
Housing	131,028	163,020	161,945
Community Amenities	94,187	90,890	174,703
Recreation and Culture	18,097	1,127,323	73,967
Transport	1,114,239	1,714,118	1,873,111
Economic Services	155,847	204,163	376,163
Other Property and Services	31,728	80,100	111,874
TOTAL OPERATING REVENUE	4,733,408	7,072,180	5,271,406
OPERATING EXPENSES			
Governance	296,299	387,232	422,497
General Purpose Funding	85,218	64,551	103,828
Law, Order, Public Safety	68,220	113,226	51,728
Health	107,005	161,884	139,240
Education and Welfare	158,705	230,311	268,518
Housing	269,496	367,283	278,685
Community Amenities	193,620	231,053	279,094
Recreation & Culture	566,926	903,352	878,554
Transport	2,096,961	2,711,490	3,343,689
Economic Services	305,207	392,932	347,148
Other Property and Services	91,992	41,225	63,690
TOTAL OPERATING EXPENSE	4,239,649	5,604,538	6,176,670
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	493,759	1,467,642	(905,264)

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2016 to 31 March 2017

9. BALANCE SHEET

	March 2016 Actual \$	2015/16 Actual \$
CURRENT ASSETS		
Cash and Cash Equivalents	3,364,713	2,770,734
Trade and Other Receivables	194,013	518,367
Inventories	12,978	19,388
TOTAL CURRENT ASSETS	3,571,704	3,308,489
NON-CURRENT ASSETS		
Other Receivables	20,066	20,066
Inventories	0	0
Property, Plant and Equipment	14,287,941	14,048,255
Infrastructure	90,604,388	90,854,222
Work in Progress	0	0
TOTAL NON-CURRENT ASSETS	104,912,395	104,922,543
TOTAL ASSETS	108,484,099	108,231,032
CURRENT LIABILITIES		
Trade and Other Payables	123,061	318,657
Long Term Borrowings	29,180	74,272
Provisions	215,624	215,624
TOTAL CURRENT LIABILITIES	367,865	608,553
NON-CURRENT LIABILITIES		
Trade and Other Payables	0	0
Long Term Borrowings	134,271	134,271
Provisions	15,745	15,745
TOTAL NON-CURRENT LIABILITIES	150,016	150,016
TOTAL LIABILITIES	517,881	758,569
NET ASSETS	107,966,218	107,472,463
EQUITY		
Trust Imbalance	0	0
Retained Surplus	77,528,948	77,294,457
Reserves - Cash Backed	2,382,784	2,123,520
Revaluation Surplus	28,054,486	28,054,486
TOTAL EQUITY	107,966,218	107,472,463

Shire of Mt Marshall

For the Period 1 July 2016 to 31 March 2017

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 2016 to 31 March 2017

	31 March 2017 YTD Actual \$	YTD Budget \$	Budget to Actual YTD %	Budget to Actual YTD Favourable/ (Unfavourable) \$	Components of Variance Favourable/ (Unfavourable) \$	
Revenues/Sources						
Governance	43,140	6,921	523%	36,219	19,423	Recoup of LSL not budgeted
					12,079	Paid Parental Leave reimbursement not budgeted
					4,718	Minor Items
General Purpose Funding	1,765,270	1,728,511	2%	36,759	37,781	Rates debt collection income, offset by expenditure
					(1,022)	Minor Items
Law, Order, Public Safety	15,215	11,994	27%	3,221	2,810	DFES Qtly Grant - timing difference
					411	Minor Items
Health	-	-	0%	-	-	Minor Items
Education and Welfare	68,787	58,239	18%	10,548	9,827	Family Support Qtly Grant - timing difference
					721	Minor Items
Housing	131,028	122,238	7%	8,790	11,826	Rental income greater than budget
					(3,036)	Minor Items
Community Amenities	94,187	88,500	6%	5,687	2,923	Community Bus Charges greater than anticipated
					2,764	Minor Items
Recreation and Culture	18,097	103,778	(83%)	(85,681)	(32,000)	Swimming Pool Grant - Not eligible
					(53,400)	Welbungin Tennis Court Grant - Timing
					(281)	Minor Items
Transport	1,114,239	1,369,244	(19%)	(255,005)	(25,320)	Blackspot grant income - timing difference
					(244,592)	R2R Grant - timing difference
					17,100	Profit on disposal of assets greater than budget
					(2,193)	Minor Items

Shire of Mt Marshall
Report on Significant Variances - Operating Income & Expenditure
For the Period 1 July 2016 to 31 March 2017

	31 March 2017 YTD Actual \$	YTD Budget \$	Budget to Actual YTD %	Budget to Actual YTD Favourable/ (Unfavourable) \$	Components of Variance Favourable/ (Unfavourable) \$	
Economic Services	155,847	173,509	(10%)	(17,662)	27,898 (49,399) 3,839	Caravan Parks income greater than budget Worker's Camp income less than budget <i>Minor Items</i>
Other Property and Services	31,728	60,048	(47%)	(28,320)	(25,647) (2,674)	Private Works Income less than budget - offset by lower expenditure <i>Minor Items</i>
Total Revenues excl Rates	3,437,537	3,722,982	(8%)	(285,445)		
Amount Raised from Rates	1,295,870	1,285,557	1%	10,312	10,312	<i>Minor Items</i>

Shire of Mt Marshall
Report on Significant Variances - Operating Income & Expenditure
For the Period 1 July 2016 to 31 March 2017

	31 March 2017 YTD Actual \$	YTD Budget \$	Budget to Actual YTD %	Budget to Actual YTD Favourable/ (Unfavourable) \$	Components of Variance Favourable/ (Unfavourable) \$	
(Expenses)/(Applications)						
Governance	(296,299)	(320,416)	8%	24,117	(5,926)	Recruitment fees over budget
					(24,059)	Admin Salaries over budget - offset by maternity leave income
					16,174	Council Expenditure under budget
					17,779	Computer & Office Equipment under budget - timing
					18,456	Consultants under budget - timing
					2,765	Audit Fees under budget - timing
					(1,071)	Minor Items
General Purpose Funding	(85,218)	(48,393)	(76%)	(36,825)	(37,579)	Rates Debt Collection Exp - Offset by income
					753	Minor Items
Law, Order, Public Safety	(68,220)	(88,915)	23%	20,695	2,064	Fire Insurance under budget
					8,324	Emergency Management Expenses under budget
					9,398	Admin Expenses - timing
					909	Minor Items
Health	(107,005)	(121,520)	12%	14,515	12,110	EHO Expenditure under budget - timing and reduced service
					2,405	Minor Items
Education and Welfare	(158,705)	(174,439)	9%	15,734	24,223	Little Bees Salaries under budget due to leave without pay
					(739)	Senior's Trip over budget
					(3,390)	Aged Care Units mtc over budget - timing. All building mtc jobs have been issued and are being worked through when time permits
					(4,360)	Minor Items
Housing	(269,496)	(290,170)	7%	20,674	(14,683)	Community Housing mtc over budget
					(24,170)	Other Housing mtc over budget
					4,404	Staff Housing mtc under budget
					54,396	Loss on disposal of assets under budget - Timing, not yet sold
					728	Minor Items
Community Amenities	(193,620)	(173,324)	(12%)	(20,296)	(13,594)	Refuse site maintenance over budget - timing

Shire of Mt Marshall
Report on Significant Variances - Operating Income & Expenditure
For the Period 1 July 2016 to 31 March 2017

31 March 2017 YTD Actual \$	YTD Budget \$	Budget to Actual YTD %	Budget to Actual YTD Favourable/ (Unfavourable) \$	Components of Variance Favourable/ (Unfavourable) \$	
				(3,611)	Public Toilets - cleaning over budget
				(3,091)	<i>Minor Items</i>

Shire of Mt Marshall
Report on Significant Variances - Operating Income & Expenditure
For the Period 1 July 2016 to 31 March 2017

	31 March 2017 YTD	Budget to YTD	Budget to Actual YTD	Budget to Actual YTD Favourable/ (Unfavourable)	Components of Variance Favourable/ (Unfavourable)	
	Actual \$	Budget \$	%	\$	\$	
Recreation & Culture	(566,926)	(689,786)	18%	122,860	78,604	Swimming Pool expenditure under budget - Pool not opening
					4,649	Parks and Gardens less than budget - timing
					38,158	Recreation Ground mtc less than budget - timing
					1,449	Minor Items
Transport	(2,096,962)	(2,016,788)	(4%)	(80,174)	(58,340)	Road Maintenance over budget - timing
					(20,388)	Loss on disposal of assets over budget
					(1,447)	Minor Items
Economic Services	(305,207)	(300,587)	(2%)	(4,620)		
					(4,620)	Minor Items
Other Property and Services	(91,994)	(43,393)	(112%)	(48,601)	3,924	Expendable Tools under budget
					(21,061)	Fuel & Oils over budget
					(15,293)	Workers Comp insurance, premium increase due to claims
					(18,070)	Training - Traffic management course for crew unbudgeted
					1,900	Minor Items
Total Expenses/Applications	(4,239,653)	(4,267,731)	(6%)	48,980		

Shire of Mt Marshall
Capital Expenditure Report on Significant Variances
For the Period 1 July 2016 to 31 March 2017

	Full Year Budget	31 March 2017 YTD Actual	31 March 2017 YTD Budget	Budget to Actual YTD %	Budget to Actual YTD Favourable/ (Unfavourable)	Commentary
	\$	\$	\$	%	\$	
Capital Expenditure						
Governance						
Admin Vehicle	65,000	55,338	65,000	0%	9,662	Vehicle under budget
Education & Welfare						
Mens Shed Contribution	-	10,812	-	100%	(10,812)	Contribution to Beacon Men's Shed unbudgeted
CEACA Land	21,600	34	21,600	0%	21,566	Land Enquiry
Community Amenities						
Land & Buildings	5,000	-	-	0%	-	
Water Collection Projects	149,190	14,706	135,528	89%	120,822	Timing
Recreation & Culture						
Beacon Recreation Ground Power Upg	100,000	-	-	0%	-	Western Power application approved. Estimated completion
Other Infrastructure - Welbungin Tennis Courts, Beacon Oval Dam, Beacon Central & Hall Car Parks, Beacon Hockey Oval Lighting	135,100	-	55,000	100%	55,000	Budgeted to have completed Beacon oval dam fence by October
Bencubbin Rec Complex	2,600,000	128,344	46,250	(178%)	(82,094)	Timing of tender process
Transport						
Road Construction	2,152,313	1,068,974	1,973,793	46%	904,819	Timing
Footpath Construction	20,000	-	20,000	0%	20,000	Timing
Plant Purchases	570,000	511,587	570,000	10%	58,413	All changeovers complete
Motor Vehicle Purchases	28,000	27,228	28,000	3%	772	
Economic Services						
Beacon Cabin C Upgrade	18,000	8,305	18,000	54%	9,696	Verandah still to be completed
Purchase of Land in Beacon	-	7,130	-	100%	(7,130)	Purchase of land in Beacon unbudgeted
Total Capital Expenditure	5,864,204	1,832,458	2,933,171	38%	1,100,713	



Usage Statistics - Bencubbin

Week	Monday	Tuesday	Wednesday	TOTAL	% of Maximum Capacity
27/07/15 - 02/08/15	3	4	4	11	92%
03/08/15 - 09/08/15	4	2.5	4	10.5	88%
10/08/15 - 16/08/15	4	3	4	11	92%
17/08/15 - 23/08/15	4	3	3	10	83%
24/08/15 - 30/08/15	3	4	3	10	83%
31/08/15 - 06/09/15	4	4	3	11	92%
07/09/15 - 13/09/15	4	3	4	11	92%
14/09/15 - 20/09/15	4	3	4	11	92%
<i>Educator Holidays</i>					
19/10/15 - 25/10/15	4	3	2	9	75%
26/10/15 - 01/11/15	3	3.5	4	10.5	88%
02/11/15 - 08/11/15	4	3	3	10	83%
09/11/15 - 15/11/15	4	4	4	12	100%
16/11/15 - 22/11/15	4	2	2	8	67%
23/11/15 - 29/11/15	4	1	4	9	75%
30/11/15 - 06/12/15	4	2	4	10	83%
07/12/15 - 13/12/15	4	2	2	8	67%
14/12/15 - 20/12/15	4	2	4	10	83%
<i>Break in service</i>					
08/02/16 - 14/02/16	1.5	3	4	8.5	71%
15/02/16 - 21/02/16	2	3	3	8	67%
22/02/16 - 28/02/16	1	2	3	6	50%
29/02/16 - 06/03/16	1	1	2	4	33%
07/03/16 - 13/03/16	2	2	3	7	58%
14/03/16 - 20/03/16	2	2	3	7	58%
21/03/16 - 27/03/16	2	2	3	7	58%
28/03/16 - 3/04/16	4	3	3	10	83%
04/04/16 - 10/04/16	1	3	4	8	67%
11/04/16 - 17/04/16	2	3	3	8	67%
18/04/16 - 24/04/16	2	2	1	5	42%
25/04/16 - 01/05/16	1	4	2	7	58%
02/05/16 - 08/05/16	1	4	4	9	75%
09/05/16 - 15/05/16	1	3	Edu. Sick	4	50%
16/05/16 - 22/05/16	1	3	1	5	42%
23/05/16 - 29/05/16	2	3	1	6	50%

30/05/16 - 05/06/16	3	4	3	10	83%
<i>Educator Holidays</i>					
20/06/16 - 26/06/16	Holiday	3	3	6	75%
27/06/16 - 03/07/16	2	4	2	8	67%
04/07/16 - 10/07/16	3	4	2	9	75%
11/07/16 - 17/07/16	1	2	3	6	50%
18/07/16 - 24/07/16	3	3	2	8	67%
25/07/16 - 31/07/16	3	3	4	10	83%
01/08/16 - 07/08/16	3	3	3	9	75%
<i>Break in Service</i>					
19/09/16 - 25/09/16	2	4	1	7	58%
26/09/16 - 02/10/16	2	3	1	6	50%
03/10/16 - 09/10/16	2	2	1	5	42%
10/10/16 - 16/10/16	Edu Sick	2	2	4	50%
17/10/16 - 23/10/16	3	3	4	10	83%
24/10/16 - 30 / 10/16	2	3.5	3	8.5	71%
31/10/16 - 06/11/16	3	2	3	8	67%
07/11/16 - 13/11/16	2	3	4	9	75%
14/11/16 - 20/11/16	3	2	3	8	67%
21/11/16 - 27/11/16	Edu Sick	Edu Sick	3	3	75%
28/11/16 - 4/12/16	3	2	3	8	67%
05/12/16 - 11/12/16	Closed	2	4	6	75%
12/12/16 - 18/12/16	4	2	3	9	75%
<i>Educator Holidays</i>					
30/01/17 - 05/02/17	2	3	2	7	58%
06/02/17 - 12/02/17	2	3	1.5	6.5	54%
13/02/17 - 19/02/17	3	3	2	8	67%
20/02/17 - 26/02/17	2	4	2	8	67%
27/02/17 - 05/03/17	3	0	0	3	75%
06/03/17 - 12/03/17	Pub.Hol	4	4	8	100%
13/03/17 - 19/03/17	2	3	3.5	8.5	71%
20/03/17 - 26/03/17	Closed	4	3	7	88%
27/03/17 - 02/04/17	2	3	2.5	7.5	63%
03/04/17 - 09/04/17	2	3	3	8	67%

Average of Maximum Capacity	70%
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The above statistics are based on having a potential 4 children aged 4 and under per day, being the maximum a Family Day Care Service is allowed to have per day.



Usage Statistics - Beacon

Week	Thursday	TOTAL	% of Potential 12 4 & Under
13/10/2016	0	0	0%
20/10/2016	0	0	0%
27/10/2016	0	0	0%
3/10/2016	4	4	100%
10/11/2016	3	3	75%
17/11/2016	0	0	0%
24/11/2016	2	2	50%
1/12/2016	2	2	50%
8/12/2016	0	0	0%
15/12/2016	2	2	50%
<i>Educator Holidays</i>			
2/02/2017	1.5	1.5	38%
9/02/2017	2	2	50%
17/02/2017	2	2	50%
23/02/2017	3	3	75%
2/03/2017	3	3	75%
9/03/2017	0.5	0.5	13%
16/03/2017	3	3	75%
23/03/2017	3	3	75%
30/03/2017	2	2	50%
6/04/2017	4	4	100%

Open in Bencubbin

Open in Bencubbin

The above statistics are based on having a potential 4 children aged 4 and under per day, being the maximum a Family Day Care Service is allowed to have per day.

Nadine Richmond

From: Craig and Charisse Walker <c.cwalker@live.com.au>
Sent: Monday, 10 April 2017 9:38 PM
To: Nadine Richmond
Subject: Little bees family daycare

SHIRE OF MT MARSHALL	
1 : APR 2017	
F1/31	
File No.	A2/28
Officer	CEO
Copy	

Dear John,

My name is Charisse Walker, at present my daughter Mollie Walker holds a permanent position at Little Bees Family Daycare and my eldest daughter Harper attends the facility on a casual basis.

I am aware that council will be reviewing the budget in the coming weeks and I felt it was necessary to email yourself and council and express my families personal thoughts and opinions regarding the service.

As a working mother having a family daycare available to me is obviously extremely important, without this service I would be unable to work which would mean my businesses as both a hairdresser and fitness instructor in Bencubbin would suffer. I value this service greatly, it is a huge asset to our community which grows with the number of children that attend the daycare, quite often I require extra days however due to the high number of children this can't always be made possible. I love offering my own personal services to our community and hope that I can continue to do so long into the future.

I would also like to acknowledge the hard work and effort Sarah puts into the activities and programs she runs with the children, I have seen a significant improvement in Mollie since her time spent with Sarah, quite often I will have conversations with her about particular things I am working on with Mollie and she will ensure that the activities she organises that fortnight compliment what we are doing at home. The exposure to other children is also a very positive aspect of her time spent at daycare, all of the above points are going to help prepare Mollie for when she goes off to school and I believe that's very important.

I really appreciate you taking the time to read my thoughts on our daycare service, as you can see I'm very passionate and feel very fortunate for this wonderful asset to our community.

Regards

Charisse Walker



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Club Support Funding Request APPLICATION FORM

Applications close at 4.00pm on Tuesday 11th April 2017. Applications must be received by this time, late submissions will not be considered.

Applications to be lodged via one of the following options;

- Email - cdo@mtmarshall.wa.gov.au
- Post - PO Box 20, Bencubbin 6477
- In person - to the Shire of Mt Marshall, 80 Monger Street, Bencubbin 6477

Please ensure you are eligible for this funding by checking the following;

Requirements:

- Clubs must be based within the Shire of Mt Marshall
- Clubs must be incorporated
- Clubs must provide both a 2014/15 and a 2015/16 Audited Financial Statement

Ineligible

- Individuals or personal projects
- Reimbursement for paying players
- Projects that will incur ongoing operating costs
- Funding prizes or competitions

Club Information

Name of Club:	<i>BENCUBBIN BOWLING CLUB INC</i>
Committee Members:	President: <i>Brett Millar</i> Secretary: <i>Margaret Jeffries</i> Treasurer: <i>Margaret Jeffries</i>
Year of Establishment:	<i>March 1960</i>
No. of members in 15/16:	<i>23</i>
Contact Person:	<i>Margret Jeffries</i>
Phone Number:	<i>9585 1207</i>
Email:	jeffriesfarms@bigpond.com
Address	<i>PO Box 54 BENCUBBIN 6477</i>



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Project Information

Project Title:

To purchase an Upright Freezer in order to alleviate the need for clubs and organisations to share the existing 30-year-old freezer which over time has proven inadequate.

What is the desired outcomes for this project?

It would mean that members of the club would have no need to remove food and transfer same to private freezers when the kitchen is being used by others.

It would also be possible to make and store ice instead of having to purchase it commercially.

Who will benefit from this project and why?

All sporting clubs and community organisations who use the kitchen. In the off-season, winter sports clubs would automatically be granted permission to use it.

The making of ice for sports injuries during the Winter Sports season would benefit all clubs.

What planning has occurred for this project? (i.e. quotes, works undertaken etc.)

Receiving quotes and general consultation with members and the community.

How will your club be contributing to this project? (i.e. financially, volunteers etc.)

Financially and member support as needed.

Will this project incur ongoing costs? If so, how will these be funded? N/A



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Budget

Funds requested from Club Assistance Fund: \$ ~~1500.00~~ (incl GST)

Total project cost: \$ ~~1750.00~~ (incl GST)

Please include a project budget, outlining expenditure and proposed payment.

If successful in your application to the Club Assistance Fund, you agree that any overruns or unexpected expenditure will be met and funded by your Club.

Required attachments

- ☒ Certificate of Incorporation
- ☐ 2014/15 and a 2015/16 audited financial statement
- ☐ Project Budget
- ☐ If you have quotes for your project, please include.

Please ensure you have completed all parts of the application. Any ineligible applications will be advised of this fact in writing. Council will assess all applications at the April 2017 Meeting of Council. Successful applicants will be notified in writing and must acquit the funding by 30th June 2017 unless otherwise agreed.

Name: Margaret Jeffries

Signature: 

Position in Organisation: Secretary/Treasurer of the Bencubbin Bowling Club

Date: 11th April 2017

I agree to all the terms outlined in the Guidelines and Application Form for the Club Assistance Fund.

Bencubbin Bowling Club*Project Budget - Freezer*

Cost of Freezer **\$1,950**

Including delivery

Preferred Quote: Bencubbin Ag Supplies

Funds requested \$1,500

Clubs contribution \$450

Total project cost **\$1,950**

Polar Single Door Freezer 600Ltr

Stainless Steel (EX RESTAURANT EQUIPMENT)

\$1,390.00 + GST = 1529-00

Model: CD085-A

Colour: Stainless Steel

1890(H) x 780(W) x 695mm

IN STOCK - LEAVES WAREHOUSE IN 13 DAYS

EX BENCUBBIN/AC
DELIVERED TO BENCUBBIN
FRT + GST INCLUDED

\$1950-00

402-125 FRT EX EAST,
120-00 FRT TO BENVY.

\$2051.12 FRT+GST INC

Qty:

-	1	+
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Enter Postcode for delivery info



OSBORNE PARK - WA, 6017

Go

Ind. GST: \$402.12

Preferred Quote

MY EMAIL

- Inbox 5
- Drafts 1
- Sent
- Junk
- Trash 1
- My Folders

New Em

JK Williams #2

To: jeffriesfarms@b

5th April 2017

Show image

Mrs Margeret Jeffries
Bencubbin

Hi Margeret,

Thank you for the opportunity to quote on upright freezers for the recreation centre. These are commercial units. I can quote on single door domestic units, if required.

Regards,

Trevor Ger

Manager / Director

Arcus AUD/2F	980 litre	\$ 10300.00	Display
Skopec VF1000	980 litre	\$ 7600.00	Display
Bromic UF1000LF	1000 litre	\$ 5420.00	Display

Arcus CU/2F	980 litre	\$ 8045.00
Bromic UF1300SDF	1300 litre	\$ 4350.00
Berjaya 4D-UF	1103 litre	\$ 5525.00

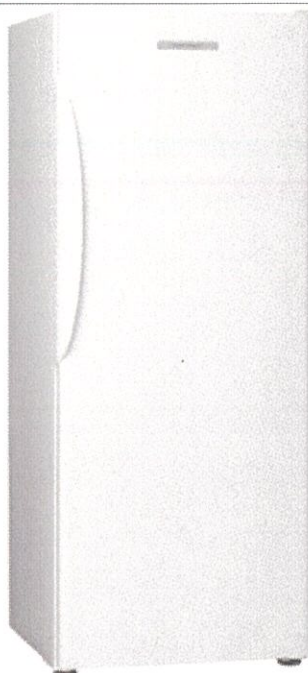
Packaging and delivery \$ 700.00

Pricing includes GST

JK Williams & Co

[Home](#) Fisher & Paykel Freezer Upright 389 Litre

Model Number : E388R



Roll over image to zoom



FISHER & PAYKEL FREEZER UPRIGHT 389 LITRE

[Add to Registry](#)**Betta**
SMALL BUSINESS**\$1,599.00**Fisher & Paykel

Qty:

1

ADD TO

Rent from \$23.65 a
week!

[Apply to Rent](#)

Estimate Delivery Cost

Please enter your address

GO



Government of **Western Australia**
Department of **Commerce**

WESTERN AUSTRALIA

Associations Incorporation Act 1987
(Section 9(1))

Registered No: A1019014N

Certificate of Incorporation

This is to certify that

BENCUBBIN BOWLING CLUB INC

has this day been incorporated
under the *Associations Incorporation Act 1987*

Dated this twelfth day of June 2015

A handwritten signature in black ink, appearing to read 'D. Quill', written over a horizontal line.

Commissioner for Consumer Protection

CERTIFICATE

Bencubbin Bowling Club
Financial Statement April 2015 to 31st March 2016

Receipts		Payments	
Yearly Subs	\$1,470.00	Capitation Fees	\$1,080.00
Bus Hire	\$800.00	Affiliation Fees	\$980.00
Catering	\$1,650.00	Catering	\$2,231.83
Raffles	\$361.95	Bus Hire	\$335.28
Sponsorship	\$1,350.00	CRC Hire Fee	\$900.00
Mens Open Day	\$0.00	Bar	\$5,202.94
Club Shirts	\$180.00	Licence Fee	\$219.00
Club Champ Fees	\$0.00	Green Mtce	\$295.22
Bank Interest	\$1.76	Gold Term deposit	\$20,000.00
Sundries	\$460.00	Donation	\$560.00
League Fours	\$2,080.00	Jacks Rink Pens Markers	\$0.00
Bar	\$19,764.14	Bank Expenses	\$0.00
Float	\$1,000.00	Constitution	\$158.90
		Postage & Stationery	\$4.79
		Float	\$1,100.00
		Mens Open Day	\$0.00
TOTAL RECEIPTS	\$29,117.85	TOTAL PAYMENTS	\$33,067.96

Reconciliation Statement

Opening Balance as at 14th April 2015	\$22,564.98
Receipts to the 31st March 2016	<u>\$29,117.85</u>
	\$51,682.83
Less Payments to 31st March 2016	<u>\$33,067.96</u>
	\$18,614.87
 Bank Balance as at 31st March 2016	\$18,288.12
Plus Uncleared Deposit	<u>\$326.75</u>
	\$18,614.87
 Total Funds	
Cheque Account 306-017 005707-6	\$18,614.87
Gold Term Deposit Matures 8 June 2016	<u>\$20,000.00</u>
	\$38,614.87

I have perused the books of the Bencubbin Bowling Club and in my opinion find them to be a fair and accurate representation of their records.

K Spencer
 Katherine Spencer
 Honorary Auditor

Dated *26/7/16*

Bencubbin Bowling Club
Financial Statement to the 13th April 2015

Receipts		Payments	
Yearly Subs	\$1,742.00	Capitation Fees	\$1,125.00
Bus Hire	\$850.00	Affiliation Fees	\$740.00
Catering	\$2,501.80	Catering	\$1,782.76
Raffles	\$475.00	Bus Hire	\$655.27
Sponsorship	\$1,775.00	CRC Hire Fee	\$530.00
Mens Open Day	\$1,400.00	Bar	\$8,535.35
Club Shirts	\$174.00	Licence Fee	\$825.00
Club Champ Fees	\$130.00	Green/Shire	\$10,308.00
Bank Interest	\$1.83	Returned Chq & Fee	\$290.00
Sundries	\$1,168.00	Junior Bowls	\$967.83
Returned Chq Fee	\$290.00	Jacks Rink Pens Markers	\$943.74
Bar	\$20,748.57	Bank Fees	\$4.50
Float	\$1,400.00	Sundries	\$1,114.66
		Postage & Stationery	\$99.15
		Float	\$1,400.00
		Mens Open Day	\$1,111.00
TOTAL RECEIPTS	\$32,756.20	TOTAL PAYMENTS	\$30,432.26

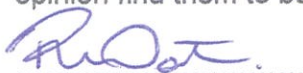
Reconciliation Statement

Opening Balance as at 1st April 2014	\$20,241.04
Receipts to 13th April 2015	<u>\$32,756.20</u>
	\$52,997.24
Less Payments to 13th April 2015	<u>\$30,432.26</u>
	\$22,564.98
 Bank Statement to 13th April 2015	\$23,570.94
Less Uncleared Cheques	\$1,005.96
	\$22,564.98
 Balance of Cheque Account	\$22,564.98

Outstanding Cheques

Cancer Council	\$435.00
Benny Mart	381.96
Bencubbin Resource Centre	\$51.00
Dept Commerce (Constitution)	\$138.00
	\$1,005.96

I have perused the books of the Bencubbin Bowling Club and in my opinion find them to be a fair and accurate representation of their records.


 Beck Watson
 Honorary Auditor

Dated 30th April 2015



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Club Support Funding Request APPLICATION FORM

Applications close at 4.00pm on Tuesday 11th April 2017. Applications must be received by this time, late submissions will not be considered.

Applications to be lodged via one of the following options;

- Email - cdo@mtmarshall.wa.gov.au
- Post - PO Box 20, Bencubbin 6477
- In person - to the Shire of Mt Marshall, 80 Monger Street, Bencubbin 6477

Please ensure you are eligible for this funding by checking the following;

Requirements:

- Clubs must be based within the Shire of Mt Marshall
- Clubs must be incorporated
- Clubs must provide both a 2014/15 and a 2015/16 Audited Financial Statement

Ineligible

- Individuals or personal projects
- Reimbursement for paying players
- Projects that will incur ongoing operating costs
- Funding prizes or competitions

Club Information

Name of Club:	<i>Beacon Netball Club</i>	
Committee Members:	President:	<i>Carly Hymus</i>
	Secretary:	<i>Brooke Lumsden/Karrie Stewart</i>
	Treasurer:	<i>Brooke Lumsden/Karrie Stewart</i>
Year of Establishment:	<i>2002</i>	
No. of members in 15/16:	<i>29 members</i>	
Contact Person:	<i>Brooke Lumsden</i>	
Phone Number:	<i>MOBILE: 0429966455</i>	<i>HOME: 96861 100</i>
Email:	<i>brooke_lumsden@hotmail.com</i>	
Address:	<i>26/28 Lindsay Street Beacon 6472</i>	



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Project Information

Description of Project:

There are two components to this application.

The Beacon Netball Club are applying for some new spectator seating to use around our netball/basketball courts. This will enable spectators to sit comfortably during sporting matches, therefore hoping we will attract more spectators to our games. The courts are also used for Junior basketball competition where two courts are being used therefore needing more seating for spectators.

The other component to this project is the rebuilding of our current outdoor scoreboards. We currently have 2 that get used for both Junior and Senior Netball and Junior basketball but are extremely worn, faded and rusted. We have approached the Beacon Men's Shed and they are happy to upgrade our current Outdoor Scoreboards to make them a lot more safer to use for the scorers and timekeepers and much more aesthetically pleasing.

What is the desired outcomes for this project?

To improve our current court facilities and ensure we have adequate amounts of spectator seating for netball and basketball matches. This will hopefully help attract more spectators to our games knowing they'll have a seat to sit on rather than having to stand during the match. We are also hosting the Semi Final (double header) this year for the Central Wheatbelt Netball Association and we currently do not have enough seating to adequately provide spectators with a seat.

We also want our game officials, scorers and timekeepers, to feel safe and secure when carrying out volunteering roles for our clubs while using our scoreboard.

Who will benefit from this project and why?

There will be plenty of people benefiting from this project including the Beacon Netball Club, Beacon Junior Basketball competition, Beacon Mens Shed and the general community members from within and outside of the Mt Marshall Shire who enjoy coming to along to spectate sporting games and events.

The seats/benches are free standing meaning we can move them around to suit a variety of different uses in and around the netball/basketball courts.



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

What planning has occurred for this project? (i.e. quotes, works undertaken etc.)

We have received 2 quotes from Unisite Group and Felton Industries for the seating.

We are wanting to use our local Beacon Mens Shed to assist us with the Scoreboard upgrade to keep money local. We believe they will do a fantastic job and it also gives them work to do locally which they thoroughly enjoy.

How will your club be contributing to this project? (i.e. financially, volunteers etc.)

Members of our club will be contributing to this project through working closely with the Beacon Mens Shed from start to finish. We will help with the transporting of the scoreboards to and from the Mens Shed and assisting the Mens Shed with anything they require to help make this project as smooth sailing and successful as possible.

Will this project incur ongoing costs? If so, how will these be funded?

No there shouldn't be any ongoing costs from this project.

However if there are any extra costs that come from the project, the Beacon Netball Club will more than happily cover these.

Budget

Funds requested from Club Assistance Fund: \$ 2817.83 (incl GST)

Total project cost: \$ (incl GST)

Please include a project budget, outlining expenditure and proposed payment.

If successful in your application to the Club Assistance Fund, you agree that any overruns or unexpected expenditure will be met and funded by your Club.



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Required attachments

- ☒ Certificate of Incorporation
- ☒ 2014/15 and a 2015/16 audited financial statement
- ☒ Project Budget
- ☒ If you have quotes for your project, please include.

Please ensure you have completed all parts of the application. Any ineligible applications will be advised of this fact in writing. Council will assess all applications at the April 2017 Meeting of Council. Successful applicants will be notified in writing and must acquit the funding by 30th June 2017 unless otherwise agreed.

Name: Brooke Lumsden

Signature:

Position in Organisation: Secretary/Treasurer

Date: 10/4/17

I agree to all the terms outlined in the Guidelines and Application Form for the Club Assistance Fund.



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Project Budget

Spectator Seating

Companies	Free Standing Bench With Back support X2	Free standing stackable bench X4	Total for: <ul style="list-style-type: none"> 2 benches with back support 4 basic benches
<i>Unisite Group</i> (quote attached)	\$483 each	\$297 each	\$2154 Plus delivery = \$2644.40
<i>Felton Industries</i> (quote attached)	\$425 each	\$298 each	\$2042 Plus delivery = \$2300.83

Scoreboard Rebuild

Materials	Total cost
X3 Colorbond Sheets	\$517

Overall project total:

Spectator Seating	\$ 2,300.83
Scoreboard Rebuild	\$517
Overall Total	\$ 2817.83

FELTON INDUSTRIES PROPOSAL

Date 11-Apr-2017

Proposal No. 8293 - OPTION C
Organisation Names: BEACON NETBALL CLUB
Contact Name: BROOKE LUMSDEN
Contact Number:
Email Address: brooke_lumsden@hotmail.com
Delivery Address: 26 LINDSAY STREET BEACON WA 6472

** Preferred quote **

Dear Brooke,

We are pleased to submit the following proposal for your consideration.

To Supply and Deliver;

Qty	Code	Description	Colour	Unit Price
2	PSFSB2	2mtr Free Standing Seat with Back Rest High Quality and Light Weight. Ideal for Stacking, Moving and Storing. Provided with 2 Leg Supports Finish: All Planks Marine Grade Anodised. Frames: Plain Aluminium		\$425.00
4	FELFSS2	2mtr Free Standing Stackable Seat High Quality and Light Weight Ideal for Stacking, Moving and Storing. Provided with 2 Leg Supports Finish: All Planks Marine Grade Anodised. Frames: Plain Aluminium		\$298.00
1	DELIVERY	Delivery Cost		\$258.83
			TOTAL COST + 10% GST	\$2,300.83

This proposal is valid for 30 days & is subject to standard terms and conditions.

PROPOSAL 8293 ACCEPTANCE:

To order, please complete and return via Fax: 1800 05 91 58 or Email: trevor@felton.net.au

Full Name: _____

Position: _____

Signature: _____

Date: _____

Kind regards,



TREVOR TREGENZA | SALES CONSULTANT

E: trevor@felton.net.au | P:1800 22 00 55

Proposal

Company: Beacon Netball Club
Contact: Brooke Lumsden
Phone:
Email: brooke_lumsden@hotmail.com

Date: 11/04/2017
Quote # W2170413B

Description	Qty	Unit Price exc GST \$	TOTAL \$ exc GST
Metro 1.8m Freestanding Park Seat - Standard Finish  <ul style="list-style-type: none"> * Super strength and stability * Low cost, premium quality * Fully enclosed reinforced extrusions * Frames powder coated in standard silver finish * UV resistant, fire retardant grey nylon endcaps * All anti-theft stainless steel fixings * Flat packed for cheaper freight rates * Standard sizes 1.8m, 3.0m, 6.0m * Lifetime Structural Warranty (*Conditions apply) for repair or replacement covering structural failures caused by corrosion, deterioration and faulty workmanship 	2	\$483.00	\$966.00
Metro Stackable Bench 1.8m - Standard Finish  <ul style="list-style-type: none"> * Super strength and stability * Low cost, premium quality * Fully enclosed reinforced extrusions * Frames powder coated in standard silver finish * UV resistant, fire retardant grey nylon endcaps * All anti-theft stainless steel fixings * Flat packed for cheaper freight rates * Standard sizes 1.8m, 3.0m, 6.0m * Lifetime Structural Warranty (*Conditions apply) for repair or replacement covering structural failures caused by corrosion, deterioration and faulty workmanship 	4	\$297.00	\$1,188.00

Quote remains valid for 30 days

*FREIGHT to Beacon	\$250.00
**UNLOADING	TBA
SUB TOTAL	\$2,404.00
GST	\$240.40
TOTAL INC GST	\$2,644.40

Unless stated in the above proposal your order will be **supply only** from Unisite Group and all furniture will arrive flat packed and require some assembly. Assembly instructions will be supplied with your order and can be requested prior if needed.

Note: (All Bin Enclosures, Barbeques, Bike Racks and Drink Fountains will be dispatched fully assembled on a pallet).

FREIGHT *

Free Freight means Unisite Group will send your goods from our warehouse to your desired delivery site in any major centre free of charge. However, as most orders are dispatched flat packed on a pallet you will be required to have some form of unloading facility available when the truck arrives at the delivery site. See "Unloading" section below for further information.

UNLOADING **

Unloading will be required off the truck when the goods arrive at your delivery point. This is the responsibility of the client as most standard delivery trucks do not have unloading facility on board.

If you do not have the ability to unload the truck when it arrives, please discuss the unloading options available with your Sales Consultant prior to confirming your order. If Unisite Group arranges the freight company to unload your order at site - this will incur all unloading fees being onforwarded to the client. (Please request an unloading quote to be included in the above proposal)

STONEHAM NOMINEES PTY LTD ACN 008 767 187
52 LUCAS STREET BEACON 6472
PH: (08) 9686 1092 FAX: (08) 96861097
EMAIL: ninghan@esat.net.au



Department of Consumer & Employment Protection
Government of Western Australia

WESTERN AUSTRALIA
Associations Incorporation Act 1987
(Section 9(1))

Registered No: A1010451Y

Certificate of Incorporation

This is to certify that

BEACON NETBALL CLUB (INC)

has this day been incorporated under the
Associations Incorporation Act 1987.

Dated this thirty-first day of July 2002

Commissioner for Fair Trading

CERTIFICATE

BEACON NETBALL CLUB ANNUAL FINANCIAL STATEMENT		
21st October 2015 - 23rd February 2017		
RECEIPTS	2015	2016
Subs	\$1,360.00	\$1,370.00
Fundraising	\$5,593.60	\$9,872.65
Donations	\$1,000.00	\$3,450.00
Tracksuits, bags and socks	\$10.00	\$1,083.00
Team Functions	\$0.00	\$2,765.00
Miscellaneous (photobook and stubby holders)	\$117.00	\$0.00
Transfer In	\$249.80	\$0.00
Total Receipts	\$8,320.30	\$18,540.65
PAYMENTS	2015	2016
Subs	\$1,722.00	\$2,020.00
Equipment	\$36.57	\$204.92
Umpiring		\$1,010.00
Travel Money		\$1,000.00
Fundraising	\$1,418.78	\$5,103.77
Administration	\$1,025.00	\$666.40
Awards	\$1,692.95	\$689.00
Netball Jackets and Bags		\$1,534.70
Team Functions		\$2,183.00
New Uniforms		\$2,358.97
Total Payments	\$5,895.30	\$16,770.76
TERM DEPOSIT		
Receipts (Interest)	\$382.40	\$422.78
Bendigo Bank Cheque Account Balance/Cash Book		
Opening Balance as at 21st October 2015	\$1,486.14	\$3,911.14
Plus Receipts	\$8,320.30	\$18,540.65
Less Payments	-\$5,895.30	\$16,770.76
Closing Balance as at 23 Feb 2017	\$3,911.14	\$5,681.03
Bendigo Bank Term Deposit Balance		
Opening balance as at 21 October 2015	\$13,519.76	\$13,902.22
Plus Receipts	\$382.40	\$422.78
Closing Balance as at 23 Feb 2017	\$13,902.22	\$14,325.00
Total Closing Balance	\$17,813.36	\$20,006.03
Reconciliation		
Cheque Acct Balance as at 23 Feb 2017	\$3,911.14	\$5,681.03
Less Outstanding Payments		
Plus Outstanding Deposits	\$0.00	
Term Deposit Balance as at 23 Feb 2017	\$13,902.22	\$14,325.00
	\$17,813.36	\$20,006.03

*Audited 5/4/17
by a Rby.*

BEACON NETBALL CLUB ANNUAL FINANCIAL STATEMENT

29th October 2014 - 21st October 2015

RECEIPTS

	2014	2015
Subs		
Fundraising	\$1,091.00	\$1,360.00
Toys - stock	\$6,392.80	\$5,583.50
Donations	\$77.00	\$0.00
Tracksuits, bags and socks	\$1,425.00	\$1,000.00
Team Functions	\$90.00	\$10.00
Miscellaneous (photobook and stubby holders)		\$117.00
Transfer In		\$249.80
Premiership photo books	\$50.00	
Total Receipts	\$9,125.80	\$8,320.30

PAYMENTS

	2014	2015
Subs		
Equipment	\$1,462.00	\$1,722.00
Umpiring	\$1,487.68	\$36.57
Travel Money		
Fundraising		
Toys - stock	\$4,456.29	\$1,418.78
Juniors	\$95.00	
Administration	\$1,859.10	\$1,025.00
Awards	\$1,024.00	\$1,692.95
Socks	\$338.00	
Team Functions	\$202.83	
Premiership photo books	\$402.33	
Total Payments	\$11,325.23	\$5,895.30

TERM DEPOSIT

Transfer Out	Receipts (interest)
-	\$382.40

Bendigo Bank Cheque Account Balance/Cash Book

Opening Balance as at 29th October 2014		\$1,486.14
Plus Receipts		\$8,320.30
Less Payments	-\$11,325.23	\$5,895.30
Closing Balance as at 21 October 2015		\$3,911.14

Bendigo Bank Term Deposit Balance

Opening balance as at 29 Oct 2014		\$13,519.76
Plus Receipts		\$382.40
Closing Balance as at 21 Oct 2015		\$13,902.22

Total Closing Balance

\$15,813.36	\$17,813.36
-------------	-------------

Reconciliation

Cheque Acct Balance as at 21 Oct 2015		\$3,911.14
Less Outstanding Payments		\$0.00
Plus Outstanding Deposits		\$0.00
Term Deposit Balance as at 21 Oct 2015		\$13,902.22
		\$17,813.36

Audited 5/4/17
in L Kly.

Mt Marshall Club Support Fund

The Bencubbin Golf Club is applying to the shire council for this fund for the purchase of a new four wheel motor bike for the maintenance of the golf course. The golf club currently has 35 plus year old four wheeler that we use to tow a sprayer around the course and most importantly for the maintenance of the sand greens. The four wheeler has a rake and brush attachment that the club uses to maintain the greens and keep them in a playable condition throughout the golf season.

The motor bike that we have currently is as previously said more than 35 years old(no one is sure) with a pull start and requires a certain amount of luck and more often than not a shed full of tools to get going(the past two Sundays at busy bees we have failed to get the bike to go). This limits the people in the club that can get on the bike and go out do what is required on the course. Ideally the greens need this maintenance before every round of golf but the current motor bike limits this to only a few times during the season. A newer easier to start and more reliable motor bike would allow all members no matter their mechanical skills to be able to maintain the course to a higher standard.

The purchase of another motor bike has always been cost prohibitive to the golf club as the club does not need a lot of money to run year to year and relies solely on sponsorship for club trophies and our open day held in June each year. The golf club is hoping it will be successful in obtaining this funding so that we can make the course maintenance much less of a chore. In speaking mainly to Polaris in Midland and Steve's Motorcycles (CFMoto) a budget of \$5000 to \$6000 would be sufficient to secure the club a bike of our choice, attached is an example and quotes of the bikes we are after.

The Bencubbin Golf Club has some savings and are willing to contribute significantly to this purchase and so are asking for \$4000 dollars from the club support fund. The golf club would then contribute the \$1000 to \$2000 dollars required to secure a new four wheel motor bike that will last the test of time and greatly improve the Bencubbin Golf Club.

Bencubbin Golf Club

President	Jenna Hope	ph: 0409278680
Secretary	Stuart Putt	ph: 0427862060
Treasurer	Brendan Geraghty	ph: 0429484021
Captain	Gordon Francis	
Vice Captain	Kevin Smith	
Committee	Above plus Craig Anderson and Courtney Millar	

Project and Budget

Project : Purchase of a new four wheel motor bike for the maintenance of the Bencubbin Golf Course

Budget:	\$5000 to \$6000	
	Mt Marshall CSF	\$4000
	BGC	\$1000 to \$2000
	Total	\$5000 to \$6000



7TH APRIL 2017

Mr STUART PUTT
C/- BENCUBBIN GOLF CLUB
BENCUBBIN WA

Subject: NEW POLARIS ATV

Quote Number: 5126

Vehicle: NEW 2017 POLARIS FARMHAND 450 2WD

Dear STUART

We are pleased to supply a quotation for you on the following,

Qty	Description	Availability	Price each
1	NEW FARMHAND ATV 450cc 2WD	in stock	\$5995.00
Total:			<u>\$5995.00</u>

- All prices quoted include GST and are valid for 30 days

I hope this quotation is suitable to your requirements and I look forward to your reply.

Regards,

Grant Halliday

Grant Halliday
Parts and Sales

BIG BUCK\$ SALE

~~RRP \$5,990~~
NOW **\$4,990** DRIVE AWAY
SAVE **\$1,000 BUCK\$**





CERTIFICATE

WESTERN AUSTRALIA
Associations Incorporation Act 1987
Section (1)

Registered No: A1009993Z

Certificate of Incorporation

This is to certify that

THE BENCUBBIN GOLF CLUB INC.

has this day seventh day of November 2001 been incorporated under the Associations Incorporation Act 1987.

Dated this seventh day of November 2001

Lat Wel

Commissioner for Fair Trading

Australian Business Register

Australian Business Number(ABN)	: 55 553 109 694
Legal Name	: BENCUBBIN GOLF CLUB
Trading Name	: BENCUBBIN GOLF CLUB
ABN Status	: Registered
ABN Registration Date	: 1 November 1999
Postal Address	: PO BOX 144 BENCUBBIN WA 6477
Business Address	: 1 BROWN ST BENCUBBIN WA 6477
Type of Entity	: Incorporated Entity
Industry Code (ANZSIC)	: 75190

Continued ...

I confirm that I have audited the financial statements of the Bencubbin Golf Club to 3 February 2017 and found them to be a true and correct record, noting that there is no corresponding invoice/receipt for the following payments:

Cheque 000002	Shire of Trayning	Purchase of Mower	\$1,800.00
Cheque 000004	Muka Butchers	Raffles	\$120.00
Cheque 000007	Merredin	Sands Nomination	\$50.00
Cheque 000008	Golf WA	Fees	\$614.30



Tanika McLennan

Bencubbin Golf Club – Westpac Account

Financial Statement 3 February 2017

Opening Balance	12550.96
Total Debits	11302.44
Total Credits	1454.33
Outstanding payments	+84.80
Final Balance	2787.65

Credits		Debits	
Membership	50.00	Insurance	975.00
Sponsorship	1270.00	Affiliation	106.64
Interest	6.83	Club expenses	136
Misc	127.5	Bank t/f to Bendigo	10000.00
TOTAL	1454.33	TOTAL	11302.44

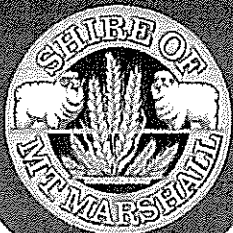
Bencubbin Golf Club – Bendigo Account
Financial Statement 3 February 2017

Opening Balance	0.00
Total Debits	5594.12
Total Credits	13576.00
Outstanding payments	+20.00
Final Balance	8001.88

Credits		Debits	
Membership	950.00	Catering	631.82
Sponsorship	500.00	Affiliation	712.30
Open day	1605	Club Maintenance	2848.95
Misc (opening bal)	10001	Club events	1235.25
Green fees	370	Prizes	116
Nomination fees	50	Sundry	50
TOTAL	13576		5594.12

Additional notes

\$801.44 paid cash from open day takings to reimburse for prizes for open day



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Club Support Funding Request APPLICATION FORM

Applications close at 4.00pm on Tuesday 11th April 2017. Applications must be received by this time, late submissions will not be considered.

Applications to be lodged via one of the following options;

- Email - cdo@mtmarshall.wa.gov.au
- Post - PO Box 20, Bencubbin 6477
- In person - to the Shire of Mt Marshall, 80 Monger Street, Bencubbin 6477

Please ensure you are eligible for this funding by checking the following;

Requirements:

- Clubs must be based within the Shire of Mt Marshall
- Clubs must be incorporated
- Clubs must provide both a 2014/15 and a 2015/16 Audited Financial Statement

Ineligible

- Individuals or personal projects
- Reimbursement for paying players
- Projects that will incur ongoing operating costs
- Funding prizes or competitions

Club Information

Name of Club:

Beacon Tennis Club

Committee Members:

President:

Joel Lancaster

Secretary/Treasurer: Kymm Sweeting

Year of Establishment:

1970

No. of members in 15/16:

35

Contact Person:

Kymm Sweeting

Phone Number:

0400 649 414

Email:

gaznkymm@westnet.com.au

Address

C/- PO BEACON WA 6472



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Project Information

Project Title: Water Cooler

Description of Project:

To supply & install a Water Cooler at the Beacon Tennis Club location. Please see draft of Tennis Club building location plan.

What is the desired outcomes for this project?

To have available in close proximity to our courts, a cold water cooler facility that will provide continuous cold water to all players, visitors & spectators during the tennis season.

Hydration is essential in the sport of tennis due to the exertion & loss of fluid and tennis is the only sport played in the summer months and in the middle of the hottest part of the day.

Water coolers are considered an essential facility in all sporting clubs and Beacon Tennis Club has wanted a facility to refill water bottles with cold water between sets and during play for a number of years.

Due to our limited funds, we require financial assistance to purchase a water cooler as the cost would be an impost to our cash available.

Our closest water cooler is 80m away out of view at the front of the Rec Complex and in darkness when night tennis is played.

The existing cooler is the only one available to all sports at the Beacon Rec Centre & is not centrally located.

Who will benefit from this project and why?

All social tennis players, tournament players, pennant players, family members & spectators that utilise our club during the season; this could be up to 50 people per event & an approx. 15-20 events per season, being Nov – March.

The Beacon Tennis Club is central to all sports played at the Rec Centre. We will make this facility available during Netball/Basketball/Hockey seasons both match game & training days. In particular Hockey, which is located the furthestest distance from the existing Rec Centre cooler.



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

What planning has occurred for this project? (i.e. quotes, works undertaken etc.)

- Beacon Tennis Club has looked at other options: ie: Wialki Golf Club water cooler, which is not in operation and is not available due to being de-commissioned. (please see attached documentation from Wialki Progress Association President, Stephen Sprigg.)
- Site inspection has occurred re. location of services at the club.
 - Electrical power supply available at premises.
 - Water Supply available at premises.
- Quotes updated for supply of appliance/installation from previous submission.
- Cooler model selected to suit requirements.

How will your club be contributing to this project? (i.e. financially, volunteers etc.)

The Beacon Tennis Club is prepared to supply & install the plumbing requirements associated with the project at an estimated cost of \$450.

Will this project incur ongoing costs? If so, how will these be funded?

Minimal ongoing power cost to be included in the BTC budget.

Budget

Funds requested from Club Assistance Fund: \$ 4600 (incl GST)

Total project cost: \$ 5050 (incl GST)

Please include a project budget, outlining expenditure and proposed payment.

If successful in your application to the Club Assistance Fund, you agree that any overruns or unexpected expenditure will be met and funded by your Club.



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Required attachments

- ☒ Certificate of Incorporation
- ☒ 2014/15 and a 2015/16 audited financial statement
- ☒ Project Budget
- ☒ If you have quotes for your project, please include.

x 2

Please ensure you have completed all parts of the application. Any ineligible applications will be advised of this fact in writing. Council will assess all applications at the April 2017 Meeting of Council. Successful applicants will be notified in writing and must acquit the funding by 30th June 2017 unless otherwise agreed.

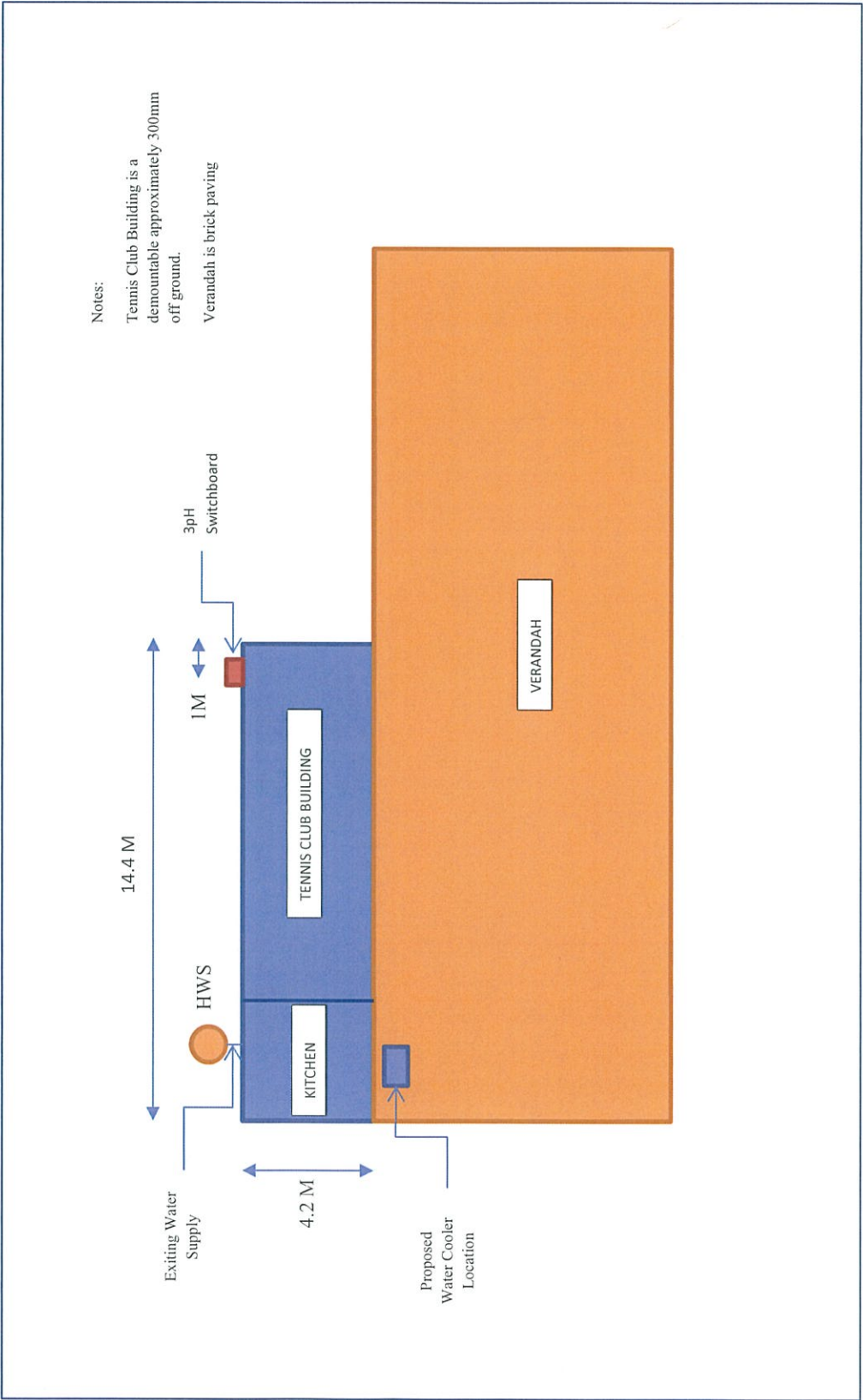
Name: Kymm Sweeting
Signature: *K Sweeting*
Position in Organisation: Secretary/Treasurer
Date: 5/4/2017

I agree to all the terms outlined in the Guidelines and Application Form for the Club Assistance Fund.

Water Cooler Budget 2017

Supply & Install of STW34BJF Water Cooler	\$ 4,100.00	
Installation of external Double Power Point	\$ 500.00	
Plumbing from Tennis Clubroom to Cooler	<u>\$ 450.00</u>	***work to be carried out by BTC Volunteers & materials paid for by BTC
Total	\$ 5,050.00	inc gst

Beacon Tennis Club – Proposed Water Cooler





MERREDIN REFRIGERATION
&
AIR CONDITIONING

ABN: 13 074 633 613

PO Box 588, MERREDIN WA 6415 • 11 Caridi Close, MERREDIN WA 6415 •

P: (08) 9041 1391 • E: merref@bigpond.com

** Preferred Quote **

5th April 2017

Beacon Tennis Club
Att: Kymm Sweeting
gaznkymm@westnet.com.au

RE: QUOTE FOR NEW COLD WATER DISPENSING UNIT AT BEACON TENNIS CLUB PREMISES

Dear Kymm and Committee,

Thank you for placing your trust in Merredin Refrigeration by inviting us to tender on the above.

Please review my understanding on your needs and advise me if I have misinterpreted or missed any important factors.

OPTION 1

To satisfy the need for economy of operation and total comfort we suggest the following:

1 x STW34BJF Arcus Water Cooler with Filter and Jug

Total invoice price would be:

\$5,050.00 (including GST)

THE PRICE INCLUDES THE FOLLOWING:

- 1. Supply and installation of unit.*
- 2. Freight.*
- 3. Travel.*
- 4. Electrical.*
- 5. Plumbing.*

OPTION 2

To satisfy the need for economy of operation and total comfort we suggest the following:

1 x STW34BJF Arcus Water Cooler with Filter and Jug

Total invoice price would be:

\$4,600.00 (including GST)

THE PRICE INCLUDES THE FOLLOWING:

1. Supply and installation of unit.
2. Freight.
3. Travel.
4. Electrical.

THE PRICE DOES NOT INCLUDE THE FOLLOWING:

1. Plumbing

Please note: We hold a full ARC License and can perform and undertake any repairs in and out of warranty should they arise, other companies that may provide you a quote may not have the license to do this.

THE WARRANTY

2 Year warranty on all parts and labour. This also includes installation.

Arcus with Merredin Refrigeration and Air Conditioning support this. This means Arcus and Merredin Refrigeration and Air Conditioning continue to provide support of your purchase during and beyond the warranty period.

The price remains firm till 5th May 2017.

Thank you once again for selecting Merredin Refrigeration to supply a tender price, should you have any further queries please do not hesitate to contact me.

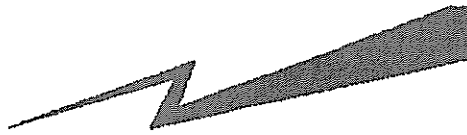
In the event you proceed with the above, **we require a 50% deposit** and rest assured that the installation would proceed in a prompt and professional manner.

Yours truly

COREY NELSON
MANAGER
0427 414 391
merref@bigpond.com

Grafton

Electrics



Postal Address:
P.O. Box 289, Northam WA 6401
Workshop/Office:
21 Charles Street, Northam WA 6401
Telephone: (08) 9622 1968
Facsimile: (08) 9622 5759
Email: dgrafton@bigpond.net.au

ABN: 42 833 184 395

ELECTRICAL CONTRACTORS

EC 005202

QUOTATION

ALL QUOTES VALID FOR 30 DAYS

BEACON TENNIS CLUB
ATTN: KYMM

WE HAVE PLEASURE IN SUBMITTING AN ESTIMATED COST OF \$4070.00
GST INCLUSIVE FOR THE SUPPLY AND INSTALLATION OF AN RM30
WATER COOLER. THIS PRICE INCLUDES THE INSTALLATION OF ONE
DOUBLE WEATHERPROOF POWER POINT AND TRAVEL COST.

YOURS FAITHFULLY

DAVID GRAFTON
GRAFTON ELECTRICS
Tuesday, 4 April 2017

RM SERIES

AWARD WINNING DESIGN, PROVEN PERFORMANCE

GENERAL FEATURES

RUST PROOF CABINET: The RM Series water cooler cabinets are made of rota-moulded, pigmented polyethylene. This U.V. stabilised material provides an external cabinet which is durable, modern and 100% rust proof.

SERVICE ACCESS: The front access panel is secured with four (4) concealed screws. Removal of this panel provides access for any purpose including service, maintenance and filter replacement.

VANDAL RESISTANCE: The top and basin on the RM Series is a single piece, (not numerous parts screwed together). This, combined with the internally fitted drain grill and the robust nature of polyethylene, provides unequalled vandal resistance.

OPTIONAL FEATURES:

FILTRATION: The internal, in-line filter will reduce sediment, chemicals, organic compounds and impurities which can adversely affect the quality and taste of your drinking water. Periodic filter replacement is easily achieved through the front panel. *NB Always specify "F" option in model number.

TWO WAY GLASS FILLER: When fitted to the standard, (bubbler only) unit, the 2 way glass filler allows one touch activation for precise pouring or hands free for continuous flow. *NB Always specify "GF" option in model number.

CABINET COLOURS: Apart from the standard "granite" colour and the examples overleaf, the RM Series water coolers are also available in a myriad of other colour options. There is also the option of mixing the colours of the front panel and the cabinet to display corporate or sporting teams colours. (Price on application). *NB Always specify "CUSTOM" in model number.

INSTALLATION CONNECTIONS

ELECTRICAL: A 1.5 metre cordset with standard 3 pin plug is provided. The RM Series of water coolers do not have any specialised power requirements and can be plugged into any standard 240V 1PH 50Hz power point.

WATER INLET: The inlet is an industry standard 1/2" female BSP threaded connection situated on the rear of the cooler, (see installation instructions for exact rough in details).

DRAIN OUTLET: The drain outlet and integrated 'P' trap provide an industry standard 40mm connection situated on the rear of the cooler. (see installation instructions for exact rough in details).

WARRANTY

2 YEAR COMPREHENSIVE WHOLESALE WARRANTY: The entire range of Waterworks RM Series water coolers is covered by a 2 Year Comprehensive Warranty (copy available on request). The warranty provides comprehensive parts and labour coverage, for the period of 2 years from the date of original sale.

SHIPPING DETAILS

PACKED WEIGHT: 28kg

PACKED VOLUME: 0.208M3

PACKED DIMENSIONS: 420mmW x 420mmD x 1180mmH

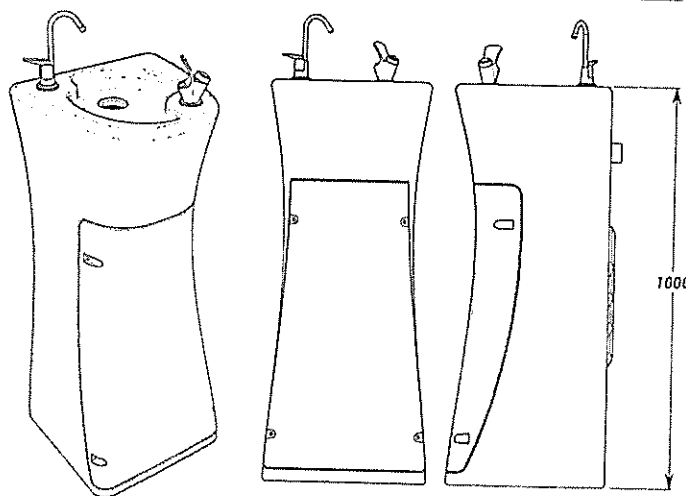
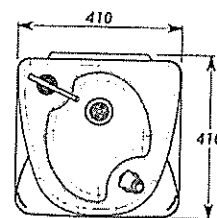
CAPACITIES CHART

MODEL NUMBER	AMBIENT TEMP	INLET TEMP	LITRES/HR 10°C WATER	RESERVOIR VOLUME
RM10	32°C	27°C	12.1 LPH	1.9 Litre
RM20	32°C	27°C	20.2 LPH	1.9 Litre
RM30	32°C	27°C	28.3 LPH	1.9 Litre

* Based on intermittent use under environmental conditions of ARI Standard 1010 and installation requirements of ARI Standard 1020.

** Due to our policy of continuous development, specifications are subject to change without notice.

*** Colours are as close to actual as printing processes allow.



Distributed by...



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Sally Putt

From: Murray & Kerry Junk <beria@wn.com.au>
Sent: Wednesday, 29 March 2017 9:26 PM
To: Gary Munns & Kymm
Subject: FW: Wialki Hall - Water Cooler

Hi Kymm,
Please find below the email from Stephen Sprigg, I had an old email address when I emailed him last week.
Thanks
Kerry

From: Stephen Sprigg [mailto:futeraqh@activ8.net.au]
Sent: Wednesday, 29 March 2017 4:10 PM
To: 'Murray & Kerry Junk' <beria@wn.com.au>
Subject: RE: Wialki Hall - Water Cooler

Hi Kerry,

TO WHOM IT MAY CONCERN:

Please be advised that the water cooler at Wialki Hall is unserviceable and has been for more than four years.

The said water cooler has been disconnected to power and water due to an excessive leak within the cooling mechanism causing excessive discharge externally.

Signed

Stephen Sprigg
President

Wialki Progress Association

From: Murray & Kerry Junk [mailto:beria@wn.com.au]
Sent: Tuesday, 28 March 2017 9:39 PM
To: futeraqh@activ8.net.au
Subject: Wialki Hall - Water Cooler

Hi Steven,
As discussed on the phone last week, could you please confirm via email the state of the Water Cooler at the Wialki Hall so we can include this in our Grant Application?
With thanks
Kerry Junk



fair trading
Ministry of Fair Trading

WESTERN AUSTRALIA
Associations Incorporation Act 1987
Section (1)

Registered No: A1009424B

Certificate of Incorporation

This is to certify that

BEACON TENNIS CLUB (INC.)

has this day fourteenth day of December 2000 been
incorporated under the Associations Incorporation Act 1987.

Dated this fourteenth day of December 2000

Commissioner for Fair Trading


CERTIFICATE

BEACON TENNIS CLUB

AUDIT REPORT 12 Months OCTOBER 2015 - MARCH 2016

I have checked the cash book, cheque butts, cash receipts, bank statements and other supporting financial records for the twelve months October 2015 - March 2016 and found that they represent a true and fair record of the Beacon Tennis Club's financial position.

HONORARY
AUDITOR:


Michelle L Kirby B. Bus

DATE: 1 April 2016

Financial statement as of 7/4/2016

Opening Total:	6685.85
Income:	
Subs/Visitors Fee	880
Donations	500
R&R	1154.4
Drinks/Icy Poles	350.04
Pennants	351.3
Fundraising	319.7
Mallee Shield	1282
Misc. (Singles, Shirts)	190
	5027.44

Expenditure:	
Fees/Subs	50
Food/Drink	375.86
Trophies	263.9
Balls/ Club Maintenance	384.43
Misc. (Life Member Badges, Central)	257.1
Mallee Shield	1638.82
R&R	691.49
	3661.6

Opening	6685.85
Income	5027.44
	11713.29

Less Expenditure	-3661.6
	8051.69

Less Unpresented - \$200 (BLRL Fees)
 - \$90 (Float)

\$ 7161.69

BEACON TENNIS CLUB

AUDIT REPORT 12 Months OCTOBER 2014 - OCTOBER 2015

I have checked the cash book, cheque butts, cash receipts, bank statements and other supporting financial records for the twelve months October 2014 - October 2015 and found that they represent a true and fair record of the Beacon Tennis Club's financial position.

HONORARY
AUDITOR:


Michelle L Kirby B. Bus

DATE: 1 April 2016

Financial Statement 2014/2015

Opening Balance: 7558.36

Income:

Subs	660
Donations	160
R&R	703.7
Fundraising	1060.3
Misc.	189.1
	2773.1

Expenditure:

Fees	1020
Food/Drink	1159.66
Donations	120
Trophies	491
Misc/Clean	129.95
Balls/Maintenance	725
	3645.61

Opening 7558.36

Income: 2773.1

10331.46

Less Expenditure -3645.61

6685.85

Club Support Fund - Summary of 2017 Applications

Name of Club	Reason	Amount	Total Cost	Notes
Bencubbin Bowling Club	Request to purchase an upright freezer to alleviate the need for clubs and organisations to share the existing 30 year old freezer which has proven inadequate.	\$1,500	\$1,950	Club contributing \$450 towards the purchase. Project would benefit other clubs in addition to the bowls club.
Beacon Tennis Club	Request for a new water cooler for the Tennis Club. Funds will cover the costs to purchase and install a cooler to operate in summer months.	\$4,600	\$5,050	Club will be completing inkind work and materials to plumb the tennis clubroom to the cooler, valued at \$450.
Bencubbin Golf Club	Request to purchase a four wheel motorbike for volunteers to undertake the required maintenance of the golf course. Current bike is over 35 years old and no longer works.	\$4,000	\$6,000	Club contributing financially to the purchase of the motorbike and a club member will undertake the delivery inkind.
Beacon Netball Club	Request to purchase spectator seating for use around the netball/basketball courts as there is currently very limited seating available.	\$2,301	\$2,301	The seats and benches will be free standing so they can be used and moved around to suit the needs.
	Rebuilding of the existing outdoor scoreboards for the netball and basketball clubs. Work to be undertaken by the Beacon Mens Shed.	\$517	\$517	The Beacon Mens Shed will be rebuilding the scoreboards with materials purchased through Ninghan Spraying & Ag. This will keep the work local.

Total \$11,418