



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

POLICY AND PROCEDURES MANUAL 2020

POLICY STATEMENT

The Shire of Mt Marshall shall maintain a Policy Manual containing all the up to date policies adopted by the Council from time to time.

Policies shall relate to issues of an on-going nature; policy decisions on single issues are not to be recorded in the manual.

The objectives of the Policy Manual are:

- to provide Council with a formal written record of all policy decisions;
- to provide the staff with precise guidelines in which to act in accordance with Council's wishes;
- to enable the staff to act promptly in accordance with Council's requirements, but without continual reference to Council;
- to enable Councillors to adequately handle enquiries from electors without undue reference to the staff or the Council;
- to enable Council to maintain a continual review of Council policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances;
- to enable ratepayers to obtain immediate advice on matters of Council Policy.

The Policy Manual shall be updated as and when a policy is varied by the Council.

Council is to carry out a review of the policies each even year, i.e. biennially.

A copy of the Policy Manual, together with details of variations as they occur, shall be distributed to all Councillors and appropriate staff.

Changes to the Policy Manual shall be made only on:

- i) A notice of motion.
- ii) An agenda item clearly setting out details of the amended policy.
- iii) By absolute majority vote.

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PART 1 – ADMINISTRATION

Admin.1 ADMINISTRATION

Admin.1.1 INSURANCE – PROFESSIONAL INDEMNITY – USE OF DISCLAIMERS

Council Policy:

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

Objective:

To reduce the insurance risk when providing advice or information.

Operational Guidelines:

The wording of such disclaimers shall be as recommended from time to time, in consultation with Shire's insurers.

Date**Resolved:****Amendment:**

Admin.1.3 COMMUNITY CONSULTATION**Council Policy:**

Council will consult with the community on issues affecting the quality of life and services to the residents of the district.

Objective:

In order to improve decision making the Shire of Mt Marshall is strongly committed to genuine, effective and timely community consultation on a range of issues.

The process of consultation is to encourage the community to actively participate in policy development, planning and programming, the management and evaluation of services and in identifying areas of concern.

Community consultation precedes action. It must be seen as the beginning of the cycle which results in action. Consultation must serve and build trust within the community.

Operational Guidelines:**Roles and responsibilities**

The elected Council is charged with making decisions on the community's behalf. Appropriate levels of consultation will ensure that decisions take into account community views. This policy will apply to elected members, staff, contractors, agents and consultants acting on behalf of Council.

The Chief Executive Officer is responsible for the implementation of the Community Consultation policy, establishing the consultation level, reporting outcomes of the consultations to Council, and reviewing the value of the policy, and determining elements within that process where Council has not done so.

Consultation Methods

Generally, the strategic objective of any community consultation plan is to ensure that all residents receive regular information about the Shire's achievements, objectives and performance, and are advised of major issues affecting the community and are given the opportunity to comment on and be consulted about these.

Elements of this process include -

- A regular newsletter
- Other direct mail publications or letterbox drops, as appropriate
- Electronic mail outs, as appropriate
- Advertising in media outlets as deemed appropriate
- Regular media releases to appropriate media outlets and community groups
- Community forums and stakeholder meetings
- Direct consultation with community representative groups (i.e. Progress Associations, Sporting Clubs etc)
- The Shire's website
- General fixed displays (noticeboards in the Shire Office foyer and libraries)
- Specific displays, as appropriate

Statutory requirements

In a number of areas Council is required to comply with specific legislative requirements - such as minimum periods, publication in the newspapers circulating locally or state wide.

Consultation processes identified in this Policy should be seen as complementing any prescribed statutory requirements which may or not be exceeded.

Development Approval

This Policy does not cover consultation in respect to planning and building applications (i.e. Development Approval). Planning legislation establishes specific requirements for Development Approvals.

Public Submissions

Major forms of community consultation will include an invitation for members of the public to provide a submission to Council where possible. This invitation will include any minimum submission requirement (i.e. verbal, written only, website, etc.) and provide a closing date for receipt of submissions by Council.

Consultation Categories

The Community Consultation Policy specifies four levels of activity designed to suit all consultation requirements, ranging from the most basic public notification to a major project, or issue of community-wide significance.

Each level specifies the minimum requirements relating to community consultation and may exceed them with a mixture of activities that may or may not be required.

It is Council's prerogative to establish the level of consultation required when considering a subject requiring community consultation. The level will need to reflect the minimum statutory requirements relating to that subject and the expected community input.

It will be applied to any matter where consultation is required by legislation, Council policy or when Council considers this to be appropriate.

Any good consultation strategy requires a certain degree of flexibility to suit the specific situation. While setting out minimum standards, each activity level reflects this need by not being too prescriptive. The following list indicates which level may apply for certain activities. (These are examples only and should not be regarded as a comprehensive list.)

Level 1	Level 2	Level 3	Level 4
<ul style="list-style-type: none"> • Office opening Hours • Notice of minor works • Community events • Minor policy amendments • New policy development (minor) 	<ul style="list-style-type: none"> • Lease, redevelopment or sale of Shire land • Shire land management plans (minor) • New local laws • Change of street and road names • New policy development (major) 	<ul style="list-style-type: none"> • Shire land management plans (major) 	<ul style="list-style-type: none"> • Strategic Community Plan • Major Projects • Council amalgamations

Accompanying Form of Consultation

Mandatory

Level 1	Level 2	Level 3	Level 4
<ul style="list-style-type: none"> • Compliance with statutory requirements (if any) • Advertising in the Beacon Bulletin and the Gimlet • Website 	<ul style="list-style-type: none"> • Compliance with statutory requirements (if any) • Advertising in the Beacon Bulletin and the Gimlet • Website 	<ul style="list-style-type: none"> • Compliance with statutory requirements (if any) • Advertising in the Beacon Bulletin and the Gimlet 	<ul style="list-style-type: none"> • Compliance with statutory requirements (if any) • Council sets a special budget for consultation • Advertising in the West Australian, RadioWest, Beacon Bulletin and the Gimlet

Optional

Level 1	Level 2	Level 3	Level 4
<ul style="list-style-type: none"> • Post Office box letter drop • Electronic mail outs 	<ul style="list-style-type: none"> • Articles in the Beacon Bulletin and the Gimlet • Media release • Copies of reports in libraries • Submission based responses invited for Council's consideration • Post Office box letter drop • Electronic mail outs 	<ul style="list-style-type: none"> • Website feature • Media release • Workshops, forums, displays or focus groups • Copies of reports in libraries • Submission based responses invited for Council's consideration • Electronic mail outs 	<ul style="list-style-type: none"> • Website feature • Media release • Allow minimum of 6 weeks for responses • Specific publication mailed to all residents • Workshops, forums, displays or focus groups • Copies of reports in libraries • Submission based responses invited for Council's consideration • Electronic mail outs

Review and evaluation

The Shire of Mt Marshall reserves the right to vary this policy from time-to-time to suit a particular issue.

The legislative requirements for public consultation will be complied with or exceeded if Council so decides.

Date Resolved:

Council Decision:

Amendment: 2018/2 – 012 March 2018
 2016/163 – 18 October 2016

Admin.1.4 SOCIAL MEDIA**Council Policy:**

The Shire of Mt Marshall recognises the importance of the internet and social media as a modern and widely popular tool for community consultation and engagement.

Objective:

To guide Councillors and employees in the responsible use of social media.

Operational Guidelines:

As in all interactions, whether face to face or virtual, elected members and employees are representatives of the Shire of Mt Marshall. Councillors and employees must be aware that any comments or interactions they make on any social media platform (whether personal or public) may be perceived by members of the public as reflecting the views of the Shire of Mt Marshall.

Councillors and employees should therefore ensure that their comments or interactions are;

- consistent with shire policies and decisions
- In accord with the Social Media Rule shown below, and
- In full compliance with the Shire's Code of Conduct, Employee Confidentiality Agreement and other legislative requirements.

Councillors or employees who fail to comply with this policy may face public censure or disciplinary action respectively.

Content Moderation

Information and links relating to community groups, community events, and public service announcements are acceptable postings.

Postings and links placed on shire social media platforms that are, or can be interpreted as offensive, slanderous, defamatory or untrue will be removed by the Chief Executive Officer's nominated Moderator.

The Shire of Mt Marshall will use profanity blocklists and keyword blocklists where available and appropriate. Comments on Shire posts considered to be offensive or defamatory will be removed by the Moderator and repeat offenders may be blocked at the Chief Executive Officer's sole discretion.

Postings and links placed on the Shire's social media platforms that are commercial in nature may be removed.

Content Monitoring

The Shire of Mt Marshall will endeavour to use social media comments and feedback to strengthen its customer service and decision making but it should be noted that comments, feedback and suggestions will not be treated as official complaints, or as official submissions. Where possible, this statement will be posted on the social media platform.

Personal Use

Unless given authorisation by the Chief Executive Officer, you are not authorised to speak on behalf of the shire, nor to represent that you do so.

Where your comments or profile can identify you as a Councillor or an employee of the shire, you must expressly state on all postings (identifying you as a Councillor or a shire employee) the stated views are your own and are not necessarily those of the Shire of Mt Marshall.

Where your comments or profile can identify you as a Councillor or an employee of the shire, you must not imply that you are authorised to speak as a representative of the shire, nor give the impression that the views you express are those of the Shire of Mt Marshall.

Social Media Rules

If you contribute to any form of social media, such as Facebook, Twitter, Blogger or any other social media site or service as a shire employee you have certain responsibilities, obligations and risks you should always consider.

- **Respect others**

You are allowed to disagree with people and, in some instances, debate is encouraged but this does not mean you can insult or denigrate others, either personally or as a group. Don't use obscenities, ethnic or racial slurs, insults or disparaging language. Do not belittle co-workers, supervisors or employers - yours or others.

- **Be smart**

Social networks and blogs may be around for some time and anything you write could be recorded, re-transmitted or seen by others years later. Be respectful of the Shire, our customers, staff and ratepayers.

- **Write what you know**

As an employee of the Shire you may offer some unique insights into your workplace and your own skills and responsibilities may be interesting to others. Share your knowledge and experience but be careful with what you write; don't spread gossip, don't discuss private or commercial-in-confidence matters, don't use hearsay or assumptions and don't discuss upcoming Council meeting agenda items. As a guide, if you have to consider whether you would be allowed to share what you are about to say, it's probably better left unsaid.

- **Acknowledge and link**

As much as anything the Internet and social media sites are about spreading information. If you do use information from another site or post be sure to acknowledge the source and, where possible, provide a link to the original.

- **Do not feed the trolls!**

There are people who post deliberately provocative, inflammatory or argumentative comments. These people are known as 'trolls' and are hoping to cause on-line disharmony. Do not engage with responders who are obviously trying to cause an argument. Practice proactive moderation – **remove or modify any offensive comments or replies on your blog or website.**

- **Remember staff cannot represent the Shire of Mt Marshall's view**

Under the *Local Government Act 1995* only the President, CEO and their delegated people can do so - staff need to be careful that what they say can't be considered as "the Shire's comment."

Date Resolved:

Amendment: 2016/163 – 18 October 2016

Admin.1.5 Risk Management**Council Policy:**

It is the Shire's Policy to achieve best practice (aligned with AS/NZS ISO 31000:2009 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire's Integrated Planning Framework.

The Shire's Senior Management Team will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as direct and monitor implementation, practice and performance.

Every employee, elected member, volunteer and contractor within the Shire is recognised as having a role in risk management.

Consultants may be retained at times to advise and assist in the risk management process or management of specific risks or categories of risk.

Objective:

The Shire of Mt Marshall ("the Shire") Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire's strategies, goals or objectives.

Definitions (from AS/NZS ISO 31000:2009):

Risk: Effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected – positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation- wide, project, product or process).

Risk Management: Coordinated activities to direct and control an organisation with regard to risk.

Risk Management Process: Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

Operational Guidelines:

Council's role is to -

- Review and approve the Shire's Risk Management Policy and Risk Assessment & Acceptance Criteria.
- Appoint / Engage External Auditors to report on financial statements annually.
- Establish and maintain an Audit Committee in terms of the Local Government Act.

The CEO is responsible for the allocation of roles, responsibilities and accountabilities. These are documented in the Risk Management Procedures (Operational Document).

Risk Management Objectives

- Optimise the achievement of our vision, experiences, strategies, goals and objectives.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Enhance risk versus return within our risk appetite.
- Embed appropriate and effective controls to mitigate risk.
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhance organisational resilience.
- Identify and provide for the continuity of critical operations

Risk Appetite

The Shire defined its risk appetite through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Procedures and are subject to ongoing review in conjunction with this policy.

All organisational risks to be reported at a corporate level are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisation's appetite and are to be noted within the individual risk assessment and approved by a member of the Senior Management Team.

Monitor & Review

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be kept under review by the Shire's Senior Management Team and will be formally reviewed by Council biennially.

RISK ASSESSMENT AND ACCEPTANCE CRITERIA

MEASURES OF CONSEQUENCE

RATING	PEOPLE	INTERRUPTION TO SERVICE	REPUTATION (Social / Community)	COMPLIANCE	PROPERTY (Plant, Equipment, Buildings)	NATURAL ENVIRONMENT	FINANCIAL IMPACT
Insignificant (1)	Near-Miss	No material service interruption Less than 1 hour	Unsubstantiated, localised low impact on community trust, low profile or no media item.	No noticeable regulatory or statutory impact	Inconsequential damage.	Contained, reversible impact managed by on site response	Less than \$10,000
Minor (2)	First Aid Treatment	Short term temporary interruption – backlog cleared < 1 day	Substantiated, localised impact on community trust or low media item	Some temporary non compliances	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response	\$10,000 to \$50,000
Moderate (3)	Medical treatment / Lost time injury >30 Days	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile	Short term non-compliance but with significant regulatory requirements imposed	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies	\$50,001 to \$200,000
Major (4)	Lost time injury <30 Days / temporary disability	Prolonged interruption of services – additional resources; performance affected < 1 month	Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions	Non-compliance results in termination of services or imposed penalties to Shire / Officers	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies	\$200,000 to \$500,000

Extreme (5)	Fatality, permanent disability	Indeterminate prolonged interruption of services non- performance > 1 month	Substantiated, public embarrassment, widespread loss of community trust, high widespread multiple media profile, third party actions	Non-compliance results in litigation, criminal charges or significant damages or penalties to Shire/ Officers	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact	>\$500,000
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MEASURES OF CONSEQUENCE (PROJECT)

LEVEL	RATING	Project TIME	Project COST	Project SCOPE / QUALITY
1	Insignificant	Exceeds deadline by >5% of project timeline	Exceeds project budget by 2%	Minor variations to project scope or quality
2	Minor	Exceeds deadline by >10% of project timeline	Exceeds project budget by 5%	Scope creep requiring additional work, time or resources. Reduced perception of quality by Stakeholders.
3	Moderate	Exceeds deadline by >15% of project timeline	Exceeds project budget by 7.5%	Scope creep requiring additional work, time and resources or shortcuts being taken. Stakeholder concerns.
4	Major	Exceeds deadline by >20% of project timeline	Exceeds project budget by 15%	Project goals, deliverables, costs and/or deadline failures. Project no longer aligned with the project scope Stakeholder intervention in project.
5	Extreme	Exceeds deadline by 25% of project timeline	Exceeds project budget by 20%	Failure to meet project objectives. Project outcomes negatively affecting the community or the environment. Public embarrassment, third party actions.

MEASURES OF LIKELIHOOD

Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once in 3 years
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years

RISK MATRIX

Consequence		Insignificant	Minor	Moderate	Major	Extreme
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

RISK ACCEPTANCE

Risk Rank	Description	Criteria	Responsibility
LOW (1-4)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MEDIUM (5-9)	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH (10-16)	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Senior Management Team
EXTREME (17-25)	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

EXISTING CONTROL RATINGS

Rating	Foreseeable	Description
Effective	There is little scope for improvement.	Processes (Controls) operating as intended and / or aligned to Policies & Procedures; are subject to ongoing maintenance and monitoring and are being continuously reviewed and tested.
Adequate	There is some scope for improvement.	Whilst some inadequacies have been identified; Processes (Controls) are in place, are being addressed / complied with and are subject to periodic review and testing.
Inadequate	A need for corrective and / or improvement actions exist.	Processes (Controls) not operating as intended, do not exist, or are not being addressed / complied with, or have not been reviewed or tested for some time.

Date Resolved: 14 February 2017 – 2017/025

Amendment:

PART 2 – COMMUNITY SUPPORT

CS.1. COMMUNITY SUPPORT

CS.1.1 REQUESTS FOR ASSISTANCE AND/OR DONATIONS

Council Policy:

All requests for assistance and/or donations are to be directed to the Chief Executive Officer for presentation to Council, except where specific provision has been made in the Annual Budget. Verbal approaches through Councillors will not be accepted.

Objective:

To develop an even hand with the distribution of assistance and ensure that Council has the information required for budgetary purposes.

Operational Guidelines:

- i. All applications from a non-profit organisation within the district seeking shire assistance, financial or otherwise, must be in writing, and addressed to the Chief Executive Officer for ranking and consideration.
- ii. Applications for assistance that are aligned with the objectives of the shire's Strategic Community Plan will receive higher priority consideration.
- iii. Applications for assistance that have a significant 'in-kind' or 'own financial resources' components will receive higher priority consideration.
- iv. Council will only make donations to organisations that will bestow a community benefit on the Shire.
- v. The Shire shall donate each year when requested in writing to the Kununoppin Hospital Christmas Cheer Fund.
- vi. All applications will be directed initially to any current funding opportunities provided by the Shire e.g. Economic Development Fund, and an appropriate application to the scheme would be required.

Date Resolved:

Amendment: 2018/2 – 012 March 2018
 2016/163 – 18 October 2016
 2012/042 21 March 2012

CS.1.2 STRATEGIC PARTNERSHIPS

Council Policy: That the Chief Executive Officer is to determine the level of assistance provided to community organisations and events. The following is listed as an indication of the extent of support that the Council expects to be provided.

<u>Annual Event</u>	<u>Assistance from Council</u>
Australia Day Breakfast	Free Entry into the Swimming Pool and breakfast provision
Australia Day Barbeque	Supply of Consumables
Mt Marshall Agricultural Show	Supply of generator and assistance with set up
WA Off Road Rally Association	Contribution of in-kind support by way of Staff hours and use of Shire machinery to effect appropriate repairs following the race.

Date Resolved:

Amendment: **2018/2 – 012 March 2018**
 2012/042 (21 March 2012)

CS.1.3 USE OF SHIRE PLANT BY LOCAL ORGANISATIONS**Council Policy:**

Shire plant and equipment is available for use by local community organisations on the condition that the Shire plant is operated by a Shire approved operator. The local organisation using the plant must come to a satisfactory arrangement with regard to the recompense of the operator. All use by local organisations will be at the discretion of the Chief Executive Officer.

Shire equipment and minor items of plant will not be available for use or hire by any person or organisation unless authorized by the CEO.

Date Resolved:

Amendment: 2012/042 (21 March 2012)

CS.1.4 WHITE CROSSES ON ROADS**Council Policy:**

White Crosses are permitted to be erected at the scene of fatal accidents throughout the Shire of Mt Marshall.

This will provide a visible reminder to motorists to be careful whilst driving.

White crosses must be erected outside the backward slope of road drains and vegetation should not be disturbed when installing the crosses. MRWA should be complied with.

Date Resolved:**Amendment:**

CS.1.5 SPONSORED PROJECT SIGNAGE**Council Policy:**

When Council complete or contribute to a project meeting the guidelines, a sign showing the Shire of Mt Marshall name and logo shall be erected at the site.

Objective:

For the contribution to projects by the Shire of Mt Marshall to be recognised in the present and future.

Operational Guidelines:

1. Signage will be erected for the following projects:
 - a. New infrastructure constructed on Council owned or managed land.
 - b. Infrastructure constructed on non-Council owned or managed land where a contribution of over \$10,000 has been made.
 - c. Equipment where the contribution exceeds \$5,000.
2. Signage is to be erected on or close to infrastructure projects, in a prominent location. For equipment projects, signage is to be erected at a prominent location.
3. Signage will be made in two sizes:
 - a. Approximately 20cm x 30cm; or
 - b. Approximately 30cm x 40cm.
4. The size of sign to be erected will be chosen at the discretion of the Chief Executive Officer.

Date Resolved: 20 March 2013 (Resolution 2013/031)

Amendment:

CS.1.6 CLUB SUPPORT FUND**Objective:**

This policy stipulates the application and assessment procedure for Council to assess and award Club Support Funds to local sport and recreation organisations.

Scope:

The Club Support Fund is an initiative by the Shire of Mt Marshall to provide much needed support and assistance to sport and recreational clubs within the community. The Fund aims to facilitate and encourage growth within our sport and recreation programs and facilities to provide active opportunities for all.

The Club Support Fund looks to provide financial assistance to clubs to help improve sporting facilities, provide better quality or additional equipment or access to professional coaching or training.

Council Policy:

Incorporated sport and recreation clubs located within the Shire of Mt Marshall are eligible to apply for funding to the maximum value of \$8000.

Priority Funding Areas for the program include;

1. Purchase additional or better quality equipment that will encourage greater participation in sporting activities or assist in reducing the strain on local volunteers
2. Activities, events or programs that encourage growth/professional development or increased participation within local sport and recreation clubs.
3. Develop new or upgrade or maintain existing facilities to provide good quality and high standard of facilities for the community.

The following assessment criteria will be used to assess the applications:

- Does the project fall in line with at least one of the priority funding areas
- Does the project fall in line with the current Sport and Recreation Master Plan or the Strategic Community Plan
- Does the project encourage participation and use of local sporting facilities
- Will the project provide long lasting benefits to the community
- Has the need for the project been clearly identified by the community
- Has the club shown evidence of sound planning and demonstrated their ability to manage the project
- Is the requested amount reasonable given the aim of the project, the number of people that will benefit and the expected outcomes (value for money)

All applications will be judged on their individual merits, and Council reserves the right to use its discretion in accepting projects which may not fit all of the criteria when it is felt the project provides significant community benefit.

To be eligible the club must be wholly located within the Shire of Mt Marshall boundaries. The proposed project, work or improvements must be of benefit to the community.

There will be one round of grants available during the financial year. Only one application per organisation will be awarded each financial year.

It is up to each applicant to provide the necessary information for Council to be able to make a considered determination. Therefore if plans, sketches, quotes etc. would improve the application, they should be provided.

Please note: If the project involves building or improvement works, a Development Application may also need to be obtained from Council. It is for the individual applicant to obtain any planning and building approvals. Grant approval DOES NOT constitute development approval.

Closing dates for each grant round will be publicised in the local papers and on the Shire website. Applications should be lodged on the application form which will be made available, and should be signed and submitted with supporting documentation by the advertised closing date.

Application Process:

Applications must be lodged with the Shire by the advertised closing date, on the correct application form and contain all necessary documentation to allow assessment of the request.

Shire staff will assess the application to ensure all requirements are met. If clubs are ineligible they will be advised of this fact in writing.

Council will assess all applications at the next Ordinary Meeting of Council after the closing date to determine which applications are successful or unsuccessful.

Successful applicants will be notified in writing. Successful applicants must acquit the funding by 31 May of the correlating financial year using the correct acquittal form including all necessary documentation.

There will be no appeal process available.

Date Resolved: 16 July 2019 (2019/6-010)

Amendment:

CS.2 COMMUNITY AWARDS

CS.2.1 CITIZEN OF THE YEAR AWARD

Council Policy:

That a Citizen of the Year Award is presented to a Mt Marshall Citizen each year being nominated for their outstanding service to the community. The award is presented to recognise and reward outstanding community service to the recipient and encourage community spirit.

Operational Guidelines:

The recipient will be rewarded based on the following guidelines.

- The award can only be won once in a ten year span, unless in exceptional circumstances at Council's discretion.
- The recipient shall have no private works or rates in arrears in the Shire of Mt Marshall in the year of nomination.
- The recipient must promote, highlight or advantage the community of Mt Marshall.
- Service must be over and above their normal line of employment.
- Nominations are to be called between October 1st and November 30th each year.

Council is not bound to present an award in any particular year and may award more than one person in a particular year if there is more than one deserving nominee.

Date Resolved:

Amendment: 2018/2 – 012 March 2018

CS.2.2 HONORARY FREEMAN OF THE SHIRE OF MT MARSHALL**Objective:**

This policy stipulates the procedure for the nomination, selection and awarding of the prestigious title to a person designated as 'Honorary Freeman of the Shire of Mt Marshall'.

Scope:

This policy may bestow the honorary title upon any person who has served the Shire of Mt Marshall community in an exceptional and meritorious manner, and whose activities have substantially improved the quality of life of the shire's residents.

Council Policy:

Council may, subject to eligibility and selection criteria of this policy being met by special majority (75%) decide to confer the title of 'Honorary Freeman of the Shire' on any person. The title shall be reserved for persons who have rendered exceptional service to the Shire of Mt Marshall community. This prestigious honour will not be awarded regularly but only on rare and exceptional occasions.

1. Eligibility

Nominees for selection must ordinarily be a resident of the Shire of Mt Marshall, however this is subject to Council's discretion. The nominee must have given distinguished service to the community, preferably in more than one capacity. A current Elected Member cannot be nominated for the award.

2. Selection Criteria

Nominees will be judged on their record of service to the community on the basis of the following criteria:

- Long and distinguished record of service to the local or State community which can be seen to stand above the contributions made by most other people;
- Personal integrity and demonstrating outstanding leadership qualities;
- Level of commitment to the field (or fields) of activity; and
- Special achievements of the nominee.

3. Nomination Procedure

A nomination may be submitted at any time provided that the:

- nomination is in writing and addresses the selection criteria;
- nomination is sponsored by a Councillor and supported in writing by at least one other Councillor; and
- the nomination is made in the strictest confidence and submitted to the Chief Executive Officer.

On receipt of a nomination a recommendation to support or not support the nomination will be put forward by the Chief Executive Officer in the form of a confidential item to an ordinary meeting of Council.

4. Entitlements

A Council decision to support the nomination is to be by an absolute majority vote acceptance of the award must be determined prior to being conferred.

Any person declared an Honorary Freeman of the Shire of Mt Marshall:

- May designate themselves as a Freeman of the Shire of Mt Marshall;
- Will be invited to all civic events and functions; and
- Will be conferred at an appropriate civic ceremony for the purpose hosted by the Shire of Mt Marshall.

5. Code of Conduct

Honorary Freeman of the Shire attending events or functions at the invitation of the President will behave in a manner befitting the honour bestowed and will at all times:

- Refrain from making critical or disparaging remarks about Council or past and present Councillors and employees; and
- Refrain from any behaviour that may embarrass Council or bring it into disrepute.

Date Resolved:

Council Decision:

CS.3 BUSINESS DEVELOPMENT

CS.3.1 DEVELOPMENT OF NEW BUSINESSES

Council Policy:

The Shire of Mt Marshall encourages the development of new business within the Shire of Mt Marshall.

Operational Guidelines:

The Shire of Mt Marshall is to liaise with the Wheatbelt Development Commission, Business Enterprise Centres and State Government departments in relation to the development of new businesses and the determination of a Regional Marketing Plan encouraging regional development.

To assist businesses establish within the gazetted town boundaries of Beacon and Bencubbin the Shire of Mt Marshall will provide the following assistance;

- i) Consideration by Council annually the waiving of rate charges for the property up to a maximum of three years (s6.12 LGA)
- ii) The Shire of Mt Marshall will charge building license fees that are payable to the Shire of Mt Marshall. Fees and charges payable to the Shire of Mt Marshall that would normally be income of the Shire of Mt Marshall shall be refunded to the proponent once the development has been completed. Statutory fees payable to the Shire of Mt Marshall and subsequently payable to other parties cannot be waived.
- iii) Where possible the Shire of Mt Marshall will consider the donation of land, owned by the Shire of Mt Marshall if applicable at the time of application. This donation will be conditional of the requirements of the Local Government Act and submissions received during public advertising, should Council have decided to proceed with a private treaty disposition, (s3.58). The donation of this land for development shall be made as a lawful requirement ensuring building of any new structures relevant to the pursuit of the business is completed within a twelve (12) month period from application approval.
- iv) The Shire of Mt Marshall will not require a crossover contribution in accordance with policy to any new business establishing itself within the Shire of Mt Marshall providing the total works do not exceed \$5,000.

Date Resolved:

Amendment: 2016/163 – 18 October 2016

CS.3.2 ECONOMIC DEVELOPMENT GRANTS FUND**Objective:**

The Shire of Mt Marshall has established an Economic Development Fund to provide discretionary grants to commercial business and community groups to assist those groups with projects or improvements that will provide a significant benefit to the community of Mt Marshall. Individual amounts will be limited in line with this policy and will require co-contribution from the applicant organisation.

Provide guidelines for staff and elected members when considering economic development grant fund applications from businesses or community groups.

Council Policy:**Commercial Business**

Commercial businesses are eligible to apply for funding. The maximum individual application can be for \$15000. In order for a commercial business to be eligible there needs to be a co-contribution of at least \$2 for every \$1 requested. The minimum amount requested must be \$500.

It will be for the commercial business to demonstrate that the project they are applying for funding will provide a significant benefit to the community. If the project may provide benefit to both the community and the business the applicant must demonstrate a significant benefit to the community and that the community benefit significantly outweighs the benefit to the business.

Note: An application which only brings benefit to the business is unlikely to qualify for grant funding.

Community Groups

Community groups and similar type organisations are also able to apply for funding. To be classed as a community group, the organisation must demonstrate that they do not operate for profit. The maximum individual application can be for \$10000. In order for a community group to be eligible there needs to be a co-contribution of at least \$1 for every \$1 requested. The minimum amount requested must be \$300.

All applications will be judged on their individual merits, and Council reserves the right to use its discretion in accepting projects which may not fit all of the criteria when it is felt the project provides significant community benefit.

Operational Guidelines:

To be eligible the business or organisation must be wholly located within the Shire of Mt Marshall boundaries. The proposed project, work or improvements must be of benefit to the community.

There will be two rounds of grants available during the year. These rounds will be September/October and **February/March**. Only one application per organisation will be awarded each financial year. **Applicants must acquit funds within 30 days of completion of their project, or by 30 June of the financial year, whichever is sooner.**

It is up to each applicant to provide the necessary information for Council to be able to make a considered determination. Therefore if plans, sketches, quotes etc. would improve the

application, they should be provided.

Please note: If the project involves building or improvement works, a Development Application may also need to be obtained from Council. It is for the individual applicant to obtain any planning and building approvals. Grant approval DOES NOT constitute development approval.

Closing dates for each grant round will be publicised in the local papers and on the Shire website. Applications should be lodged on the application form which will be made available, and should be signed and submitted with supporting documentation by the advertised closing date. Each application will be judged on merit.

A Council appointed panel will assess the applications and recommend successful applicants to the next ordinary Council meeting for approval. They will be processed as quickly as possible and applicants informed of the outcome by letter. There will be no appeal process available.

At the discretion of Council, milestones, payments and any further conditions for each application will be assessed on a case by case basis.

Applications must be lodged with the CEO by the closing date, on the correct application form and contain all necessary documentation to allow the panel to assess your request. If the applicant wishes to discuss the application in advance please contact the EDO or the CDO in person or by phone.

Date Resolved: 15 August 2017 (Resolution 2017/08-5)

Amendment: 2018/2 – 012 March 2018

CS.4 TOURISM**CS.4.1 TOURISM****Council Policy:**

- i. The Shire shall work closely with the NEWTravel, the Western Australian Tourism Commission, and other relevant Tourism and Government Departments, in all aspects of tourist development within the municipality and the Wheatbelt Region.
- ii. The Shire shall endeavour to assist (financially and by other means) tourist organisations or events which have the potential to develop tourism in the Wheatbelt region.
- iii. The Shire shall ensure the welfare of the whole community when supporting tourism development and the provision of facilities.
- iv. The Shire shall seek financial involvement from other sources wherever possible in the provision of tourist facilities.

Date Resolved:

Amendment: 2012/042 (21 March 2012)

PART 3 – COUNCIL AND COUNCILLORS

C&C.1 COUNCIL

C&C.1.1 COUNCIL MEETINGS

Council Policy:

To give clear guidance to persons wishing to make a deputation, present a petition or ask a question at a Council meeting.

Operational Guidelines:

Deputations to Council

- (1) Deputations will only be received with the prior approval of a simple majority of the Council members present at the meeting.
- (2) Unless the meeting resolves otherwise—
 - (a) a deputation is not to exceed five persons, only one of whom may address the Council, although others may respond to specific questions from Council members;
 - (b) a deputation is not to address the Council for a period exceeding fifteen minutes without the agreement of the Council as the case requires; and
 - (c) additional members of the deputation may be allowed to speak with the leave of the presiding member.
- (3) Any matter which is the subject of a deputation to the Council is not to be decided by the Council until the deputation has completed its presentation.

Petitions to Council

- (1) A petition is to—
 - (a) be addressed to the President;
 - (b) be made by electors of the district;
 - (c) state the request on each page of the petition;
 - (d) contain the name, address and signature of each elector making the request, and the date each elector signed;
 - (e) contain a summary of the reasons for the request; and
 - (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.
- (2) Upon receiving a petition, the CEO is to submit the petition to the relevant employee to be included in the employee's report on the matter that is the subject of the petition, subject to point (3) below.
- (3) At any meeting, the Council is not to vote on any matter that is the subject of a petition presented to that meeting, unless—
 - (a) the matter is the subject of a report included in the agenda; and
 - (b) the Council has considered the issues raised in the petition.

Public Question Time

- (1) The minimum time to be allocated for the asking of and responding to questions raised by members of the public at a Council meeting is 15 minutes. By resolution the Council may

agree to extend public question time.

- (2) A member of the public who raises a question during public question time, is to state his or her address.
- (3) A question may be taken on notice by the Council for a later response and the response is to be provided to the member of the public in writing. A summary of the response is to be included in the agenda in the next meeting of the Council.
- (4) Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the minutes.
- (5) Each member of the public who wishes to ask a question at a Council meeting is to be given an equal and fair opportunity to ask the question and receive a response.
- (6) Each member of the public with a question is entitled to ask up to 2 questions.
- (7) Nothing in this policy requires —
 - (a) Council to answer a question that does not relate to a matter affecting the Shire; or
 - (b) Council at a special meeting to answer a question that does not relate to the purpose of the meeting.
- (8) The Presiding Member may decide that a public question shall not be responded to where:
 1. the same or similar question was asked at a previous meeting, a response was provided and the member of the public is directed to the minutes of the meeting at which the response was provided.
 2. the member of the public uses public question time to make a statement, provided that the Presiding Member has taken reasonable steps to assist the member of the public to phrase the statement as a question; or
 3. the member of the public asks a question that is offensive or defamatory in nature, provided that the Presiding Member has taken reasonable steps to assist the member of the public to phrase the question in a manner that is not offensive or defamatory.
- (9) If, during the time allocated for questions to be raised by members of the public and responded to, a question relating to a matter in which a relevant person has an interest, as referred to in section 5.60 of the *Local Government Act 1995*, is directed to the relevant person, the relevant person is to —
 - (a) declare that he or she has an interest in the matter; and
 - (b) allow another person to respond to the question.

Date Resolved:

Amendment: **2018/2 – 012 March 2018**
 2012/052 (27 April 2012)

C&C.1.2 WELL WISHES FROM COUNCIL**Council Policy:**

The Shire shall send flowers, cards or small gifts and insert suitable notices in the local paper to recognise personal events in the lives of staff members, Councillors, past Councillors, close affiliates of Council or their families, and long term residents/past residents of the Shire.

Objective:

To recognise personal milestones and offer support.

Operational Guidelines:

The CEO shall arrange for the suitable recognition.

Date Resolved:**Amendment:**

C&C.1.3 COUNCIL ANNUAL FUNCTION & CHRISTMAS BONUS**Council Policy:**

Council will hold and sponsor an annual function involving Councillors, all employees and their spouses and children.

Council will provide a Christmas Bonus to employees.

Objective:

To recognise the personal dedication and contribution throughout the year, to acknowledge the year's achievements and to foster goodwill.

Operational Guidelines:

- Council will hold one annual function.
- The function will involve Councillors, all staff, spouses, children and invited guests.
- Invited guests are at the discretion of the President.
- A meal and reasonable refreshments will be provided.
- The traditional Christmas gift for each of the Shire's employees in a full time substantive position as at the time of issue, be a voucher for use in local shops of not more than \$75 (indexed by annual CPI), with a pro rata payment to be made to permanent part time and casual staff, and full time staff commencing in the past three months.

Date Resolved:

Amendment: **2019/6-005 – 16 July 2019**
 2017/11 – 14 November 2017
 2016/163 – 18 October 2016
 2012/052 (27 April 2012)

C&C.1.4 COUNCILLOR MEETING FEES, ALLOWANCES AND REIMBURSEMENTS**Objective:**

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

Policy Measures:**1. Meeting Fees**

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

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

(Note 1)

2. Presidential Allowance

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

3. Deputy Presidential Allowance

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

4. ICT Expenses Allowance

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

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

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

5. Child Care Costs

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

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

6. Reimbursement of Travel Expenses

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

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

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

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

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

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

7. Reimbursement of Accommodation Allowance

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

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

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

8. Reimbursement of any other expenses

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

Notes

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

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

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

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

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

Note 5 – As at 1 July 2019 the rates payable as motor vehicle allowance are in accordance with the 2019 Determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members:

	Rate (cents) per kilometre Engine Displacement (in cubic centimetres)		
	Over 2600cc	Over 1600cc to 2600cc	1600cc and under
South West Land Division	95.54	68.66	56.69

Date Resolved: 19 August 2014 (Resolution 2014/120)

Amendment: 2019/6-005 – July 2019
2016/163 – 18 October 2016

C&C.2 COUNCILLORS

C&C.2.1 ATTENDANCE AT LOCAL GOVERNMENT WEEK

Council Policy:

That Councillors be given the opportunity to attend the annual Local Government Week Convention.

Objective:

To improve the knowledge and exposure of Councillors.

Operational Guidelines:

That Council provides within each Financial Year Budget for the cost of Councillors and the CEO to attend the annual Local Government Week Convention. This will recognise the importance of providing Councillors with the opportunity to meet fellow Councillors from other Local Authorities and to participate in a state wide forum on issues relevant to Local Government.

In relation to bookings to the conference, the following shall apply;

- Bookings to the Conference/Hotel shall be made as soon as notice is given of the Venue/Conference in order to avoid problems with accommodation.

Date Resolved:

Amendment: 2016/163 – 18 October 2016

C&C.2.2 COUNCILLORS' REQUESTS AND WORKS REQUESTS**Council Policy:**

That Councillors be provided with 'Action Request Forms' to allow them to bring to the attention of the administration matters that require attention.

Objective:

To ensure Councillors' requests are handled promptly and efficiently.

Operational Guidelines:

All general enquiries made by Councillors should be directed to the Chief Executive Officer in writing for action within budgetary limitations. This will ensure Councillors' requests are handled promptly and efficiently and comply with the Local Government Act.

Upon receipt of an email to the CEO an officer is to reply to the originating Councillor within forty eight (48) hours. This reply is to acknowledge the receipt of the works request and to advise of its estimated completion date. Unless the works are an emergency, they will be completed as soon as practicable. Upon completion of the requested works, the originating Councillor is to be informed.

Date Resolved:**Amendment:**

C&C.2.3 ATTENDANCE AT EVENTS AND FUNCTIONS**Council Policy:**

To ensure that Elected Members and the Chief Executive Officer comply with Section 5.90A Local Government Act 1995 (As Amended) regarding attendance at events and functions

Objective:

The purpose of this policy is to establish guidelines for appropriate disclosure and management of acceptance of invitations to events or functions, or other hospitality occasions, where elected members and employees are invited free of charge, whether as part of their official duties as council or City representatives or not.

Operational Guidelines:*Policy Statements***A. Key issues to consider**

In considering whether a benefit such as an invitation to an event or hospitality given to an elected member or an employee is a gift for the purposes of the Act and Regulations, the key issues include:

- Who is a donor, the person who is offering or giving the benefit?
- What is the value of the benefit?
- Does the elected member or employee of the benefit contribute anything of value to the donor in return for the benefit such as formally opening or speaking at the event or presenting prizes/awards?
- If so, does the value of that contribution outweigh the value of the benefit? If so, it will not be a gift for the purposes of the Act and Regulations.

B. Commercial entertainment events

Any tickets accepted by an elected member or employee without payment for any commercial entertainment event, for which a member of the public is required to pay whether sponsored by the Shire or not will generally be classified as a gift for the purposes of the Act and Regulations.

An exception to this is where the Shire President or his / her representative attends the event in an official capacity to perform a civic or presidential function.

Where there is a commercial entertainment event that, in the opinion of the Chief Executive Officer, it is in the interests of the Shire for one or more elected members or employees to attend in order to assess and understand first-hand the impacts on the community or business, then one or more tickets for that event will be purchased for the relevant elected member or employee by the Shire at full cost.

C. Other commercial (non-entertainment) events

For other commercial (non-entertainment) events, such as a conference or seminar, for which a member of the public is required to pay, where the Chief Executive Officer is of the opinion that it is in the interests of the Shire for one or more Elected Members or employees to attend (such as for their professional development or to undertake a function as an Elected Member or employee), then one or more registrations or other benefits for that event will be purchased for the relevant Elected Member or employee by the Shire at full cost to enable attendance.

If the Shire does not pay for the event, free registration or any other benefit (such as hospitality) given to an Elected Member or employee would be classified as a 'gift' unless the contribution of the Elected Member or employee to the event (such as by way of a paper or speaking engagement) is reasonably considered to outweigh the value of registration or other benefit given to the Elected Member or employee.

D. Community/local business events

Acceptance of reasonable and modest hospitality by an Elected Member or employee at an unpaid event run by a local community group or local business would not generally be classified as a 'gift' where the contribution by the Elected Member or employee to the event is reasonably considered to outweigh the value of the hospitality.

This is more likely where the Elected Member or employee attends the event in his or her capacity as an Elected Member or employee - preferably where the attendance has been specifically authorised by the Shire, but otherwise where the person is performing his or her functions as an Elected Member or employee.

E. Perceived or actual conflict

Event attendance may create a perceived or actual conflict, which may preclude council members participating or employees providing advice at a future meeting.

If the amount of an event ticket (gift) is less than \$1,000, and relates to a matter before Council, under section 5.68 of the Act, Council may allow the disclosing council member to participate on the condition that the interest, the Council's decision and the reasons for that decision are recorded in the minutes.

If the amount gift is above \$1,000 the Council or CEO must apply to the Minister for permission to allow the member or employee to participate.

Scope

The policy provides guidance to elected members and employees when an invitation to an event or function, or other hospitality occasion, ticketed or otherwise, is offered free of charge. It does not provide guidance on the acceptance of a tangible gift or travel contribution.

Travel and accommodation excluded: This policy does not apply to tangible gifts or money, travel or accommodation. Any contribution to travel, subject to the exceptions in section 5.83 of the Local Government Act 1995 (the Act), must be disclosed in writing to the CEO within 10 days of receipt of the contribution.

Contributions to travel costs, whether financial or otherwise are now incorporated within the definition of gift.

The following situations are specifically excluded where the event ticket (gift) is received from one of the following organisations:

- WALGA (but not LGIS)
- Local Government Professionals Australia (WA)
- Australian Local Government Association
- A department of the public service
- A government department of another State, a Territory or the Commonwealth
- A local government or regional local government

The gift is still required to be recorded on the “gift register”.

Legislative and Strategic Context

Legislation, directives, guidelines, Acts or Regulations that provide the broad framework within which the policy operates and/or with which it needs to comply follow:

- Local Government Act 1995 (As amended)

Receipt of Gifts

In accordance with sections 5.87A and 5.87B of the Act, Council members and CEOs are required to disclose gifts that are received in their capacity as a council member (or CEO) and –

- are valued over \$300; or
 - are of a cumulative value that exceeds \$300 where the gifts are received from the same donor in a 12-month period.
-
- Local Government (Rules of Conduct) Regulations 2007
 - Department Circular No 11-2019 – New Gifts Framework

Date Resolved: 17 December 2019 (2019/11-006)

Amendment:

PART 4 – EMPLOYEES AND EMPLOYMENT

E&E.1 EMPLOYEES

E&E.1.1 DEFENCE FORCES ACTIVE RESERVISTS

Council Policy: Council encourages and will support employees who enlist in the Defence Force Active Reserve.

Objective: To recognise that Reserve service is of national importance, is an economical method of providing defence forces in peacetime and provides the employee with personal development of value to the Shire.

Operational Guidelines: Unpaid Leave (except as provided below) not exceeding two (2) weeks in any one year will be granted to employees who are members of the Defence Force Active Reserve for the purpose of undertaking training in camp or other continuous duty. This leave will be in addition to annual holiday leave.

If the pay received by the employee from the Defence Force is less than the employee would normally receive, then the Shire of Mt Marshall will make up the balance.

Any time spent by an employee in Defence Force Reserve training will count towards the accrual of annual leave.

Date Resolved:

Amendment:

E&E.1.2 PAID LEAVE ON VOLUNTARY SERVICE

Council Policy: All staff who are bona fide members of volunteer emergency service groups, (the Fire Brigade, the State Emergency Service and St John Ambulance), who are required for emergency service by those groups during ordinary working hours shall be paid for time absent up to the total of ordinary working hours usually worked in that day or period during the emergency, but not including time in excess of ordinary working hours, RDO's or public holidays.

For the purposes of this policy, ordinary working hours shall be the time ordinarily worked.

Payments shall be made through normal pay channels following a claim by the employee involved and may be subject to authentication of claim by the officer controlling the relevant body or service.

Date Resolved:

Amendment:

E&E.1.3 RECOGNITION OF AN EMPLOYEE'S SERVICE**Council Policy:**

That Council recognise long term employment by:

- a. Employees completing 10 Years Service - presentation of a certificate;
- b. Employees who have completed 20 years of service with the Shire by presenting a suitably engraved plaque at a function to be held at the employee's workplace, and that recognition be made through the local media by inviting them to attend the function.

Objective:

To acknowledge significant milestones.

Date Resolved:

Amendment: **2016/163 – 18 October 2016**
 19 December 2012 (Resolution 2012/170)

E&E.1.4 REIMBURSEMENT OF RELOCATION EXPENSES**Council Policy:**

The Shire will reimburse staff employed by the Shire the cost or part cost of relocating.

Operational Guidelines

- i) Staff Recruited From Local Area
Any staff member who is recruited from and is a resident in the district to the payment or reimbursement of relocation expenses resulting from his/her recruitment at the absolute discretion of the Chief Executive Officer.
- ii) Staff Recruited From Outside Local Area
A relocation allowance of up to \$4000 (excluding GST) is available for new staff recruited from outside of the local area. 50% of an employee's removal expenses will be reimbursed after 12 months of satisfactory service with the Shire, with the remaining 50% being reimbursed after 24 months of satisfactory service. Receipts showing actual expenditure will need to be produced, for payment.
- iii) Requirement to Provide Two Quotations
At least two quotations must be produced prior to any reimbursement being approved. If not, payment is at the absolute discretion of the Chief Executive Officer.
- iv) Staff Undertaking Self-move Activities
At the time of appointment of new employees agreement is to be made in writing determining the basis for reimbursement of self-managed relocation expenditure where all or part of the relocation is to be undertaken by the employee.
- v) Prior Agreement on Reimbursement
Where no such agreement is made then the reimbursement of relocation expenses is to be limited to the Chief Executive Officer's estimate of fuel costs plus any actual third party expenditure. Receipts showing actual expenditure will need to be produced, for payment.
- vi) Limits on Self-move
The Chief Executive Officer may limit any reimbursement for self-move activities to the equivalent cost of having the relocation carried out by an appropriate removal specialist.

Date Resolved:

Amendment: 23 September 2014 (Resolution 2014/132)

E&E.1.6 ACTING CHIEF EXECUTIVE OFFICER**Council Policy:**

In the absence of the Chief Executive Officer for a period of less than two weeks, the Chief Executive Officer is to appoint an Acting Chief Executive Officer of his/her choice if they feel it is necessary to do so.

In the absence of the Chief Executive Officer for a period of greater than two weeks the Council will consider the appointment of an Acting Chief Executive Officer.

The appointed Acting Chief Executive Officer shall be authorised to carry out duties and responsibilities and hold the requisite authority of the office and position.

This will eliminate the need for the Council to resolve to appoint an Acting Chief Executive Officer on every occasion he/she is absent.

Date Resolved:

Amendment: 19 December 2012 (Resolution 2012/170)

E&E.1.7 RETIREMENT/RESIGNATION OF EMPLOYEES – COUNCIL GIFT/FUNCTIONS

Council Policy:

1. Farewell Functions

The Shire will offer a farewell function to those employees whose employment with the Shire is finishing:

1.1 Length of Service

- i) Service 0-1 year – a farewell function is not provided
- ii) Service more than 1 year and less than 5 years: A farewell function will be provided with food and refreshments supplied to a value considered appropriate by the Chief Executive Officer but not exceeding \$300.00.
- iii) Service more than 5 years and less than 10 years: A farewell function will be provided with food and refreshments supplied to a value considered appropriate by the CEO but not exceeding \$400.00.
- iv) Service of 10 or more years: A farewell function will be provided with food and refreshments supplied to a value considered appropriate by the CEO but not exceeding \$600.00.

1.2 Attendance at Farewell Functions

- i) Attendance at any farewell function is voluntary.
- ii) Farewell functions are ordinarily only attended by employees of the Shire.

1.3 Location of Farewell Function

The location of a farewell function is at the discretion of the Chief Executive Officer.

2. Gifts

Upon resignation/retirement of an employee who has provided satisfactory service, the Council authorises the Chief Executive Officer to acquire a suitable gift to be presented to that employee. The value of the gift as a guide to be as follows:

>3 years	\$ 75
5 years	\$150
10 years	\$300
15 years	\$420
20 years	\$550

That no gratuities be paid to staff upon resignation or retirement.

Objective:

- To show appreciation to employees who have made long term or otherwise contributions to Shire and to promote good Council/Staff relations.
- To frame a standard procedure when dealing with staff who leave the Shire's employ and to comply with the Local Government Act 1995.

- Gifts will be given in accordance with the following guidelines:
- At the discretion of Chief Executive Officer, a gift according to part (2) may be provided to employees leaving Shire prior to three (3) years to service.
- The value of the gift be approximately \$25.00 for every year of service.
- The value of the gift to be adjusted periodically for inflation.
- Presentation for Senior Employees leaving the Shire to be considered independently of this policy.

Date Resolved:

Amendment:

E&E.1.8 CHRISTMAS STAND DOWN PERIOD FOR EXTERNAL WORKFORCE**Council Policy:**

Where practical, a Christmas stand down period shall apply for all outside staff. The Christmas stand down period is when the majority of outside staff is expected to take their annual leave entitlement.

Date Resolved:

Amendment:

E&E.1.9 STAFF UNIFORMS

Council Policy: Council shall supply employees with a uniform in accordance with guidelines set out below.

Objective: To promote a professional image and improve customer relations.

Operational Guidelines:

The Chief Executive Officer has been granted delegated authority to determine what is a suitable uniform, after consultation with staff, including colour and style of the uniform.

Casual employees shall not be eligible for uniforms under this policy.

1) Outdoor Employees

a) Full Time Permanent Employees

The initial uniform to be issued to new full time permanent outdoor employees is:

Item of Clothing	Qty	Style	Colour Scheme
Steel Capped Boots	1	To a value of \$150 (ex GST). Costs in excess of this amount are payable by employee.	
Long Sleeved Shirts	5	Long sleeve polar with shire name on pocket	Fluoro yellow over navy blue
Trousers	4	Yakka or equivalent	Navy Blue
Jacket	1	Bomber	Fluoro yellow over navy blue
Hat	1	Wide brim	Navy blue
Safety Sunglasses	1	Must comply with AS1337 (1992) and AS1067 (1990) as appropriate	

Thereafter, Full Time permanent outdoor employees, to be issued with replacement uniform on request providing a reasonable timeframe for ordering up to an annual limit not exceeding initial uniform quantities.

b) Part Time Permanent Employees

The initial uniform to be issued to new Part Time permanent outdoor Employees is:

Item of Clothing	Qty	Style	Colour Scheme
Steel Capped Boots	1	To a value of \$150 (ex GST). Costs in excess of this amount are payable by employee.	
Long Sleeved Shirts	2	Long Sleeve Polar with Shire Name on Pocket	Fluoro yellow over navy blue
Trousers	1	Yakka or equivalent	Navy blue
Jacket	1	Bomber	Fluoro yellow over navy blue
Hat	1	Wide brim	Navy blue
Safety Sunglasses	1	Must comply with AS1337 (1992) and AS1067 (1990) as appropriate	

Thereafter, Part Time permanent outdoor employees, to be issued with replacement uniform on request providing a reasonable timeframe for ordering up to an annual limit not exceeding initial uniform quantities.

2) Works Supervisor

The initial uniform to be issued to the new Works Supervisor is:

Item of Clothing	Qty	Style	Colour Scheme
Steel Capped Boots	1	To a value of \$150 (ex GST). Costs in excess of this amount are payable by employee.	
Long Sleeved Shirts	5	Navy blue	Fluoro yellow over navy blue
Trousers	4	Yakka or equivalent	Preferably navy blue
Jacket	1	Bomber	Fluoro yellow over navy blue
Hat	1	Wide brim	Navy blue
Safety Sunglasses	1* (See note)	Must comply with AS1337 (1992) and AS1067 (1990) as appropriate	

Thereafter, the Works Supervisor, to be issued with replacement uniform on request providing a reasonable timeframe for ordering up to an annual limit not exceeding initial uniform quantities.

3) Pool Manager

An annual allocation for a Pool Manager's uniform as detailed below:

- 3 short sleeve shirts – to the maximum value of \$40 each.
- 3 shorts – to the maximum value of \$30 each.
- 1 wide brim hat - to the maximum value of \$20.

4) Part Time/Casual Pool Attendants

An annual allocation for a Pool Attendant's uniform as detailed below:

- 2 short sleeve shirts – to the maximum value of \$40 each.
- 2 shorts – to the maximum value of \$30 each.
- 1 wide brim hat – to the maximum value of \$20.

5) Administration Staff

A reasonable sum is to be provided in the Annual Budget based on pricing from a uniform supply catalogue.

Date Resolved:

Amendment: 2019/6-005 – 16 July 2019
 2016/163 – 18 October 2016
 19 December 2012 (Resolution 2012/170)

E&E.1.10 EMPLOYEE CONFIDENTIALITY AGREEMENT**Policy Statement**

The purpose of this policy is to set out the responsibilities and accountability of all Council staff when dealing with information either written or verbal as well as the intellectual property developed, utilised or otherwise gained by the employee in the course of employment and at the completion of employment with the Shire of Mt Marshall.

Definitions

Confidential Information	for the purpose of this policy means any non-public information pertaining to Council business, operations, Councillors and employees, ideas, know-how, trade secrets, techniques, software and any other commercially valuable information or intellectual property.
CEO	Chief Executive Officer
Intellectual Property	an intangible or proprietary asset that includes but is not limited to operational manuals, policies, procedures, software and databases.
Financial Interest	an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated.
Impartiality Interest	a private or personal interest that does not amount to a financial interest as defined in the Act (for example friendship, membership of an association, society or trade union or involvement or interest in an activity that may include an interest of a financial nature).
Act	<i>Local Government Act 1995</i>

Policy

1. All employees will be required to sign and agree to the Employee Confidentiality Agreement and comply with the principles of the agreement as a condition of employment.
2. The information and intellectual property developed, utilised or otherwise gained by the employee in the course of employment and thereafter shall not be used for any purpose that may:
 - a. reflect a real or perceived conflict of interest – whether a financial or impartiality interest; or
 - b. diminish public confidence in the integrity of the Shire of Mt Marshall.
3. An employee must not access or obtain any information, which does not relate to the key duties specified in the employee's position description unless otherwise authorised to do so.
4. Council stores and is privy to a considerable amount of information, some of it of a sensitive and confidential nature. Staff need to be aware of the importance of which information must be dealt with, and that they will use all information with professional respect and only in the context of which it is intended.

5. If an employee breaches the Employee Confidentiality Agreement the disciplinary procedure may be commenced.

Associated Legislation

This policy complements other legislation and where it is silent on matters referred to in the following legislation such matters must be followed in accordance with the legislation.

- ☐ *Local Government Act 1995*

Date Resolved: 18 August 2010 (Resolution 2010/153)

Amendment: 2016/163 – 18 October 2016
19 December 2012 (Resolution 2012/170)

E&E.1.11 ACCOMMODATION AND TRAVEL INCENTIVE**Council Policy:**

An employee required to stay overnight at a place other than his/her normal residence in order to attend approved/agreed training or business, who organises alternative accommodation is eligible to payment of \$100 per night in lieu of hotel accommodation and meals. The accommodation incentive will only be paid where the alternative accommodation is within 30 km's of the training venue.

Travel to and from approved/agreed training or business will be provided for by provision of a council vehicle. Where a council vehicle is not available, reimbursement will be made based on the mileage rate and conditions as set out in the Local Government Industry Award 2010, providing the accommodation is within 30 km's of the training venue.

Objective:

- ☐ To respond to rising cost of accommodating staff participating in professional development outside of the district; and
- ☐ To provide a cash incentive to staff for alternate accommodation and meal arrangements in order to keep organisational costs down.

Operational Guidelines:

- i. Any arrangements for alternative accommodation and/or use of a private vehicle must first be approved by the supervisor or Chief Executive Officer.
- ii. The accommodation incentive will be paid to an employee only for the nights they would ordinarily be required to reside overnight away from their normal residence, and no additional nights. It may be deemed necessary for the employee to stay the night preceding commencement of, and the night concluding the training/business.
- iii. Staff must attempt to arrange the use of a Council vehicle. Only where a council vehicle is not available will reimbursement of travel be considered. Travel costs will only be paid where accommodation is within 30 km's of the training venue and the employee is required to attach travel records to the appropriate reimbursement form.
- iv. Requests for payment of accommodation incentive and/or travel allowance will be made by lodgement of the appropriate [Payment Request Form](#) authorised by the employee's supervisor or Chief Executive Officer.

Date Resolved: 16 May 2012 (Resolution 2012/075)

Amendment:

E&E.1.12 ROSTERED DAYS OFF – INTERNAL STAFF

Council Policy: Administration staff be allowed to accrue time in order to take a monthly rostered day off. Staff shall not be permitted to accumulate more than 22.80 hours, except at the CEO's discretion. This will allow staff flexibility to attend personal needs.

Date Resolved: 21 April 2015 (Resolution 2015/051)

Amendment:

E&E.1.13 STAFF USE OF COMMUNITY BUS

Council Policy: Shire Staff (including internal and external) have permission to use the Community Bus for official social club outings within a 250km radius of Bencubbin up to a maximum of six (6) times per year for the cost of fuel only. In the circumstance that the bus is booked by another community group, preference will be given to that group.

Date Resolved: 21 April 2015 (Resolution 2015/051)

Amendment:

E&E.2 SALARY AND CONDITIONS

E&E.2.1 Staff Attraction and Retention Scheme

Council Policy:

- i. This Policy applies to all Shire employees on the Local Government Industry Award 2010 except for casual staff yet to complete 3 months employment.
- ii. The bonus is to be paid pro-rata according to both full time employment equivalent and length of service.
- iii. Amount of payment is in recognition of, and according to, assessed quality of service since either the employee's commencement date or the previous payment.
- iv. This policy will take effect as of 1 July 2016.
- v. Criteria for assessment is to be reviewed by the Chief Executive Officer annually.
- vi. In recognition of an employee who displays exceptional commitment to their position and provide superior service well above their role's expectations, the Chief Executive Officer may make an additional 20% payment to that employee.
- vii. Service prior to an employee's resignation who returns to the Shire work force will not be taken into consideration when determining pro-rata payment.
- viii. As of April 2020, the value of the bonus payable is set at a maximum of \$545.00 and increased according to the Local Government Cost Index as calculated by WALGA at 30 June every year after.
- ix. Eligibility:

Employee Group	Eligibility	Conditional on
Chief Executive Officer	No	
Contract Staff – Finance and Admin Manager	No	
Admin Staff	Yes	Permanent FT or PT
Works Staff		
Cleaners		
Trainees and Casual Staff	Yes	If more than 3 months employment
	No	If less than 3 months employment

- x. A complimentary annual membership to the Shire's gymnasiums will be provided to all permanent employees.

Date Resolved: 2016/163 – 18 October 2016

Amendment: 2016/199 – 20 December 2016

E&E.2.2 OWN ACCOMMODATION ALLOWANCE

This Policy is applicable to positions with housing supplied as part of employment.

Council Policy:

- a) Full time Council employees who provide their own accommodation within the district of Mt Marshall will be paid a housing allowance of \$50.00 per week per house.
- b) The housing allowance not be paid to those employees residing in a shed, humpy or tent.
- c) Permanent Part Time employees will receive the housing allowance on a pro rata basis.

Date Resolved:

Amendment: 13 August 2019 (Resolution 2019/7-005)

E&E.2.3 OVERTIME**Council Policy:**

Overtime may only be with the express permission of the relevant supervisor or the Chief Executive Officer.

Authority to approve overtime must be given by the relevant supervisor and this information to be provided to the payroll department.

Overtime payments to be reviewed by supervisors on a monthly basis.

Date Resolved:

Amendment: 19 December 2012 (Resolution 2012/170)

E&E.2.4 SEVERANCE PAY**Council Policy:**

The Shire will offer severance pay to employees under the conditions stipulated below:

Operational Guidelines:

- a) The purpose of this Policy is to set down the maximum severance payable to terminating employees for the purpose of Section 5.50 (1) of the Local Government Act 1995 (the "Act").
- b) A terminating employee is entitled to severance pay and benefits in accordance with:
 - i) Any Federal or State award or industrial agreement applicable to that employee;
 - ii) Any applicable provisions within the employee's contract of employment;
 - iii) Any applicable award or order made by a federal or state industrial tribunal arising from the circumstances of that employee being specifically brought before that tribunal, subject to any right of appeal;
 - iv) A decision of Council which Council believes the situation warrants a decision made outside of this policy.
- d) Redundancy provisions for employees shall be made pursuant to the appropriate federal or state Award or in a certified Enterprise Bargaining Agreement applicable to that employee or the employee's contract of employment if detailed separately.

Date Resolved:

Amendment: 19 December 2012 (Resolution 2012/170)

E&E.2.5 PRIVATE MOTOR VEHICLE USAGE**Council Policy:**

The Chief Executive Officer may grant use of Shire vehicles to employees for commuting purposes in accordance with the Operational Guidelines.

Objective:

This will regulate the use of Shire vehicles for commuting purposes and other associated uses.

Operational Guidelines:

Shire employees' use of Shire vehicles is as follows with the applied conditions unless otherwise stipulated in a contract of employment.

Works Supervisor

Use of the vehicle restricted to within Western Australia below the 26th parallel at the CEO's discretion. The Shire will pay all operating expenses (including the cost of petrol, oil, comprehensive insurance, registration, repairs, servicing and any Fringe Benefits Tax) in connection therewith.

Leading Hands, Plant Maintenance Officer, Community Development Officer and On-call Officers

If permission is granted by the Chief Executive Officer, the vehicle can be used to travel between the home and normal place of work. Use of the vehicle for private purposes is not permitted.

An employee to whom commuting use is granted is responsible for maintaining the vehicle in a clean and tidy state.

A log book needs to be maintained for the first three months of the year.

Employees with private usage as a condition of employment are required to maintain a log book for the vehicles for which they are responsible.

Principal Conditions Applying to all Levels

The Chief Executive Officer shall be responsible for the management of all vehicles under this policy and the preparation of the light fleet management program.

The Works Supervisor shall be responsible for compliance with this policy for all vehicles used in the Works area.

- i. The vehicle is to be parked after hours within the employee's property in a secure manner and in a garage or carport on Shire properties (if provided).
- ii. The employee is required to keep the vehicle clean, i.e. washed and vacuumed at intervals of not more than two weeks and to check the water, oil and battery levels at least weekly. Those employees failing to keep their vehicles clean to the satisfaction of the Chief Executive Officer or Works Supervisor shall surrender their vehicles to commuting rights only and the vehicles will be locked at the Shire's depot over the weekend, or the vehicle may be re-allocated.

- iii. All light fleet vehicles are regarded as pool vehicles for general use by Shire employees for work related purposes. Administration staff shall be responsible for implementing a pool system and maintaining a record of use.
- iv. No other person (non-employee) will drive the vehicle except with approved level of use or with the prior approval of the Chief Executive Officer. If due to circumstances it is necessary for a person other than the employee to drive the vehicle and it is not practical to obtain the Chief Executive Officer's approval, the employee is required, as soon as practicable thereafter, to inform the Chief Executive Officer.
- v. An employee is to use his or her discretion when using a vehicle for private purposes so as not to cause any poor public relations in the community.
- vi. A strictly enforced policy of locking shire vehicles whenever left unattended is to be adhered to by all employees.
- vii. All employees are required to record mileage travelled in shire vehicles in log books for FBT/GST purposes.
- viii. Claims arising from vehicle damage due to neglect of vehicles or use not in accordance with Council policy shall be the responsibility of the employee using the vehicle.
- ix. In the event of an accident, the employee using the vehicle must report the accident immediately in writing to the Chief Executive Officer and the Deputy Chief Executive Officer and complete the necessary insurance claim and accident report.
- x. All shire vehicles must carry the provided first aid kit. Use of the first aid kit will require completion of Incident/Accident/Hazard reporting forms as per the Shire's Occupational Safety and Health Procedures.
- xi. The Chief Executive Officer is the only officer who may vary the application of this Policy in negotiating individual contracts of employment.
- xii. All shire vehicles are considered to be workplaces and as such smoking in shire vehicles is prohibited by legislation.
- xiii. Vehicle colours will generally be white, however they may vary according to Chief Executive Officer's recommendations in order to achieve maximum returns.
- xiv. Employees allocated vehicles are required to complete and sign a vehicle release form advising of compliance with conditions of use and providing a photocopy of their current driver's licence.

Vehicle Replacement

Vehicles will be replaced according to the adopted annual plant replacement program in accordance with legislation.

Date Resolved:

Amendment: **2018/2 – 012 March 2018**
 18 November 2014 (Resolution 2014/167)

E&E.2.6 EMPLOYEE SUPERANNUATION**Council Policy:**

Those employees making a voluntary contribution above the government mandated Superannuation Guarantee will be provided with an additional matching superannuation contribution from the Shire.

For each dollar of voluntary superannuation contribution made by an employee, the shire will match it with one dollar. This matching contribution will be given to a maximum of five percent.

Date Resolved: 19 December 2012 (Resolution 2012/170)

Amendment:

E&E.3 WORKPLACE ENVIRONMENT & CULTURE

E&E.3.1 OCCUPATIONAL SAFETY & HEALTH

The Shire of Mt Marshall regards the development and implementation of best practice Occupational Safety and Health systems as a common objective for the CEO, Managers, Supervisors, Team Leaders, Employees, Contractors and Volunteers and strives for continual improvement.

The Policy of the Shire of Mt Marshall is to ensure that every employee works in an environment where every effort is made to prevent accidents, injury and disruption to employees' health from foreseeable work hazards.

The employer acknowledges a duty of care to:

- ☐ Ensure the legislative responsibilities are understood and met by all levels of management including supervisors.
- ☐ Provide and maintain a safe working environment.
- ☐ Providing adequate training, instruction and supervision to enable employees to perform their work safely and effectively.
- ☐ Investigating all actual and potentially injurious occurrences in order to identify and control the cause to reduce the level of risk in the workplace
- ☐ Comply with AS/NZS 4801-2001 Occupational Health and Safety Management Systems audit requirements.
- ☐ Compliance with current Occupational Safety and Health Act 1984, and Regulations 1996, relevant Australian Standards including AS/NZS ISO 31000, 2009, Codes of Practice and Guidance Notes.

Employees have a duty of care to:

- ☐ Working with care for their own safety and that of other employees, contractors, volunteers and public who may be affected by their acts or omissions.
- ☐ Reporting hazards, accidents, incidents and near misses to their supervisor.
- ☐ Co-operating positively in the fulfilment of the obligations placed on their employer.
- ☐ Assisting in the reporting and investigation of any accidents with the objective of introducing and reviewing controls to prevent re-occurrence.

A safe and efficient place of work is our goal, and we must all be committed to reach this outcome.

Date Resolved:

Amendment:

E&E.3.2 EQUAL EMPLOYMENT OPPORTUNITY POLICY**Objective:**

To ensure that the Shire conducts the recruitment of staff in accordance with legislation, and in conjunction with sound management practices.

To ensure each individual can carry out their job in an environment free from all forms of harassment and victimization.

Council Policy:

The Shire of Mt Marshall is committed to ensuring our workplace is free of discrimination and harassment. Council is dedicated to providing a pleasant working environment and encourages good working relationships between all employees.

The Shire will recognise its legal obligations under the Equal Opportunities Act 1984 and shall actively promote Equal Employment Opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.

All offers of employment and all promotional opportunities will be directed towards providing equal opportunity to any individual provided their relevant experience, skills and ability meet the requirements of such opportunities.

Harassment

Harassment of any nature is considered to be unacceptable behaviour and is not tolerated under any circumstances.

Harassment may occur:

- Among peers or co-workers;
- Where a person uses harassing behaviour to control, influence or affect the career, salary or job of another person over whom they exert actual or perceived authority.

Harassment is defined as any unwelcome, offensive comment or action concerning a person's race, colour, language, ethnic origin, age, gender, marital status, pregnancy, disability, political or religious conviction. It is behaviour towards another employee which is intimidating or embarrassing. It shall not be condoned and if necessary, disciplinary action shall be taken.

Any individual who experiences harassment, should immediately make it clear to the person(s) concerned that such behaviour is unwelcome. However, if the individual has difficulty in doing this, then assistance should be sought from others to confront the person(s) concerned.

It is the responsibility of all staff to ensure that proper standards of conduct are upheld in the workplace. Management and staff in supervisory positions shall ensure that the work environment is free from all forms of harassment.

Discrimination

The Shire aims to create an environment free from all forms of discrimination including but

not limited to:

Gender	Race
Religion	Age
Impairment	Pregnancy
Sexual orientation	Family status

Discrimination is essentially any practice that makes distinctions between individuals or groups of individuals, so as to treat some less favourably than others. It can be in the form of either direct or indirect discrimination.

Equal Opportunity in the Workplace

The Shire aims to ensure that women and minority groups in our organisation are given freedom and equality in the workplace by taking steps to identify and overcome discrimination and reviewing our policies and practices to ensure they provide for the career progression of women and minority groups.

Bullying

Bullying is any unsought behaviour, which humiliates, offends or intimidates someone. It includes verbal taunts and threats, physical taunts, abuse and ostracism. The emphasis is on repetition of the conduct. The behaviour is unwelcome, unsolicited and usually not reciprocated. In some instances, the level of bullying may constitute criminal activity.

Examples of behaviour that constitutes bullying include, but are not limited to:

- shouting, verbal abuse, insults, intimidating language or sarcasm;
- continually isolating and excluding a person from various work activities or groups;
- ‘initiation’ rituals, in some cases involving violence;
- stalking, following or loitering;
- damaging or interfering with an employee’s property or work equipment; and
- attempts to make competent employees appear incompetent, in the hope that they will resign or be demoted or dismissed.

EEO Complaint Handling Procedure

Employees subject to discrimination, harassment or bullying may obtain advice and assistance from the Chief Executive Officer or their immediate supervisor/manager.

Complaints of harassment, discrimination and bullying shall be considered seriously and sympathetically and they shall be attended to promptly and confidentially by authorised and trained mediators. In all cases, the utmost care shall be taken to investigate complaints impartially by recognising the rights of all parties.

However, if an employee is dissatisfied with the outcome of any conciliation attempt, they may take the matter up with the Equal Opportunity Commission or their Union.

Date Resolved: 2016/163 – 18 October 2016

Amendment:**E&E.3.3 PROTECTION FROM THE SUN FOR OUTDOOR WORK****Council Policy:**

The minimum clothing requirements for outdoor employees shall be a long sleeve shirt and long trousers.

The basic dress code will apply all year round. (Exemptions may apply based upon written medical advice).

Except for the months of May, June, July and August a broad brimmed (8cm to 14cm) hat shall be worn. Other types of hats maybe permitted so long as they provide good protection to the face, ears and neck. This may include a peak cap with non-detachable neck flap. Baseball type caps with no ear or neck protection would not be acceptable.

The shire will supply hats, long sleeve shirts and trousers appropriate for the nature of work. The shire will not provide shorts. Wherever practicable, the ultra-violet protection factor (UPF) of clothing fabric will be 30 or better.

An 'outdoor employee' for the purpose of this document, is defined as a person whose regular daily duties require them to be in direct sunlight for more than 1 hour per day on a cumulative basis.

The following outdoor employees, because of the nature of their activities, will be subject to their particular dress requirements as nominated:

- Pool Attendant (long pants may hinder a water rescue and are not recommended).

Use of Sunscreen Cream

All outdoor workers will be supplied with sunscreen cream which should be applied to their uncovered skin in accordance with the manufacturer directions. Information, instructions and supervision will be provided in the use of sunscreens. (note Section 19(1)(b) of the Occupational Safety & Health Act – WA). In particular, this refers to their faces, ears, necks, backs of the hands, and legs if relevant. The cream provided will be registered under Australian Standards and be of the SPF 30+ broad spectrum type.

It is recommended that sunscreen be used on the face, neck and ears all year round. Exemptions may apply based on written medical advice.

Other People Who Work Outdoors

Those people who work in direct sunlight for more than thirty (30) minutes (but less than one (1) hour) per day on a daily basis are also required to wear a broad brimmed hat (or equivalent) and sunscreen, both of which the shire will supply. Such workers may be Environmental Health and Building Officers.

High Visibility Clothing

Because of the requirement for shire workers to be easily seen by vehicle users, workers must wear high visibility clothing of some description while within the road reserve or near vehicle access ways.

While the use of an overlay garment in the form of a vest or singlet is preferred, long sleeve shirts will be allowed and supplied. Should over garments (e.g. jumpers and parkers) be needed then the overlay garment must be worn over jumpers etc.

Since the above clothing policy has the implication of making workers less comfortable in hot conditions, the selection and use of high visibility overlay garments assumes greater importance. For this reason, an open weave poncho or singlet style high visibility overlay is recommended to minimize heat insulation and maximize airflow around the wearer's body.

Note: High visibility vests that Velcro up at the front will not be purchased for use, because they are often found unfastened at the front, thus are less efficient at ensuring visibility.

Supply and Use of Sunglasses

All staff working outdoors shall, when practicable wear general purpose sun protection glasses, which comply with AS1337 (1992) and AS1067 (1990) as appropriate. These will be made available to relevant staff as part of the standard personnel protective equipment issue.

Administrative and other Controls

While these policy guidelines are essentially about the type of garments worn, the implications to the wearer with respect to comfort and overheating problems are worthy of further mention.

The key factors which may promote bodily overheating problems are:

- a) Ambient and radiant temperature;
- b) Extent of air movement (wind);
- c) Pace and physical demand of work;
- d) Adequacy of water replacement required by sweating;
- e) Humidity;
- f) Person's clothing.

Actual temperatures experienced by workers will differ considerably dependent on their workplace. Working in a well-treed park will be vastly different to working on an open bitumen road. Thus some steps which should be taken include:

1. All relevant staff should have ample supplies of fresh cool water. Where main water is unavailable a 5 litre water bottle will be provided to each person;
2. Exploiting the use of natural shade;
3. The erection of temporary shade where practicable;
4. Rescheduling of particularly heavy work outdoors between the period 10:00am to 2:00pm where practicable;
5. Consideration of temporary cessation from physically demanding work for the time when severe heat related conditions are experienced.

It is readily apparent that heavy work in particularly hot weather is not efficient work, without frequent stops, at least for drinks and possibly self-dousing with water.

Lastly, staff should be encouraged to report immediately to their supervisor any significant symptoms of bodily overheating. Suitable education sessions should be conducted to ensure

that staff are aware of what these symptoms are and the effects of exposure to ultra-violet radiation.

Consultation

The Shire realises that the type of clothing worn in the field is of considerable importance to outdoor employees and hence people or their representatives will be consulted with respect to changes in style, type and fabric of clothing as issued in accordance with good management practices. (Note also, Section 35(1) (c) of the Occupational Safety Health Act – WA)

Wherever practicable, the Council, having adopted a clothing policy will ensure that the style and fabric of garments is acceptable and appropriate to the relevant workforce.

Education

Many people aged in their late 40's and onwards are suffering severely for their prior ignorance of the extent of damage that extended exposure to sunlight could cause.

Many workers are still not quite convinced of the significance of the risk and the probable (not possible) adverse effects on the skin.

Comprehensive educational processes are essential if these people are to willingly support more conservative clothing policies.

Date Resolved:

Amendment: 19 December 2012 (Resolution 2012/170)

E&E.3.4 A.I.D.S.**Council Policy:**

The Shire is committed to Equality of Opportunity in its employment and service delivery. It is also committed to protecting and promoting the health of its employees and of the citizens of the district.

The Shire therefore intends to ensure that people with AIDS or who are HIV positive or who have Hepatitis B or Hepatitis C, do not experience discrimination in Shire employment or as a customer in receipt of Shire services.

The Shire will work with Health Authorities and non-statutory organisations involved with the control and spread of HIV/AIDS, Hepatitis B or C.

Operating Procedures:The Law

In the administration of any AIDS related legislation, which involves the Shire or any of its Officers, the Shire, insists that such legislation is administered wisely and with compassion.

Employment

There will be no discrimination in recruitment against applicants internally or externally on the grounds that the applicant has HIV/AIDS, Hepatitis B or C.

Applicants who are deemed to be “medically fit” at the time of the interview will not be rejected an offer of work because of having contracted any of the above diseases.

Medical fitness will be determined through the normal process of consideration by the Shire’s Occupational Health Physician and normal rules concerning sickness will apply.

If it becomes known that any employee has HIV/AIDS, the Shire will ensure that reasonable arrangements are made to enable work to be continued. Employees will only be redeployed to alternative employment at their own request, except where they are deemed not medically fit through the standard procedures. The Shire believes that to continue working may enable that person to maintain confidence and social contact and therefore fight HIV/AIDS with more dignity.

No employee or applicant will be required to take the test for HIV/AIDS anti-body or Hepatitis B or Hepatitis C.

Service Provision

No-one will be denied a service to which he/she is entitled because he/she has HIV/AIDS, Hepatitis B or C.

The Shire will review all practices to ensure that all users of services and all employees are adequately protected against HIV, Hepatitis B or C infection.

All employees exposed to a Hepatitis B & C risk be offered immunisation as required.

Confidentiality

The Shire will not require those who are anti-body positive to the virus or who have HIV/AIDS, Hepatitis B or C to inform the Council.

Should the fact become known that an employee or a customer in receipt of Shire services has the virus then strict confidentiality will be maintained. Deliberate breaches of confidentiality will be made a disciplinary offence after normal consultative procedures.

Counselling

The Shire recognises the important role of a counselling service for those who have AIDS.

For reasons of confidentiality and impartiality, the Shire believes that this service should be provided by an external organisation.

The Shire recognises the important role of other organisations in the non-statutory sector.

The Shire supports a co-ordinated approach to advice and counselling to those concerned about HIV, Hepatitis B or C infection being developed between statutory and non-statutory organisations, social workers (residential, hospital and field workers), drug teams, haemophilia organisations and other relevant workers or groups.

Education, Training and Information

In recognition that the fears and prejudices in relation to AIDS, Hepatitis B or C need to be addressed, a clear strategy on these will be developed including the dissemination and presentation of material to help overcome negative reactions.

Campaigning

The Shire will co-operate with State and Federal Health Authorities in the provision of rational and logical information for the public.

The Shire supports and encourages initiatives by State and Federal Health Authorities to establish and provide counselling, educational and treatment facilities within the district.

Implementation of Policy

Resources will be made available to ensure that this policy is fully developed and implemented in a co-ordinated and consistent way across the full range of Shire services.

Date Resolved:

Amendment:

E&E.3.5 WORKPLACE DRUG AND ALCOHOL USE**COUNCIL POLICY:**

Employees are obliged to present themselves for work in a fit state so that in carrying out normal work activities they do not expose themselves, their co-workers or the public to unnecessary risks to safety and health.

OBJECTIVE:

The aim of this policy is to ensure a safe workplace free from the effects of drugs and alcohol. The policy is directed towards the welfare of the individual and the safety and health of other people. Although disciplinary action may be necessary, the focus is on preventative measures.

The use of drugs or alcohol in the workplace is forbidden. An employee being under the influence of alcohol, drugs or illegal substances is not acceptable.

The Chief Executive Officer may waive this requirement where circumstances warrant (for example, during a social event).

Employees are personally responsible for any civil or criminal penalty which results from being under the influence of drugs or alcohol in the workplace.

PROCEDURE***Testing individuals for presence of drugs or alcohol***

WorkSafe state that because drug testing in the workplace raised issues of privacy, it should be carried out only if 'substantial' risk existed for the employee, co-workers or the public. Employees shall be notified of testing programs—not individual tests—and the consequences.

Drug and alcohol testing should be limited to certain justifiable circumstances including:

- where an employee's impairment by drugs poses a substantial and demonstrable safety risk to the employee or to other people.
- where there is reasonable cause to believe that the employee to be tested may be impaired by drugs.
- where the type of drug test to be used can identify the presence of a drug at concentrations which may cause impairment.

In general, intoxication is the temporary loss of control, due to alcohol or drug abuse, over psychological or physical faculties.

If a Manager or Supervisor has justifiable cause to doubt an employee's fitness for duty, the Chief Executive Officer (or appropriate employee) may have the employee removed from the workplace and may initiate any reasonable action considered necessary. If it is believed that the use of drugs or alcohol renders risk to the health or safety of the employee, co-workers or the public, the Local Government reserves the right to remove the employee from duty pending an urgent medical examination to determine fitness for duty.

Procedure for Dealing with Drug and Alcohol Use

The procedure for dealing with drug and alcohol use is divided into three stages:

- Stage One - discussion between the employee and immediate Supervisor.
- Stage Two - discussion between the employee, supervisor, manager and representative (optional).
- Stage Three - disciplinary action.

Stage One

The employee and immediate Supervisor should participate in Stage One, although the employee may request a representative to be present. An observer should be present if an employee representative attends.

- The first stage of the process should be presented as a counselling session. Procedural fairness must be observed and the Supervisor must clearly state the performance-related reasons for the interview with the employee must be given the opportunity to respond. The Supervisor must clearly state what standards of performance are required or expected.
- The Supervisor should offer assistance by encouraging the employee to participate in an Employee Assistance Scheme, although the employee is not obliged to accept.
- A timeframe for a review should be established. The employee should be informed of expected changes, on-going performance monitoring by the supervisor and the compulsory interview at the end of the review period.
- The employee should be made aware of possible consequences if there is no significant improvement.
- The Supervisor should prepare a brief summary of the interview and give two copies to the employee. After reading the summary, the employee should sign one of the copies and return it to the Supervisor. This copy should be placed under confidential cover on file.
- The review interview should be held at the prescribed time. The points discussed should respond exactly to those raised at the first interview; improvements should be acknowledged. Continuing problems, such as continued decline in performance, and any new performance-based problems should also be identified and discussed. The Supervisor should again prepare a summary of the interview.

Stage Two

The participants at Stage Two should be the employee, supervisor, manager, at the option of the employee, a representative.

- The second meeting should be held using the same procedure as the first, although the employee should be made fully aware of the possible consequences if there is no significant improvement and that this represents a final warning.

Stage Three

If the issue remains a problem, the third stage of the procedure is in accordance with Local Government's disciplinary procedure.

Conduct by an employee while under the influence of alcohol or drugs is likely to be subject to

disciplinary action.

Responsibilities

Directors, Managers and Supervisors are responsible for ensuring compliance with this procedure.

It is the employee's responsibility to comply with the procedures and advise their Supervisor if they are taking any prescribed drug or medication which may affect their fitness for duty or work performance.

The employee should also find out from their doctor or pharmacist what the effects of the prescribed drugs are on work performance.

Date Resolved: 21 December 2011 by resolution 2011/210

Amendment:

PART 5 – ENVIRONMENTAL HEALTH

EH.1 WORKPLACE SAFETY

EH.1.1 FIRST AID KITS

Council Policy:

An appropriate First Aid Kit shall be fitted to all vehicles and provided at all appropriate work places within the Shire.

All staff are required to have a current basic first aid certificate. Once per year, the shire will organise training where all staff can attain or renew their basic first aid certificate or be refreshed on the CPR component. The shire will encourage employees to gain their Senior First Aid Certificate and to show their support will reimburse course cost for employees wishing to attain their Senior First Aid Certificate.

Date Resolved:

Amendment: 2012/070 (16 May 2012)

PART 6 – FINANCE AND RATING

F&R.1 BUDGET

F&R.1.1 BUDGET ADOPTION STRATEGY

Council Policy:

The CEO shall, **wherever possible**, present a draft budget to Council at its June Ordinary Council Meeting with a recommendation on the required rate increase to balance the budget. An Annual Budget, as revised by Council at its June meeting, will be presented to the July meeting for adoption.

Objective:

To provide for the early delivery of rate notices and the setting of works programs and approval of projects.

Operational Guidelines:

The CEO shall ensure that employees responsible for areas of the budget submit their expected operational costs, programs and capital item purchases in time for the preparation of the draft budget to be presented to Council at its June ordinary meeting.

Date Resolved:**Amendment:**

F&R.2 FINANCIAL MANAGEMENT

F&R.2.1 LOCAL PURCHASING

Council Policy:

Where possible goods should be purchased locally provided the local supplier's price is no more than 10% higher than the cheapest external quote and quality of goods is not affected and that all local suppliers of the required goods be given an opportunity to quote.

Objective:

To support local business.

Operational Guidelines:

Purchase of goods and services that are subject to the Local Government (Functions and General) Regulations 1996 are to be dealt with accordingly.

The purchase of all other goods and services to be left to the responsible officer's judgement having regard to Council's desire to where possible, purchase goods and services from local suppliers.

A local supplier of goods or services is considered to be one residing in, and actively carrying on, business within the Shire.

Date Resolved:**Amendment:**

F&R.2.2 SIGNIFICANT ACCOUNTING POLICIES**Council Policy:**

As per the significant accounting policies adopted with the most recent budget.

Date Resolved: 16 June 2010

**Amendment: 2010/099
 23 November 2012 (Resolution 2012/153)**

F&R.2.3 ENDORSEMENT OF SHIRE APPLICATIONS FOR GRANTS FUNDING

Council Policy: Shire applications for grants from other funding agencies will be submitted as soon as practicable provided that due allowance for the shire's financial contribution is contained within the Annual Budget.

Objective: To maximise the probability of obtaining both matching and non-matching grants funding by submitting prompt applications.

Operational Guidelines:

Employees, with the approval of the Chief Executive Officer, may submit applications for grants as soon as practicable.

Applications submitted must be within budget constraints.

Grant applications requiring unbudgeted expenditure by the Shire may be applied for but only accepted with Council approval by an absolute majority decision.

Date Resolved:

Amendment: **2016/163 – 18 October 2016**

F&R.2.4 USE OF SHIRE OF MT MARSHALL CREDIT CARDS**Council Policy:**

All Shire of Mt Marshall Credit Cards should be used within the following policy provisions.

Objective:

To establish strict guidelines for the use of Shire of Mt Marshall Credit Cards.

Operational Guidelines:

1. Credit Cards should only be used for purchasing goods and services on behalf of the Shire of Mt Marshall. An Australian Business Number must be received for all transactions.
2. Personal expenditure and cash withdrawals from Credit Cards are prohibited and will result in instant dismissal.
3. Credit Card Purchases by facsimile, telephone or electronically should be backed up with a receipt or transaction number at the time of transaction.
4. Credit Cards may not be transferred to other users without Council approval.
5. Prior to issue of a Shire of Mt Marshall Credit Card, an agreement, which includes this policy and details of credit card numbers, expiry date, limit and person to whom issued, must be signed by the potential cardholder and witnessed by a staff member.
6. Any benefits from reward schemes received on individual Credit Cards remain the property of the Shire of Mt Marshall.
7. Credit Cards must be stored in the safe during periods of leave and other extended absence.
8. [All Credit Card balances must be paid prior to the due date in order that interest is not charged.](#)
- 8-9. [Purchases made using a Shire credit card do not require a purchase order.](#)

Date Resolved:**Amendment:**

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; the Local Government Act (Functions and General) Regulations 1996 (as amended in March 2007); State Records Act 2000 (WA) and associated records management practices and procedures of the Shire of Mt Marshall; relevant legislation, regulations and requirements consistent with the Shire of Mt Marshall's policies and Code of Conduct.
- To deliver a best practice approach and procedures to internal purchasing for the Shire of Mt Marshall.
- To ensure efficiency and consistency for all purchasing activities that integrates within all the Local Government operational areas.
- To ensure openness, transparency, fairness and equity through the purchasing process to all potential suppliers.

1.1. WHY DO WE NEED A PURCHASING POLICY?

The Shire of Mt Marshall is committed to setting up efficient, effective, transparent, 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.

Levels of expenditure restrictions imposed upon individual staff with sub-delegated purchasing authority are to be at the discretion of the Chief Executive Officer.

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.

The Shire of Mt Marshall is committed to sustainable procurement and where appropriate shall endeavour to design Requests for Quotations and Tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts and who embrace Corporate Social Responsibility.

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 \$2,000	Direct purchase from suppliers requiring only one verbal quotation.
\$2,001 - \$5,000	Obtain at least one written quotation or estimate (as appropriate)
\$5,001 - \$30,000	Obtain at least two written quotations if possible (see Note 1)
\$30,001 - \$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.

EXEMPTIONS

1. Freight: All freight is exempt from seeking quotations but where possible attain the best price for the required freight service.
2. Renewals: Existing annual subscriptions and renewals
3. LGIS: Insurance renewals

4. WALGA: Annual subscriptions
5. Some Local Purchasing:
 - a. Newspapers, books & periodicals – Those purchased locally for in-house provision and for the library are exempt from seeking quotations.
 - b. Catering of Food – catering from local suppliers for in-house meetings (not external events) are exempt from quotation (but purchases should be alternated between local suppliers where possible/appropriate).
 - c. Catering of Alcoholic and Non-Alcoholic Drinks: this includes milk and water from local suppliers for in-house provision.

1.5.1. Up to \$2,000

Where the value of procurement of goods or services does not exceed \$2,000, purchase on the basis of at least one 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.

When purchasing small items from a local store the price shown as the sale price is acceptable as a 'verbal quote'.

Record keeping requirements must be maintained in accordance with record keeping policies, although it is acknowledged that when purchasing a small item from a local store the receipt will be sufficient record.

1.5.2. \$2,001 to \$5,000

This category is for the procurement of goods or services where the value of such procurement ranges between \$2,001 and \$5,000.

At least 1 written quotation is 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 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 (if more than one is being sought) 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.

1.5.3. \$5,001 to \$30,000

For the procurement of goods or services where the value exceeds \$5,000 but is less than \$30,000, it is required to obtain at least two 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. \$30,000 to \$149,999

For the procurement of goods or services where the value exceeds \$30,000 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 endeavor 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 initialed 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.

1.7. PROCUREMENT OF GOODS AND SERVICES FROM FAMILY MEMBERS

A situation may arise where the Shire of Mt Marshall purchases goods or services from a family member of an employee (or, in the case of a business, is owned, run or managed by an employee's family member). In order to avoid any actual or perceived conflict of interest, an employee must:

- Disclose that they are related to a prospective supplier, by informing their supervisor or manager prior to any order being placed.
- Not participate in the recommendation of, the drafting of specifications for, or the decision to purchase the goods or services involved (this does not include the nomination of potential works or goods required).
- Not submit or authorise a purchase order for the goods or services involved.
- This does not prevent an entity associated with an employee's family member from being selected for supply of goods or services, where this supply would be the most advantageous to the Shire; and the Shire's Code of Conduct and Purchasing Policy has been complied.

1.8. PURCHASING FROM WA DISABILITY ENTERPRISES

Pursuant to State Government policy, Local Governments are encouraged to invite relevant WA Disability Enterprises to respond to a Request for Quotation or Tender for goods or services. Determining the purchasing process to be followed is based on the actual or expected value of each purchase by the Local Government as outlined above. There are seven (7) Disability Enterprises registered in Western Australia. A complete list of approved organisations is available from the following website: www.wade.org.au

Date Resolved:

Amendment: **13 August 2019 (Resolution 2019/7-004)**
 12 February 2019 (Resolution 2019/1-004)

F&R.2.6 SHIRE OF MT MARSHALL INVESTMENT POLICY**Council Policy:**

That all investments comply with the operational guidelines below.

Objective:

To establish control procedures for the investment of funds.

Operational Guidelines:

1. Funds are to be invested in term deposits to be held at an authorised deposit taking institution as defined in the Banking Act 1959 (Commonwealth).
2. Before entering into a transaction to create a term deposit, an authorised finance officer must determine the best length of the period for investment and the best available interest rate. Instructions to enter into a transaction must be signed by two authorised officers.
3. All investments are to comply with the restrictions set out under Section 6.14 of the Local Government Act 1995 and Sections 19 and 19C of the Local Government (Financial Management) Regulations 1996.
4. Authorised officers are to be determined at the discretion of the Chief Executive Officer.
5. It is preferred that term deposits be made with local Bendigo Bank agencies provided that the interest rate is equal to or better than that of equivalent authorised deposit taking institutions.

Date Resolved: 18 June 2013 (Resolution 2013/080)

Amendment: 24 September 2013 (Resolution 2013/134)

F&R.2.7 ASSET MANAGEMENT POLICY**Council Policy:**

The Shire will provide and manage assets that support the delivery of services in line with its Strategic Vision (Strategic Community Plan). Through a commitment to continuous improvement in its organisational asset management, the Shire will develop, adopt and implement a Vision, a Strategy and Management Plans.

The Shire will manage its assets in a whole-of-life and economically, environmentally, culturally and socially sustainable manner. Asset management decisions will consider other key Shire policies and priority will be given to existing assets and services over new ones. Long term resource needs (Asset Management Plans) will be balanced against availability (Long Term Financial Plan).

Objective:

The Policy provides clear direction in the provision and management of all the Shire's assets. It seeks to ensure that assets support the Shire's strategic vision and objectives, deliver sustainable service outcomes and are provided at appropriate levels of service for present and future stakeholders.

Operational Guidelines:

The Shire considers assets (such as infrastructure, land, plant and equipment) to be any that support the delivery of one or more of the following services:

- Property
- Recreation
- Transport
- Plant, Vehicles and Equipment
- Information Technology
- Waste

This Policy applies to all assets which are required to be managed by the Shire, where their components have a useful life of more than one year and a replacement cost greater than \$5,000.

Framework:

The Shire's Asset Management Vision shall be achieved through the implementation of an integrated planning and reporting framework. As a minimum:

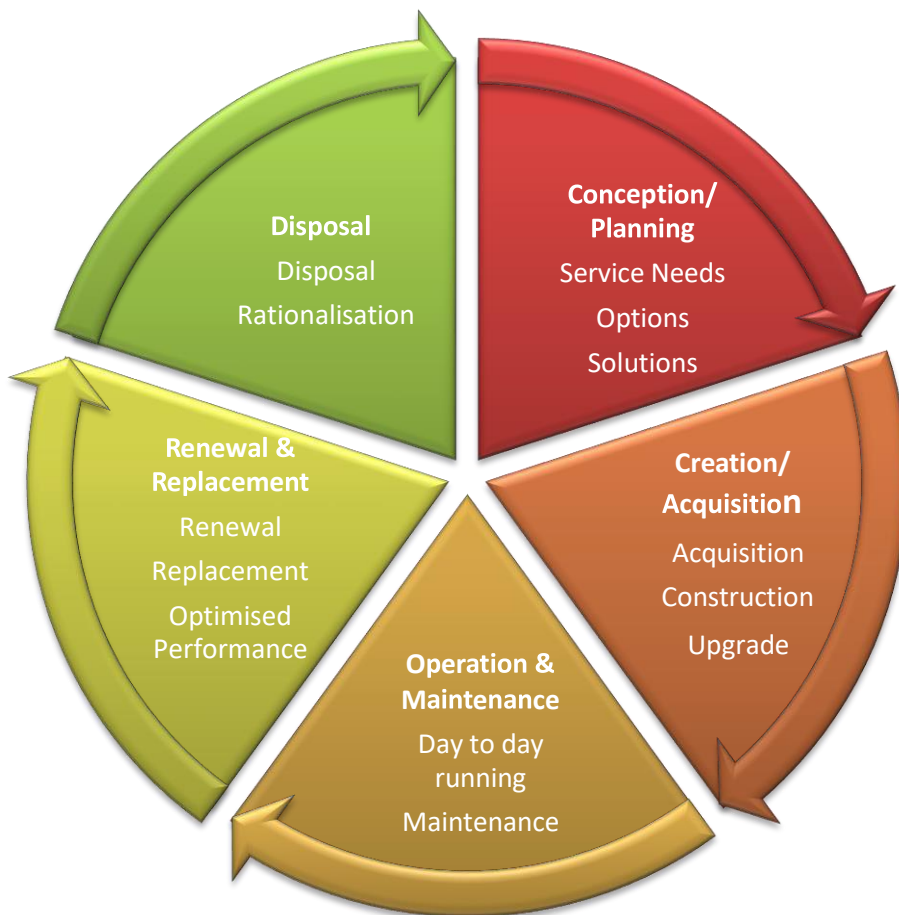
- The Asset Management Strategy shall define the Shire's asset management Vision, Objectives, Outcomes, Enablers (e.g. Roles and Responsibilities, Training etc.), Performance Monitoring and Implementation Plan.
- The Asset Management Plans shall be driven by community informed service levels, future demand, long term sustainability and risk management.

Definitions:**The Asset Life Cycle (Whole of Life)**

For clarity, the following describes the Shire's definition of its Assets' Lifecycles.

Lifecycle asset management involves the decisions made at each stage of an asset's life, from conception to disposal. The decisions made at one stage may affect the asset's

performance and cost in others.



Levels of Service (Service Levels):

The Shire defines Levels of Service to be statements describing the outputs of objectives an organisation or activity intends to deliver to customers (stakeholders).

Date Resolved: 2016/163 – 18 October 2016

Amendment:

F&R.2.8 RELATED PARTY DISCLOSURES**Council Policy:**

This policy is designed to provide guidelines with respect to recording and reporting Related Party Disclosures in the Annual Financial Statements in accordance with AASB 124 – Related Party Disclosures

Objective:

The objective of AASB 124 is to ensure that local government financial statements contain the disclosures necessary to draw attention to the possibility that its financial position may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

AASB 124 is not designed to detect and report fraud or misconduct. It is more to enhance transparency and accountability of council transactions. This view is reiterated in AASB's April 2017 Agenda Decision that the purpose of AASB 124 is not for assessing governance or probity issues.

Definitions:

Related Party Transaction A transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.

Related Parties Related Parties include:

- ☐ Entities that are Related to Council
A local government (council) related entity is an entity 'controlled' or 'jointly controlled' by council or over which council has 'significant influence'. (i.e. an entity set up, controlled, or is significantly influenced by council such as a regional council and regional subsidiaries);
- ☐ Key Management Personnel (KMP)
KMP, close family members of KMP and entities that are related to KMP or their close family members are related parties. (i.e. Mayor/President, Councillors, CEOs and/or managers). For the Shire of Mt Marshall, these include the Works Supervisor, Finance and Administration Manager and Regulatory Officer. This will be assessed in relation to each new employee and, where appropriate, will be identified in the Employment Agreement.
- ☐ Close family Members of KMP
Close family members of KMP are those family members who may be expected to influence, or be influenced by the KMP in their dealing with the local government (such as, without limitation, parents, siblings, grandparents, uncles/aunts or cousins).
- ☐ Entities controlled or jointly controlled by KMP

Operational Guidelines:**a. Identifying and Capturing Changes in Related Parties**

On implementation of this Policy, Council Members and KMP employees will be required to complete a *self-assessment of business relationships* with the Shire and those of Related Entities and close family members. When new councillors are elected, or new key management staff are appointed, they will also be required to complete this self-assessment. These Self-Assessments will be updated as at 30 June each year.

b. Keeping Affected Councillors and Staff Informed

Councillors at the time of preparation of this element of the Shire of Mt Marshall will consider and adopt this addition to the Policy Manual. Affected staff will be advised of the content of this policy and any concerns will be addressed prior to implementation.

c. Ordinary Citizen Transactions (OCT)

There are some transactions with related parties that do not need to be captured and reported. These transactions are those that an ordinary citizen would undertake with Council (Ordinary Citizen Transaction) such as transactions undertaken on arm's length terms and in the ordinary course of carrying out council's functions and activities. Such transactions include:

- Using the Shire's facilities after paying the normal fee, for example, use of sporting facilities.
- Fines on normal terms and conditions
- Paying rates and council fees and charges

A review of Ordinary Citizen Transactions (OCT) will be conducted as at 30 June each year to ensure the definition still meets the requirements of this Policy.

d. Capturing and Recording Transactions with Related Parties

All payment transactions are captured in the Shire's accounting system (Synergy).

As part of the preparation of the Annual Financial Statements, the Finance & Administration Manager, in consultation with the CEO will review material payments, amounts owing to (including leave liabilities) and amounts owing by key management personnel (including Rates) and include that information in the Annual Financial Statements. Particular consideration will be given to transactions that do not pass through council's accounting system if any.

Ordinary Citizen Transactions will be considered as part of this annual review to ensure that transactions are included if required.

The Shire will consider related party transactions and determine their arm's length status (i.e. terms and conditions).

The Shire will identify related party transactions in the accounting system and outside the accounting system (non-monetary transactions, contracts, service level agreements).

e. Privacy and Freedom of Information

Information is not disclosed in relation to individual amounts for specific individuals, but rather in total for like payments/liabilities to Shire/amounts owing from Shire. Care will be taken to ensure that personal information is not inappropriately disclosed.

Any request under Freedom of Information covered by this Policy will be assessed prior to release of to ensure that both Privacy and Freedom of Information legal requirements are both met. Legal advice will be obtained if required.

f. Materiality

When assessing materiality, the Shire will consider both the size and nature of the transaction, individually and collectively.

Date Resolved: 15 August 2017 (Resolution 2017/08-4)

Amendment:

F&R.2.9 PORTABLE AND ATTRACTIVE ASSETS**Council Policy:**

Portable and attractive assets are to be recorded in a format approved by the CEO, in order to –

- a) be safeguarded against theft, fire and loss,
- b) enable the physical control of high risk, low value acquisitions,
- c) ensure that losses resulting from such items are minimised; and
- d) ensure that the Shire does not incur significant costs in terms of managing low risk, low value items.

Objective:

To define requirements for asset capitalisation and depreciation in accordance with Australian Accounting Standards

Scope:

This policy applies to all items –

- a) that are portable and attractive with an acquisition value less than the asset recognition threshold for non-current assets and where the item satisfies all of the following criteria –
 - i) portable – that is, the item can be easily moved between locations by one person; and
 - ii) attractive - by its nature (size, utility, marketability) is susceptible to theft or loss; and
 - iii) valued at, or within the Shire's portable and attractive asset recognition thresholds.
- b) items defined as a portable and attractive asset –
 - i) purchased by the Shire, irrespective of the funding source and
 - ii) includes items gifted or donated to the Shire.

Thresholds:

- a) The threshold's for portable and attractive assets to be recorded are –

Category	Threshold ex GST
Information technology / electronic devices <ul style="list-style-type: none"> - cameras, video & audio equipment - mobile phones - laptop computer, tablets, printers etc - GPS devices - other items as determined by the CEO 	\$500 to less than \$5,000
General equipment and items <ul style="list-style-type: none"> - power tools, chainsaws etc - trade equipment - floating plant / loose tools - other items as determined by the CEO 	\$1,000 to less than \$5,000

- b) All costs for portable and attractive items is to be expensed using the appropriate account as determined by the chart of accounts.

Assets \$5,000 ex GST and over

Assets having a fair value of \$5,000 ex GST or more at date of acquisition, are to be capitalised in accordance with F&R.2.7 Asset Management Policy and relevant Significant Accounting Policies.

Exclusion

Items valued at less than the approved portable and attractive asset thresholds are not considered portable and attractive assets and therefore should not be recorded.

Disposal of Portable and Attractive Items

Disposal of Portable and Attractive Items will be undertaken in accordance with relevant legislation regarding disposal of property.

Application:

Recording

- a) To facilitate effective internal control over these items, each item will be individually registered and maintained in the approved format by the Finance and Administration Manager
- b) Purchases will be captured via the purchasing system and acquisition cost, acquisition date, description fields, serial number, item custodian and any other relevant details are to be recorded within the appropriate register.
- c) Portable and attractive items are removed from the register when they are disposed of (e.g. due to being obsolete, surplus or damaged beyond repair) or identified as lost or stolen.

Stocktake

- a) Each Executive Manager, in consultation with the Finance and Administration Manager, is responsible for ensuring that a stock take of all registered portable and attractive items within their jurisdiction is carried out on a regular basis, but at a minimum annually.
- b) In addition, all registered portable and attractive items will be subject to spot audits on a periodic basis by the Chief Executive Officer or their delegate, to ensure that adequate control over these items has been maintained.
- c) Audits may take the following form –
 - in conjunction with tag and testing
 - recognition of existence through regular servicing/maintenance schedules
 - include a condition rating
- d) Outcomes of the stocktake will be reported to the CEO, highlighting those items identified as lost, stolen or unaccounted for in detail, and advised to the Finance and Administration Manager

Reporting

A report will be produced annually for the CEO –

- a) outlining the staff who are noted as custodians of portable and attractive items,
- b) the last time the item was part of a stocktake and where applicable,
- c) the condition of the item.

Statutory Context:

Local Government (Financial Management) Regulations 1996

r.17A(5) – assets to be excluded from asset register if fair value at date of acquisition is under \$5,000

r.17B – CEO to take steps to protect excluded portable and attractive assets

Date Resolved: 22 October 2019 (2019/9-005)

Amendment:

F&R.2.10 COVID-19 FINANCIAL HARDSHIP**Objective:**

To give effect to our commitment to support the whole community to meet the unprecedented challenges arising from the COVID19 pandemic, the Shire of Mt Marshall recognises that these challenges will result in financial hardship for our ratepayers.

This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

Operational Guidelines:

This policy applies to:

1. Outstanding rates and service charges as at the date of adoption of this policy; and
2. Rates and service charges levied for the 2020/21 financial year.

It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will apply.

Policy:Payment difficulties, hardship and vulnerability¹

Payment difficulties, or short term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The Shire of Mt Marshall recognises the likelihood that COVID19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

Anticipated Financial Hardship due to COVID19

We recognise that many ratepayers are already experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received.

We will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the

¹ Adapted from the Ombudsman Western Australia publication, **Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance:** <http://www.ombudsman.wa.gov.au/>

following situations:

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer will be responsible for informing the Shire of Mt Marshall of any change in circumstance that jeopardises the agreed payment schedule.

In the case of severe financial hardship, we reserve the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

Interest Charges

A ratepayer that meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case by case basis.

Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

Debt recovery

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3rd due

payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July 2021, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the 2021/2022 financial year.

Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

Review

We will establish a mechanism for review of decisions made under this policy and advise the applicant of their right to seek review and the procedure to be followed.

Communication and Confidentiality

We will maintain confidential communications at all times and we undertake to communicate with a nominated support person or other third party at the ratepayers request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

Date Resolved:

Amendment:

PART 7 – FIRE CONTROL

FC.1 FIRE BRIGADES

FC.1.1 ESTABLISHMENT & MAINTENANCE OF BRIGADES

Council Policy

The Shire of Mt Marshall shall establish and maintain a Bush Fire Organisation in accordance with the Bush Fires Act in order to provide adequate fire protection to those areas of the municipality within the bush fire district and to carry out an ongoing programme of hazard reduction having due regard at all times for the preservation of the natural environment.

Objectives:

- i) To minimise the risk of out of control fires.
- ii) To minimise damage from fires.
- iii) To control burning within the shire.
- iv) To ensure fire fighters receive adequate training.
- v) To carry out the Shire's statutory obligations under the Bush Fires Act.

Operational Guidelines:

Bush Fire Brigades will be established and maintained in the various fire areas providing proper and adequate fire protection.

- a. The Shire will encourage members of the Volunteer Brigades to participate in training programmes offered by the Shire and the Bush Fire Service. (See Training Policy FC.2.10)
- b. The Shire must be authorised to approve and record applications for enrolments as Fire Fighting members, without reference to the Fire Advisory Committee.

Date Resolved:**Amendment:**

FC.1.2 BUSH FIRE ADVISORY COMMITTEE**Council Policy**

A Bush Fire Advisory Committee shall be formed to administer Council's Policies, on matters relating to bush fire prevention, control and extinguishment, as provided for by Section 67 of the Bush Fires Act 1954.

Operational Guidelines

- a. The Bush Fires Advisory Committee will be appointed by Council and consist of the following members (as per Council Committee)
- b. The Bush Fire Advisory Committee will meet at least once a year.
- c. Should a vacancy occur during the year, Council may appoint a person nominated by the Bush Fire Advisory Committee to fill that vacancy.
- d. The non-attendance of any Committee member from three consecutive committee meetings will disqualify the member from the position, unless leave of absence has been obtained from the Committee.
- e. A quorum shall consist of three members of the Committee.
- f. Minutes of the Bush Fire Advisory Committee meetings will be presented to Council as soon as practical after each meeting.

Date Resolved:

Amendment:

FC.1.3 DUTIES OF A FIRE CONTROL OFFICER**Council Policy**

A Fire Control Officer is a person who has been approved by the Council and appointed by the Bush Fire Advisory Committee

That appointment shall be published at least once in a newspaper circulated in the Shire.

They have wide powers and are not liable for any damage, loss or injury caused as a result of the exercise of these powers, provided they are carried out in good faith.

They are voluntary workers who give their time in furthering the aims of the fire prevention and control within the Shire.

The only reward is the satisfaction gained in performing a service of the greatest importance to the individual and community.

The duties may range quite considerably from time to time, but the following is an outline of the duties they are expected to carry out.

Attend Bush Fire Advisory Committee Meetings and participate in the formulation of Control Policies.

In company with the Chief Executive Officer, supervise and inspect firebreaks which have been supplied by the various land occupiers in the locality and impress on these owners the necessity to abide by the terms as set out on the permit.

Issue Bush Fire Permits to various persons for the burning of bush and impress on these people the necessity to abide by the terms as set out on the permit.

To prevent Bush Fires and protect life and property in the case of an outbreak of a bush fire.

To demand the name and address of any person committing an offence against the Act and to report to the Chief Executive Officer. Any person refusing their name to a Bush Fire Control Officer may be arrested without warrant, under Section 56.2 of the Bush Fires Act 1954.

Date Resolved: 15 September 2010

Amendment: 2010/168

FC.1.4 GOLDFIELD – MIDLANDS REGION**Council Policy**

The Shire of Mt Marshall shall be a member of the Merredin Districts Operations Advisory Committee pursuant to the powers conferred under Section 68 of the Bush Fires Act.

The Shire of Mt Marshall shall nominate one (1) delegate and one (1) deputy each year to represent it on the Region Fire Protection Committee.

Date Resolved: **15 September 2010**

Amendment: **2010/168**

FC.1.5 VOLUNTEER BUSH FIRE BRIGADES**Council Policy**

Bush Fire Brigades will be established and maintained in the various fire areas providing proper and adequate fire protection.

- a. The Shire will encourage members of the Volunteer Brigades to participate in training programmes offered by the Shire and FESA. (See Training Policy Appendix A)
- b. The Shire is authorised to approve and record applications for enrolments as Volunteer Bush Fire Brigade members, without reference to the Bush Fire Advisory Committee.

Date Resolved:

Amendment:

FC.1.6 HAZARD REDUCTION OPERATIONS**Council Policy**

All hazard reduction operations undertaken by the Bush Fire Brigade shall be authorised by the Shire, in accordance with the Committees Policy.

Date Resolved:

Amendment:

FC.1.7 ADMINISTRATION**Council Policy:**

- a. The Shire of Mt Marshall shall enforce the requirements of the Bush Fires Act 1954.
- b. The Committee shall be responsible for administering the provisions of the Bush Fires Act 1954 and the Shire Bush Fire Policy.
- c. **Infringement Notices**
Only persons authorised to do so by the Shire may issue Infringement Notices for Offences under the Bush Fires Act.
- d. **Firebreak Infringement Notices**
The Shire will give notice by no later than September 30 each year, to all owners or occupiers of land within its district that firebreaks must be installed on or before the first day of October each year.

Council will thereafter give no further notice of its firebreak requirements.

After the first day of November an infringement Notice carrying penalty as per Section 33 of the Bush Fires Act 1954 may be served on owners or occupiers of land who have not complied with the Shire's firebreak requirements and compulsory firebreaks may be installed at the owners or occupiers expense.

- e. **Fire Occurrence Statistics**
Bush Fire Control Officers will submit fire reports on the forms provided by the Shire, to the Chief Executive Officer within 48 hours of the fire occurrence.

Date Resolved:**Amendment:**

FC.2 BUSH FIRE CONTROL

FC.2.1 FIRE REPORTS

Council Policy

As soon as Fire reports that appear to require attention or action are received, the contents of same are to be referred to the Chief Executive Officer for possible investigation.

Date Resolved:

Amendment:

FC.2.2 PROHIBITED AND RESTRICTED BURNING TIMES**Council Policy**

Restricted Burning Periods – The restricted burning periods within the Shire of Mt Marshall are:

19 September to 31 October

1 February to 15 March

Prohibited Burning Periods – The prohibited burning periods within the Shire of Mt Marshall are:

1 November to 31 January

Variations to either prohibited or restricted burning times or conditions may be authorised by the Shire Council.

Date Resolved:

Amendment:

FC.2.3 PROSECUTIONS AND FIRE REPORTS**Council Policy**

Fire Control Officers may recommend prosecution where considered desirable when submitting Fire Reports, with the knowledge they will be called upon to give evidence.

Date Resolved:

Amendment:

FC.2.4 FIREBREAKS**Council Policy**

The Chief Executive Officer and CBFCO are authorised to approve or reject applications from landowners for reasonable extensions of time in which firebreaks are to be provided and to approve or reject requests for approval to provide firebreaks in alternative positions.

Date Resolved:

Amendment:

FC.2.5 BURNING OFF**Council Policy****SUNDAY BURNING**

The lighting of bush fires is not permitted on a Sunday during the restricted burning period.

PUBLIC HOLIDAYS

The lighting of bush fires is not permitted on a Public Holiday during the restricted burning period.

Date Resolved:

Amendment:

FC.2.6 FIRE FIGHTING VEHICLES**Council Policy**

- a. The Shire shall provide and maintain fire fighting appliances and equipment pursuant to the powers conferred under Section 36 of the Bush Fires Act 1954.
- b. Maintenance and repair of all Shire owned appliances and equipment will be the responsibility of the Shire and all maintenance or repairs will be carried out either under direct supervision or with the Chief Executive Officer's knowledge and consent.
- c. All replacement parts or equipment will be purchased on an Official Shire Order.
- d. The Brigade Captain will submit reports of damage to Shire appliances or equipment to the Shire's Plant Maintenance Officer as soon as practicable after the damage has occurred.
- e. The driver of a Shire fire fighting appliance shall be responsible for bringing to the attention of the Brigade Captain and the Shire's Plant Maintenance Officer any defects in the tyres, brakes or other components that make that appliance unroadworthy.
- f. The Brigade Captain will be responsible for:
 - Ensuring that the Brigade appliances are serviced and checked on an annual basis, by the Shire Plant Maintenance Officer.
 - Ensuring that the battery, tyres, water, oil and fuel of the Shire's fire fighting appliances are checked at least once a fortnight and after use.
- g. Fire fighting appliances allocated to Volunteer Bush Fire Brigades will be stationed at the Brigade Headquarters or other locations nominated in writing by the Brigade and agreed to by the Committee.
- h. No fire fighting appliance shall be removed from the Brigade Headquarters or other nominated locations by any person without the Brigade being advised either verbally or in writing of the intended location of the appliance.
- i. The Brigade Captain will at all times keep the Committee informed of any changes of the day to day location and operational status of the brigades appliance.
- j. The driver of any Shire fire fighting appliance will hold a current drivers licence of the appropriate type for the appliance being driven and be either:
 - A Shire employee
 - A registered member of the Volunteer Bush Fire Brigade
 - Any person authorised by the Committee or Fire Control Officer to do so.
- k. The driver of any Shire fire fighting appliance shall at all times observe the provisions of the Road Traffic Code, in particular those applying to emergency vehicles.

- I. Fire fighting appliances shall be used for approved official purposes only as detailed in this policy.

Date Resolved: 15 September 2010

Amendment: 2010/168

FC.2.7 EQUIPMENT**Council Policy**

Each fire unit shall be supplied with such equipment and tools as deemed necessary.

Date Resolved:

Amendment:

FC.2.8 PERSONNEL PROTECTIVE EQUIPMENT**Council Policy**

The Shire will encourage Volunteer Bush Fire Brigade personnel to wear protective clothing as recommended by the Fire & Emergency Services Authority of WA.

Date Resolved:

Amendment:

FC.2.9 FOOD AND DRINK**Council Policy**

The Shire will arrange a supply of food and drink for emergency sustenance of volunteer personnel at scenes of major district fire emergencies.

Date Resolved:

Amendment:

FC.2.10 COMMUNICATIONS

1. An efficient two way radio network will be established for fire fighting communications.
2. Each Brigade unit will be fitted with two-way radios.

Date Resolved: 15 September 2010

Amendment: 2010/168

FC.2.11 INSURANCE**Council Policy**

The Shire will obtain and keep current a Policy of Insurance for fire fighters and equipment as provided pursuant 37 of the Bush Fires Act, and such Policies be reviewed annually and will cover personnel, equipment and vehicles whilst engaged on emergency duties such as fire fighting, other prevention, training exercises or other activities duly authorised by Council.

Date Resolved:

Amendment:

FC.2.12 SAFETY AND HEALTH IN RELATION TO VOLUNTEER BUSH FIRE FIGHTERS**Council Policy**

The Council recognises the extremely valuable contribution to the community by the Bush Fire Volunteers.

It is the policy of the Council to ensure that Bush Fire Volunteers are provided with safe working equipment, the safest work systems practical and to minimise the frequency of accidents and injury.

Council recognises that both the Shire and Bush Fire Volunteers have a responsibility for safety and health.

Council Responsibilities

All practical efforts will be made to:

- Instruct Bush Fire Volunteers in safe working practices
- ensure that brigade owned equipment is in safe working order
- encourage use of a proper standard of protective clothing appropriate to the task
- ensure that volunteers have ready access to first aid facilities
- investigate accidents and possible safety and health risks and take appropriate remedial action
- provide a mechanism for joint Shire/Bush Fire Service/Volunteer consultation on safety matters; and
- review the effectiveness of Bush Fire Volunteer training, safety and health policies as necessary.

Volunteer Responsibilities

- to maintain a reasonable standard of physical fitness
- to acquaint themselves with safe working procedures
- to identify safety and health hazards and report these to senior officers
- to observe safe working practices and avoid unnecessary risks and be responsible for their own safety;
- to ensure they dress appropriately for fire fighting and make proper use of personal protective equipment whenever necessary, and when required to do so.

Council acknowledges that the occupational risks inherent in fire fighting and other emergency duties undertaken by Bush Fire volunteers are significant and the possibility of serious injury is high. Strict adherence to safety guidelines and procedures in these circumstances is not always possible, however it is the intention of Council to develop and implement safety and training policies to minimise the occurrence of injury to Bush Fire volunteers, both on the fire ground, and in the performance of all other duties.

Response to Hazardous Material fires:

- To provide an initial report of the incident to the Local Authority.
- to extinguish bush fires that are associated with the incident if it is safe to do so
- to assist the Police, where possible, to render the situation safe.
- to provide fire protection in the recovery phase
- to provide a fire report on the incident at the conclusion.

Reports are important and must be furnished without delay so that specialist advice on how the incident must be handled with safety can be obtained.

Reports must contain information of the location of the fire, volume and direction of the smoke plume, suspected hazardous material involved, details of fire fighting equipment available on site.

Reports must be made to the Local Government Authority who will pass on the information to the police (who will assume control of the incident) to the Fire and Emergency Service Authority of WA (who will arrange fire fighting support as required) and the EPA (who will provide specialist advice).

Date Resolved:

Amendment: 2016/163 – 18 October 2016

FC.2.13 BUSH FIRE TRAINING

Council recognises that Volunteer Bush Fire Fighters must be properly trained to perform their tasks in a safe and efficient manner.

Responsibilities differ at various levels in the fire organisation and accordingly the level of skills required to perform related tasks varies also.

Training Volunteer Bush Fire Fighters

Council Policy

A training officer be appointed to oversee training of the Shire's volunteer bush fire fighters or that a bush fire brigade appoints an officer or a member of the brigade as the Brigade Training Officer.

It will be these Officers' responsibility to ensure that all volunteer bush fire fighters are skilled in basic fire fighting procedures and the efficient and safe operation of the brigade's equipment and that Council is informed of local training standards.

The Shire will encourage members of brigades to participate in the training programs offered by FESA.

Training Officers will undertake a 'Train the Trainer' course with the Bush Fire Service and will adopt the practice, procedures and standards recommended by FESA.

All Training Officers appointed by Council and/or brigades will be required to present training to volunteer bush fire fighters throughout the Shire.

Safety of Personnel – the person in charge of training shall at all times keep the safety of those personnel under their directions as a primary consideration.

The Shire will ensure that appropriate insurance policies/extensions are held to cover volunteers whilst training.

Serving brigade members who have already undertaken formal training courses must satisfy their brigade Training Officers that they have a level of knowledge and skills at least equal to the Basic Training level.

That promotion within the brigade should be based on experience and accredited training.

The Shire requires its Bush Fire Control Officers to attend the appropriate FCO courses.

Date Resolved:

Amendment:

FC.3 BANS

FC.3.1 HARVEST AND MOVEMENT OF MACHINERY IN PADDOCKS BAN

A harvest and movement of vehicles in paddocks ban will be imposed when the McArthur Grasslands Meter registers 32 on the Fire Danger Index (very high).

The Shire of Mt Marshall will use the Kestrel Weather Meter to measure the weather for determining harvest and vehicle movement bans.

All Bush Fire Control officers will adopt the following procedures when utilising the kestrel meter.

- (a) Air Temperature - the meter must be held in the hand for a minimum of one minute and exposed to the sun.
- (b) Wind direction & speed:- the meter must face the wind direction for at least a minute and an average wind speed must be obtained then multiplied by 1.5 ie average wind speed 20kph x 1.5 =30kph.
- (c) Relative humidity:- the meter must be exposed to the weather for at least a minute to obtain a proper reading.

That Council not control harvesting on Sundays or Public Holidays unless a specific ban is imposed.

That Harvesting be prohibited within the Shire of Mt Marshall on Christmas, Boxing Day and New Years Day.

That upon notice of a harvest ban, the Shire's Regulatory Officer is delegated the authority to assess the worksite where the following activities are being carried out:

- i) Waterbinding of insitu foundation material or imported gravel material
- ii) Facing up of pavement in readiness for bituminous surfacing
- iii) Applying Bituminous Surfacing
- iv) and determine if it is safe for those associated workers to continue working on these activities.
- v) That all Shire employees carrying out activities other than those listed in section 4 above, are stood down and stop all road plant working when a harvest ban is imposed. This also includes welders, portable machinery etc, out in the field. When this ban is in effect, work areas should be made safe and the plant left in a condition ready for fire fighting if required.

All employees, other than those authorised to carry out activities listed in section 4, shall return to their respective depots on standby if required to fight fires.

It should be noted that the staff that are stood down during this period, may be used for other duties, but should be ready and available for fire fighting. This includes all plant and equipment.

Date Resolved:

Amendment:

PART 8 – ROADS AND VEHICLE USAGE

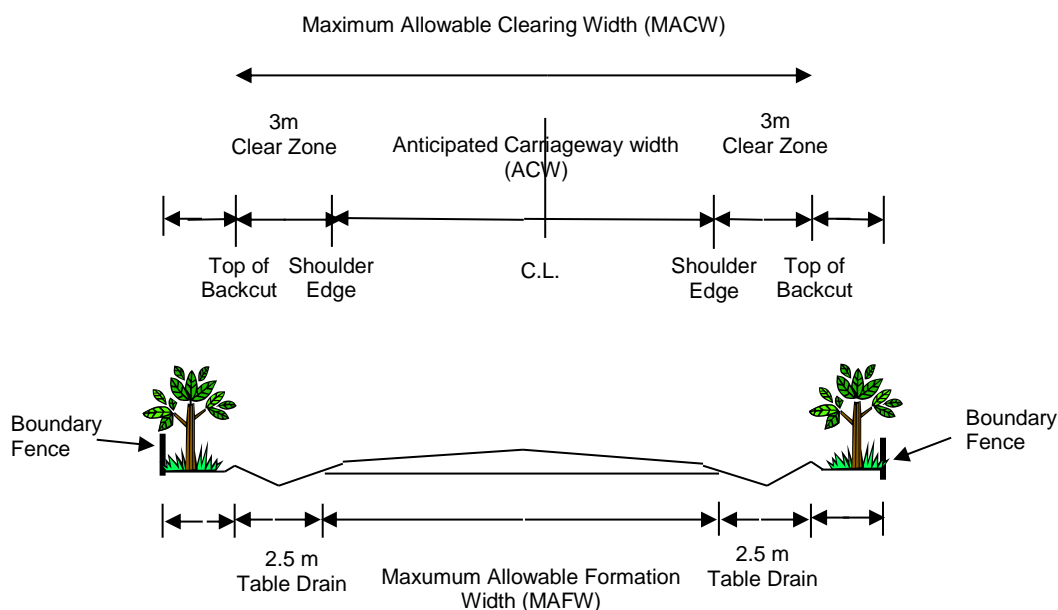
R&V.1 CONSTRUCTION

R&V.1.1 ROAD FORMATION WIDTHS & CLEARING WIDTHS FOR NEW CONSTRUCTION WORKS

Council Policy:

That all newly constructed sections of roads be formed to the maximum formation and clearing widths as designated in Table 1.0 below.

This will guide staff as to standards for new road formations and to give a uniform policy on road works.



One Chain (20m) Road Reserve - Typical Pavement / Verge Clearing Cross Section & Two Chain (40m) Road Reserve - Typical Pavement / Verge Clearing Cross Section

Table 1.0 below shows the maximum road formation and clearing widths for new work, on the three classes of roads within the Shire – refer to Table 2.0 below, showing the classification of each road within the Shire.

Road Type	Maximum Allowable Formation Width (MAFW) m	Anticipated Carriageway Width (ACW) m	Maximum Allowable Clearing Width (MACW) m
Regional Distributor	11	10	16
Local Distributor	10	9	15
Access Road	9	8	14

Table 1.0

(Note: The Carriageway width is typically 1m less than the formation width, for the flat terrain areas that are predominant in the Shire. Where new sections of roads are to be constructed with excessive cuts or fills, then this rule will not apply)

Table 2.0 below shows the Classification of the Shire's Roads by Main Roads WA Functional Road Hierachy document in 2002.

(Note: The classification of each road in the Shire may change as a result of information provided in the Shire's future Local Road Hierachy)

Road Class	Road No.	Road Name	SLK START	SLK FINISH
Regional Distributor	4150145	Wyalkatchem-Southern Cross (2020)	56.65	104.31
	4150151	Kellerberrin-Bencubbin (2020)	81.25	95.81
Local Distributor	4150002	Bencubbin-Gabbin	0.00	16.90
	4150006	Ingleton	0.00	14.50
	4150009	Bimbijy (2020)	0.00	28.50
	4150010	Mouroubra (2020)	0.00	93.50
	4150019	Gillett	0.00	16.40
	4150020	Scotsman	0.00	53.10
	4150075	Gabbin-Trayning	0.00	20.05
	4150149	Bencubbin-Beacon (2020)	0.00	42.10
	4150150	Burakin-Wialki (2020)	43.53	94.67
	4150152	Mukinbudin-Wialki (2020)	42.50	53.33
Access Road	4150003	Bonnie Rock - Wialki	0.00	3.90
	4150004	Welbungin South	0.00	15.77
	4150005	Mandiga-Marindo	0.00	39.60
	4150006	Ingleton	14.50	31.00
	4150007	Welbungin-Wialki	0.00	40.95
	4150008	Gabbin-Cleary	0.00	44.74
	4150009	Bimbijy	28.50	96.80
	4150011	Back Beacon	0.00	38.95
	4150012	Clark	0.00	25.11
	4150013	Dalgouring	0.00	26.80
	4150015	Longmuir	0.00	4.83
	4150016	Beacon Rock	0.00	25.91
	4150017	Bencubbin-Kununoppin	0.00	14.16
	4150018	Gobbart	0.00	7.50
	4150019	Gillett	16.40	45.05
	4150021	Hiscox	0.00	44.30
	4150022	Andrews Tank	0.00	29.45
	4150023	Luckman	0.00	10.62
	4150024	Bell	0.00	9.17
	4150025	Boundary	0.00	35.90
	4150026	Mandiga	0.00	4.02

Access Road	4150027	Pauley	0.00	7.30
	4150028	Dalgouring-Snake Soak	0.00	13.84
	4150029	Lancaster	0.00	16.09
	4150030	Collins	0.00	10.30
	4150031	Wren	0.00	19.15
	4150032	Jones	0.00	8.37
	4150033	Gilham-Cooper	0.00	13.20
	4150034	Un named Rd	0.00	1.00
	4150035	Barbalin-Koonkoobing	0.00	31.40
	4150036	Breakell	0.00	24.87
	4150037	Grylls	0.00	17.10
	4150038	Felbar	0.00	9.66
	4150039	Ayres	0.00	26.55
	4150040	Marindo Nth	0.00	19.31
	4150041	Job	0.00	11.50
	4150042	Mouroubra Woolshed	0.00	39.50
	4150043	Red Dam	0.00	9.01
	4150044	Hardwick	0.00	4.99
	4150046	Grant	0.00	8.40
	4150047	Bruse	0.00	5.79
	4150048	Lacey	0.00	2.54
	4150049	Perry	0.00	8.86
	4150050	Fitzpatrick	0.00	9.66
	4150051	Un named Rd	0.00	2.00
	4150053	Collins Back	0.00	6.28
	4150054	Waddouring Back	0.00	12.55
	4150055	Surtees	0.00	9.07
	4150056	Gabbin-Narkal	0.00	4.70
	4150057	Brooks	0.00	9.53
	4150058	Burnett	0.00	4.99
	4150059	Walker	0.00	8.80
	4150060	Probert	0.00	8.37
	4150061	Polkinghorne	0.00	3.22
	4150062	Faulkner	0.00	9.01
	4150063	Barney Bore	0.00	24.20
	4150064	Stone	0.00	9.66
	4150065	Matthews	0.00	6.92
	4150066	Hogan	0.00	2.90
	4150067	Sachse North-South	0.00	8.05
	4150068	Sachse East-West	0.00	2.25
	4150069	Marshall Rock North	0.00	5.15
	4150070	Marshall Rock South	0.00	3.86
	4150071	Un named Rd	0.00	3.60
	4150072	Beagley	0.00	2.41

	4150073	Gray	0.00	6.65
Access Road	4150076	Whittle	0.00	5.80
	4150077	Emu Proof Fence	0.00	37.50
	4150078	Huxley	0.00	3.38
	4150079	Mitchell	0.00	21.60
	4150080	Jack	0.00	10.30
	4150081	Crabbe	0.00	12.71
	4150082	Wialki North-East	0.00	3.60
	4150083	Gardiner	0.00	10.79
	4150084	Whyte	0.00	4.20
	4150085	Un named Rd	0.00	1.00
	4150107	Aitken	0.00	5.00
	4150108	Junk	0.00	11.08
	4150109	Millar	0.00	4.51
	4150110	Kuhl	0.00	9.01
	4150111	White	0.00	5.95
	4150113	Potts	0.00	4.40
	4150114	Bunce	0.00	16.09
	4150115	Kett	0.00	4.02
	4150116	Gabbabin	0.00	2.01
	4150117	Muggan Gabby	0.00	8.05
	4150118	Mulji	0.00	6.78
	4150119	Mandiga-Trayning	0.00	13.04
	4150120	Whyte East	0.00	3.70
	4150121	Askew	0.00	4.77
	4150122	Koorda-Bencubbin Rd	0.00	6.50
	4150125	Gooder	0.00	2.30
	4150127	Greenham	0.00	10.20
	4150128	Mackenzies	0.00	15.10
	4150129	Allen	0.00	1.40
	4150130	Hammond	0.00	6.80
	4150131	Linden	0.00	2.94
	4150132	Koonkoobing Rd	0.00	3.00
	4150137	Green Rd	0.00	6.00
	4150139	Hegarty Rd	0.00	3.40
	4150143	Welsh Rd	0.00	3.80
	4150144	Welsh Rd East	0.00	1.80
	4150158	Mitchell Rd West	0.00	5.20
	4150161	Huckstep Rd	0.00	5.00

Table 2.0

Date Resolved:

Amendment:

R&V.1.2 CULVERTS, FLOODWAYS, INTERSECTIONS**Council Policy**Culvert Pipes

Culverts installed are on the basis that the person requesting the culvert pays for the cost of the pipes used.

Floodways

That the Shire provide floodways where necessary on its road network and to ensure that the appropriate floodway signs are provided at each end of the floodway to advise motorists accordingly

Temporary Road Closures

Where a road in the Shire is to be temporarily closed, shire staff should ensure that Councillors are consulted on the closure.

Truncated Road Intersections

That no truncated road intersections be eliminated without the specific authority of Council having been first obtained.

Objectives:

To establish rules to be observed in relation to roadworks.

- ii) To ensure a degree of fairness and safety to any changes to local roads.
- iii) To provide guidelines for staff and elected members when it becomes necessary to alter local roads.

Date Resolved:

Amendment: 2012/141 (17 October 2012)

R&V.1.3 BOLLARDS OR BARRIERS**Council Policy:**

Provision for bollards or barriers to protect pedestrians from vehicles and bicycle traffic, where necessary, shall be included in footpath construction programs.

Date Resolved:

Amendment: 2012/141 (17 October 2012)

R&V.1.4 DWELLINGS FACING ROADWAY**Council Policy:**

The front of all dwellings is classified as that facing the roadway.

Date Resolved:**Amendment:**

R&V.1.5 BITUMINOUS SURFACING QUALITY ASSURANCE POLICY**Council Policy:**

The following policy has been developed, to ensure that all future applications of Bituminous Surfacing within the Shire be applied as per the Main Roads WA Specification, to reduce the risk of potential future surfacing failures.

Either the Works Supervisor or their nominee is to be present onsite whilst bitumen surfacing works are being carried out to ensure that the entire application is as per the relevant MRWA specification.

Date Resolved:

Amendment: 2012/141 (17 October 2012)

R&V.1.6 EXTRACTION OF GRAVEL & SAND**Council Policy:**

The following policy has been developed, to ensure that:

All landholders within the Shire get paid the same rate for gravel and sand materials taken from their property by the Shire's works crew for the purpose of road, drainage or other construction. The payment prices are currently set at:

- i Gravel to be paid at \$1.00/Lcm + GST and payment will only be based on the number of side tipper loads (at a volume each of 15 Lcm) and 6 wheel tipper loads (at a volume each of 9 Lcm) extracted from the gravel pit and hauled to the road project, and paid at the completion of the roadworks.
- i Sand to be paid at \$0.40/Lcm + GST and payment will only be based on the number of side tipper loads (at a volume each of 15 Lcm) and 6 wheel tipper loads (at a volume each of 9 Lcm) extracted from the sand pit and hauled to the road project, and paid at the completion of the roadworks.
- ii These payment rates are to be reviewed annually at the time of considering the Annual Budget.

Date Resolved: **21 July 2010**

Amendment: **2019/9-006 - 22 October 2019**
 2016/163 – 18 October 2016
 2012/141 (17 October 2012)

R&V.2 MAINTENANCE

R&V.2.1 MAINTENANCE GRADING

Council Policy

- i) Special attention is to be given to the maintenance of school bus routes.

That school bus routes be graded (where necessary) before the commencement of the school year i.e.. January - February.

School bus routes receive priority at the commencement of the winter maintenance grading season.

Schools be asked to provide up to date bus routes in November each year.

Schools be requested to submit copies of their five year surveys to justify upgrading roads when new bus routes are proposed and structural changes are required, these being Bencubbin, Beacon and Mukinbudin High School.

- ii) That all roads in the shire be graded during the winter maintenance grading programme.
- iii) During maintenance works, attention be given to clearing out all drains and construction of new offshoot drains where necessary.
- iv) Access roads to water tanks/standpipes be graded when graders are in the vicinity.

Objectives:

- i) To maintain school bus routes to a safe standard.
- ii) To ensure that all roads are maintained.
- iii) To ensure proper drainage of road assets.

Date Resolved:

Amendment:

R&V.2.2 CROSSOVERS**Council Policy:****Urban Areas**

- i) All crossovers shall be constructed to approved Engineering specifications. Owner/agent shall arrange for construction.
- ii) The crossover shall be paved utilising sprayed bitumen, bituminous concrete, in-situ concrete, paving bricks or blocks.
- iii) The Shire of Mt Marshall shall contribute (or subsidise) half the cost of a standard crossover (one crossover to a property) subject to the crossover being deemed to conform with the specifications.
- iv) The subsidy shall apply to industrial, commercial and grouped dwellings as well as single residential. In the case of strata titles, a subsidy shall apply to each crossover up to the number of dwellings.
- v) Crossovers eligible for subsidy may be claimed for at the subsidy rate that applies in the financial year construction is completed. Crossovers in excess of six months old shall have a reduced subsidy based on straight line depreciation, for age and type, as per the following: (Crossovers in excess of their life shall not be eligible).

Crossover Type	Maximum Life of Crossover
2 Coat Seal	10 years
Asphalt	15 years
Brick/Block	20 years
Concrete	25 years

- vi) Reconstruction of one crossover to a property shall attract a second subsidy where that crossover has exceeded its expected life (taken as 15 years) as determined by the Chief Executive Officer.
- vii) The reference to a 'standard crossover' shall mean a sealed or paved construction to a size conforming with Engineering Services Area standard widths referred to in specifications.
- viii) Where the Shire undertakes road works affecting existing crossovers Council will bear the cost of replacement.

Crossover Maintenance

The Shire shall not be responsible for maintenance of crossovers.

Bonds

- i) Bonds for the construction or reconstruction of crossovers shall be required to be paid at time of issue of the building licence. The amount of the bond will be set by the Chief Executive Officer.
- ii) Crossover construction or reconstruction shall be required as a condition of subdivision, development and/or as a condition of issue of building licence where it is deemed by the Chief Executive Officer that the construction is necessary.

- iii) Construction/reconstruction of a crossover as a condition of the building licence shall not be required if the value of the licence is less than \$5,000 or the building work involves only minor works (e.g. pergola, shed, pool, patio, toilet) but shall apply to all building licences for structures accessible to vehicles.
- iv) The shire may construct the crossover in concrete if not constructed by the owner/agent within 6 months of practical completion or occupation of the building, where payment of a crossover bond has been made.

Date Resolved:

Amendment: 2012/141 (17 October 2012)

R&V.2.3 ROAD VERGE DEVELOPMENT CRITERIA**Council Policy**

- i) Council shall encourage and support the development of road verges in urban areas, either maintained grass style or dry garden style or a mixture of both.
- ii) The preferred style shall be the Native Garden option with irrigation and up to two trees/20m of frontage. Any irrigation system shall be installed and operated to avoid nuisance to the public. The preference is for 'water-wise' drip style irrigation to be used in order to reflect a more water wise approach.
- iii) The trees shall not be planted on the 3.5m offset so as to avoid electrical power lines and all other services. No trees shall be planted within 12m of street corners or within 2.5m of crossovers. Tree planting on road verges shall not take place without prior consultation with the Works Supervisor.
- iv) Subject to keeping the verge clear for the first 1.5m width from kerb of seal a dry garden style of small vegetation, shrubs and ground covers may be established, however, no large rocks or non frangible items shall be placed on the road reserve. Weed control using plastic sheeting with aggregate, mulch, cracker dust overlay is acceptable.
- v) Any improvements placed or constructed on the verge shall be placed there at the risk of the property owner. Shire shall endeavour to preserve the layout, but no guarantee shall be given.
- vi) No assistance shall be given by Shire for development, ongoing operation or maintenance costs.

Date Resolved:

Amendment: 2012/141 (17 October 2012)

R&V.2.4 STREET TREE REMOVAL**Council Policy:**

- i) Individual trees within Shire reserves or grounds which are diseased, hazardous or roots of which are causing pavement damage shall be removed on approval of the Works Supervisor in consultation with the Chief Executive Officer.
- ii) Where groups of ten trees or more are to be removed from within townsite boundaries the matter of tree removal shall be referred to Council.

Date Resolved:

Amendment: 2012/141 (17 October 2012)

R&V.2.5 ROAD RESERVES & VERGES – MANAGEMENT OUTSIDE TOWN SITES**Council Policy:**

Council authorises the Works Supervisor to

- determine applications for the reduction of roadside vegetation, fallen timber and debris, and
- undertake weed control under certain conditions.

Objective:

The Shire of Mt Marshall is committed, where possible, to preserving natural vegetation on road reserves and the proper management of specified weeds in order to

- (a) Maintain the Shire's road network.
- (b) Protect the Shire's interests in the form of damage to the environment.
- (c) Assist with revegetation and vegetation retention in our Shire.
- (d) Avoid soil erosion, enhance the landscape, protect wildlife habitats and prevent further land degradation from salinity, water logging and eutrophication.

The Shire is bound by the provisions of the *Local Government Act 1995*, the *Land Administration Act 1997*, the *Conservation and Land Management Act 1984* and the *Waterways Conservation Act 1976*.

Operational Guidelines:

- 1) Fire Hazard Reduction
 - a) Upon the request of an adjoining property owner, the Works Supervisor may inspect the road verge and decide whether work should be carried out to clean up the road verge by removing fallen timber and other debris from the roadside to reduce the fire hazard risk in that area. Debris and fallen timber should be removed to a special dump site and burnt if necessary.
 - b) Upon the request of an adjoining landholder intending to undertake preventative controlled burning adjacent to a road verge or road reserve, the Works Supervisor and the Chief Bush Fire Control Officer will inspect the area and determine whether burning is necessary. If it is determined that burning is required, the Department of Environment Regulation shall be informed and its decision will be final in determining whether burning should proceed.
- 2) Movement of Farm Machinery

Upon the request by traffic participants, the Shire Works Supervisor may inspect the road verge and decide that work should be carried out to clear vegetation to such an extent that the movement of farm machinery and larger vehicles will not be interfered with by roadside vegetation (trees and shrubs).
- 3) Weed Control
 - a) In order to
 - assist in the maintenance grading of road shoulders
 - keep culverts and drains clear of vegetation and facilitate the disposal of silt and stormwater
 - keep vegetation at a manageable height at intersections and crossovers

for improved sightlines and traffic safety, and

- keep signage, guide posts and other road furniture free of obstruction

the Works Supervisor shall undertake seasonal weed spraying timed to coincide with opening rains.

- b) The use of glyphosate of and other herbicides for weed control shall be rotated to assist in the minimisation of weed and crop resistance to herbicides.
- c) In road verge areas that contain known declared and priority flora the use of herbicides is prohibited and other weed control methods are to be employed.

Date Resolved:

Amendment: **2016/163 – 18 October 2016**
 2012/141 (17 October 2012)

R&V.2.6 FOOTPATH MAINTENANCE & MANAGEMENT**Council Policy:**Footpath Inspections

All existing footpaths shall be inspected by Town Maintenance Officers twice per year (in February/March & September/October) to determine their condition in terms of tripping hazards, cracked slabs, gaps and general condition. The results shall be documented on an audit sheet and used to generate a program of footpath maintenance on a priority basis and within the budget allocation for Footpath Maintenance.

Footpath Maintenance

Isolated tripping hazards greater than 10 mm high or individual gaps greater than 15 mm shall be remedied by relaying the individual slabs, bricks, asphalt or concrete panels. These shall be completed within 3 months of the inspection. Short sections of the path that are extensively cracked by vehicles frequently driving over them shall be maintained by replacing with 100mm thick in-situ concrete, reinforced with F62 steel mesh.

Generally, all footpath surfacing shall be kept free of loose material, weeds and ant nests/mounds. Weeds are also to be removed from along the edges of the footpath.

Date Resolved:**Amendment:**

R&V.2.7 DAMAGE TO COUNCIL ROADS AND ROAD FURNITURE**Council Policy:**

The following policy has been developed, to allow the shire to advise the community and ratepayers, of the recovery costs that will be requested from motorists damaging shire roads and road furniture.

- 1) **Damage to Gravel or Formed Roads or Shoulders**
Repair of the damaged surface will be by grader, and the cost of the repair will be as per Shire of Mt Marshall schedule of fees and charges for Plant and Labour, including the mobilisation and demobilisation time of the grader to complete the repair work.
- 2) **Damage to Bitumen Surfaced Roads**
Repair of the damaged bitumen pavement will be recovered to a maximum cost of \$1000.
- 3) **Damage to Road Furniture**
This includes damage to signs, guideposts, raised pavement markers and the like. Repair of the damaged furniture will be by replacement, and the cost of the repairs will be the replacement material costs, plus the cost for the shire's maintenance crew to reinstate the damaged furniture, as per shire schedule of fees and charges.

Date Resolved:

Amendment: **2016/163 – 18 October 2016**
 2012/141 (17 October 2012)

R&V.2.8 MOTOR VEHICLES**Council Policy:**

1. Black Duck or equivalent seat covers are to be purchased for all new engineering and works vehicles and retained when the vehicle is disposed of; and
2. Chief Executive Officer to consider that light vehicles be offered for sale within the shire in addition to seeking trade in prices.

Date Resolved:

Amendment: 2018/2 – 012 March 2018

PART 9 – SHIRE PROPERTY

Prop.1 HOUSING

Prop.1.1 HOUSING STANDARD

Council Policy:

Houses owned by the Shire and provided to employees shall include the following permanent fixtures:

- Hot Water System
- Authorized Air conditioning units (Authorized air conditioning units are inbuilt ducted systems or wall mounted units installed and owned by Shire)
- Floor Coverings
- Window Treatments
- Light Fittings (except globes)
- Satellite
- Stove
- Internal Heating Appliances

And that maintenance costs on permanent fixtures shall be the responsibility of the Shire.

Garden Shed

And that each house the Shire manages, other than the Silver Chain residence in Beacon – which is supplied rent free – shall have a garden shed not smaller than 3m x 3m provided for the tenants.

Housing to be Unfurnished

All staff housing shall be provided unfurnished and that upon Shire owned furniture becoming unserviceable, Shire shall dispose of the furniture and the tenants shall become responsible for their own requirements.

Improvements to Housing by Tenants

Any improvements carried out to Shire's accommodation shall only be permitted with prior approval of the Chief Executive Officer.

Objective:

To provide a good standard of housing and to ensure no works are undertaken that may affect that standard.

Date Resolved:

Amendment: 2012/141 (17 October 2012)

Prop.1.2 STAFF HOUSING – TENANCY AGREEMENT**Council Policy:**

That the Shire of Mt Marshall enters into formal tenancy agreements with shire employees occupying shire owned houses for the period of their employment or a lesser period as determined by the Chief Executive Officer prior to occupancy.

Objective:

To provide an agreement between the shire and the employee regarding tenancy.

Operational Guidelines:

- i. The form of agreement shall be the standard Residential Tenancies Agreement prepared by the Department of Commerce.
- ii. Under this agreement tenants will be required to pay a bond to the equivalent amount of four weeks rent.
- iii. A pet bond of \$100.00 also will apply (if applicable) under this agreement.
- iv. Persons renting shire houses will be responsible for all water charges in excess of the usage of 800kl per year.
- v. Tenants not maintaining gardens will be responsible for all their water usage.
- vi. Rent is subject to review annually.
- vii. Houses will be inspected for maintenance needs yearly.
- viii. In the event of any inconsistency between this policy and the provisions of the standard Residential Tenancies Agreement, the latter shall prevail.

Date Resolved:

Amendment: 2016/163 – 18 October 2016

Prop.1.3 MANAGEMENT AND HIRE OF PORTABLE STAGE**Ownership and Management of the Stage**

The portable stage will be owned by the Shire of Mt Marshall, however the Bencubbin Community Recreation Council will be managing it. This will include taking bookings and ensuring it is looked after and maintained.

Availability of Hire

The portable stage will be available to all not for profit community groups, organisations and businesses within the Shire of Mt Marshall for community events and activities. Bookings will be taken by the Bencubbin Community Recreation Council and priority will be given to whoever books the facility first. This was seen as the fairest way to determine who has priority when hiring the facility.

Hiring the Stage

It will be the responsibility of hirer to pick up and return the stage to the Bencubbin Recreation Complex. The hirer will also be responsible for covering the cost of any damage caused to the stage while in their care.

(Both the Bencubbin and Beacon Primary Schools are exempt from being responsible for the pickup and return of the stage as Council has agreed to assist them)

Cost of Hiring the Stage

The stage will be free of charge to not for profit community groups and organisations within the Shire of Mt Marshall. There will be a small hire charge to local businesses and groups outside of our Shire who wish to hire the facility. They will be required to pick it up, drop it off and pay a small fee which will be used to maintain the stage. The fees will be as follows:

Mt Marshall not for profit Community Group	\$0.00 Mt
Marshall for profit Community Group/Business	\$50.00
Non Mt Marshall not for profit Community Group	\$50.00
Non Mt Marshall for profit Community Group/Business	\$100.00

Date Resolved: 10 February 2009

Council Decision: 2009/008

Amendment: 2013/008 (13 February 2013)

Prop.1.4 RENEWABLE ENERGY INSTALLATION ON SHIRE PROPERTY**Council Policy:**

The Shire of Mt Marshall recognises the importance of renewable energy (as demonstrated in the Strategic Community Plan) and is committed to promoting the use of renewable energy where appropriate.

Objective:

To determine occasions on which the Shire will contribute to the installation of renewable energy systems (including, but not limited to Photovoltaic Solar Power).

Operational Guidelines:

The Shire is willing to contribute 25% (up to a maximum of \$2000) of the cost of the installation of a renewable energy system onto a Shire owned house or accommodation unit, should the tenant wish to install such a system. Approval for the installation of any system should be sought from the Chief Executive Officer in advance.

The contribution will be made in line with this policy on formal request to the CEO, and must be accompanied by an invoice. This contribution is payable after installation, and must be applied for within three (3) months of the installation being completed.

Conditions of the contribution are:

- That the tenant must agree in writing that the installed system will remain on the property when they vacate their tenancy.
- That the system must be installed by a legitimate installer.
- Only one contribution will be made per house or unit

Contribution towards the installation of renewable energy systems at other Shire owned buildings (such as recreation centres) are not covered by this policy, and are subject to an individual determination by Council.

This policy is in no way intended to suggest that tenants of Shire owned accommodation are expected to install renewable energy systems.

Any CEO approval of an installation, or contribution award, does not constitute planning or development approval.

Date Resolved: 19 December 2017 (2017/12-4)

Amendment:

PART 10 – SIGNS AND POSTERS

S&P.1 SIGNS

S&P.1.1 COMMUNITY FACILITY NAME SIGNS

Council Policy: That name signs on community facilities be of an acceptable standard.

Objectives: This policy is intended to provide guidelines for the provision of Community Facility Name Signs in accordance with AS1742.5 - 1997, within the district.

Operational Guidelines:

Definition

In accordance with AS1742.5 - 1997, the purpose of Community Facility Name Signs is to advise road users of the direction to facilities, generally of a non-commercial nature. Details of typical facilities are provided in the standard.

Shape, Size, Colour

Blue with white lettering, rectangular fingerboards, in accordance with AS1742.5 - 1997.

Location, Mounting

In accordance with AS1742.5 - 1997 and Shire Street Sign Layout guidelines.

Cost of Installation

All costs are to be borne by the applicant.

Approval

Upon receipt of a request in writing for a Community Facility Name Sign, the request will be assessed against the criteria of this policy and actioned accordingly.

Date Resolved:

Amendment: 2016/163 – 18 October 2016

S&P.1.2 SIGNS PLACED ON SHIRE CONTROLLED LAND**Council Policy:**Fixed Signs

If a sign is not easily moved, the following steps shall be taken:

- i. The business or person responsible for the sign shall be given notification in writing that the sign is to be removed within fourteen (14) days.
- ii. A record is to be kept that notification has been issued to the business or person responsible.
- iii. An inspection shall be carried out at the expiry of the specified time.
- iv. If the sign has not been removed, shire officers shall arrange removal and impoundment of the sign (a truck and small crew may be required for some fixed signs).
- v. The sign may be retrieved by the person responsible for its placement after an impoundment fee has been paid at shire's cashier and the receipt presented at the depot office together with a written undertaking that they will not again unlawfully display the sign. The impoundment fee is a minimum of \$100 with total fee set by the Chief Executive Officer based on shire's normal rates for plant and labour.

Disposal of Signs

If a sign has not been collected from shire's depot within 2 months of impoundment, the Chief Executive Officer may arrange disposal of the sign in such a manner as he/she thinks fit, including sale of materials in the sign to offset shire's costs.

Recurring Offences

If a sign retrieved from shire's depot is again unlawfully displayed, the Chief Executive Officer shall authorise disposal of the sign and consideration shall be given to prosecution of the offender.

Date Resolved:

Amendment: 2012/115 (15 August 2012)

S&P.1.3 ADVERTISING SIGNS ON RECREATION RESERVES

Council Policy: Advertising on Recreation Grounds shall be administered by the Community Recreation Councils;

- i. All signs shall be well maintained and in good condition.
- ii. There shall be no advertising signs that have reference to alcohol or smoking products.
- iii. The Shire shall have the power to remove any advertising sign.

Date Resolved:

Amendment:

S&P.2 POSTERS**S&P.2.1 POLITICAL POSTERS****Council Policy:**

All applications for approval to place political posters within road reserves or on property owned by or vested in the shire shall be refused.

Objective:

To avoid the shire being associated with any particular political candidate.

Operational Guidelines:

The Chief Executive Officer is to have any such posters removed as early as possible.

Date Resolved:**Amendment:**

PART 11 – SPORT AND RECREATION

S&R.1 RECREATION RESERVES

S&R.1.1 COMMERCIAL OR NON SPORTING USE OF RECREATION RESERVES

Council Policy:

That the following recreation areas be made available for appropriate commercial or non sporting use subject to conditions as considered necessary by the Beacon and Bencubbin Recreation Council's and subject to payment of a licence agreement.

- Bencubbin Sporting Complex
- Beacon Sporting Complex

Date Resolved:

Amendment:

S&R.1.2 MARKING OF OVALS AND SPORTS GROUNDS**Council Policy:**

The marking of sports ovals and grounds shall be the responsibility of the club or clubs hiring, granted use of or allocated the specific facility. (No herbicides to be used).

Date Resolved:**Amendment:**

S&R.2 PUBLIC SWIMMING POOL

S&R.2.1 PATRONS CODE OF CONDUCT – POOL RULES

Council Policy:

To ensure the maximum safety and enjoyment of all patrons of the swimming pool the following set of rules has been compiled.

Offenders of rules will be warned and at the discretion of the senior staff member on duty, may be requested to leave the pool grounds.

Swimming pool staff and the Shire relinquish any duty of care to such persons leaving the pool grounds.

Offenders may be banned for a period of time, which will be decided at the discretion of the swimming pool staff.

Having clearly set rules encourages and promotes maximum enjoyment and safety of all swimming pool patrons.

Should patrons defy these rules it should not become the Shire's, or its officer's responsibility to maintain a duty of care for offenders once they leave the premises.

POOL RULES

- Children under the age of 10 years must be accompanied and supervised by an adult (16 years and over) at all times. Swimming Pool staff have the discretion to determine the capability of minors regarding supervision of more than 2 children under the age of 10 years.
- Unsupervised children (under 12) should not be left at the pool for more than four (3) hours.
- Offensive language and unsociable behaviour will not be tolerated.
- Appropriate swimwear must be worn at all times. Babies and toddlers must wear a swimming nappy when in the water.
- Children over 8 and able to swim in the main pool must not use the wading pools without the permission of the management.
- Dunking, rough play, piggy backing and shoulder rides are not allowed in the pools.
- Running is not permitted on any concrete or paved areas within the complex.
- Alcohol and drugs on pool grounds are expressly prohibited (with the exception being where liquor/consumption licences are obtained for special events)
- Glass containers are not permitted on these premises.
- Chewing gum is not permitted.
- Animals are not permitted on pool grounds.

- Cooperation with staff at all times will ensure your safe enjoyment of this facility. Management reserves the right to refuse entry to any person at any time where that person is under the influence of alcohol, drugs, is causing a nuisance or for any other reason considered unsafe or that may create a potential hazard for themselves or other patrons.
- Non-compliance with these rules will result in the person being directed immediately from the premises.

These rules are designed for the safety and enjoyment of all patrons of the Mt Marshall Swimming Pool.

Date Resolved:

Amendment: 2012/115 (15 August 2012)

S&R.2.2 FREE POOL ENTRY FOR TEACHERS**Council Policy:**

That all teachers from schools in the Mt Marshall Shire be allowed free entry to the Mt Marshall Swimming Pool when acting in a supervisory capacity.

Date Resolved:

Amendment: 2012/115 (15 August 2012)

PART 12 – THE ENVIRONMENT AND LAND CONSERVATION

E&L.1 LAND CONSERVATION

E&L.1.1 CLEARING OF LAND

Council Policy:

Any application for clearing of land within the district shall be forwarded to the Department of Agriculture and Food WA (DAFWA) and the Department of Environment and Conservation (DEC) for a departmental response.

The Shire does not support any unauthorised clearing of land within the Mt Marshall district. Any unauthorised clearing reported to the Shire is to also be reported to the appropriate authorities.

Date Resolved:**Amendment:**

E&L.1.2 PLAGUE LOCUST**Council Policy:**

That where an area of land is deemed by the Department of Agriculture and Food WA (DAFWA) to be a high risk area and chemical is issued to the Shire of Mt Marshall, the Chief Executive Officer or nominated staff member shall contact the adjoining land owner and request whether the land holder (if licensed to spray pesticide) will consider spraying the shire's road verge when spraying his/her land with the chemical supplied by DAFWA.

Should the adjoining land holder be unable to spray the Shire of Mt Marshall's road reserve or vested land the Chief Executive Officer or his/her nominee is to contact a licensed chemical application contractor and arrange for control measures to be undertaken.

Date Resolved:**Amendment:**

E&L.1.3 RESERVE USE LICENCE**Council Policy:**

The Shire of Mt Marshall has 44 reserves vested in its management. Of these reserves 23 have conservation and biodiversity values. The reserves vested with the Shire of Mt Marshall range from quarries, school sites, recreation reserves, water supply, parkland, airstrips, caravan parks, landfill sites and gravel pits. Please consult the Shire's Reserves inventory for a list of Reserves vested with the Shire of Mt Marshall.

Any person or organisation who wishes to conduct activities in a reserve vested with the Shire of Mt Marshall other than for recreation must submit an application to the shire requesting permission to do undertake the proposed activities.

The Shire of Mt Marshall defines recreation as any activity or past-time that promotes well-being through relaxation and enjoyment. These activities include sports, bushwalking, hiking, pushbike and trail bike riding (only where specific tracks exist), picnics and other community social activities.

Activities requiring approval include:

- Drilling
- Quarrying
- Mining activities (not covered by the *Mining Act 1978*)
- Native plant seed collection Plant collection
- Biodiversity survey, and
- Any other activity nominated by the license applicant of a non-recreational nature.

A person wishing to use a reserve for non-recreational activities must complete and sign an *Application for a Reserve Use Licence* and send it to the Shire of Mt Marshall for consideration.

The approval process may take up to 60 days dependent on the nature of the proposed activities. A receipt of the *Application for Reserve Use Licence* will be issued within 30 days of submission. Any approval granted will be at the discretion of the Chief Executive Officer.

The activities specified within the licence must not exceed the time period determined by the Chief Executive Officer.

If a person wishes to engage in activities in the reserve for a period longer than that specified by the Chief Executive Officer, that person must submit an additional *Application for Reserve Use Licence* application to Council requesting an extension.

Where activities that are undertaken differ from those granted under any licence, the Shire of Mt Marshall has the right to halt activities and ban offenders. When activities will differ from those approved by the Chief Executive Officer the proponent must submit an additional *Application for Reserve Use Licence* to the Shire of Mt Marshall before these activities have taken place.

Where activities cause significant harm to the Shire reserve, surrounding land or the environment in general, the Shire of Mt Marshall has the right to halt activities until an investigation is undertaken by the Shire to assess damage. If activities are deemed 'safe' the activity can continue. If the activity is deemed 'unsafe' the activity must cease and the Shire of Mt Marshall has the right to claim any damages that have occurred.

Due to the rare nature of Sandalwood (*Santalum spicatum*) within shire reserves, the harvesting of Sandalwood timber is strictly prohibited.

Licenses for native seed collection on Crown land (which includes all shire reserves) will only be granted to Mt Marshall residents who hold an appropriate native seed collection license issued by the Department of Parks and Wildlife (DPaW) under the provisions of the *Wildlife Conservation Act 1950*.

In addition to the conditions set out in this policy, the licensee must also adhere to all DPaW licence conditions. Failure to do so may result in the shire licence being revoked.

The conditions of a *Reserve Use Licence* are as follows:

1. The licence is bound by the conditions set out in the Shire of Mt Marshall *Reserve Use Policy*.
2. Licences are required for all activities other than recreation activities.
3. A definition of recreation activities can be found in the *Reserve Use Policy*.
4. The licence is provided for a specified time period and the activities must not exceed this time period.
5. Activities may continue if an additional licence is sought and approved.
6. Licence approval may take up to 60 days.
7. Activities must not differ from those outlined in the licence application.
8. If activities will differ an additional licence should be sought.
9. The Shire of Mt Marshall reserves the right to stop any activities in reserves under its management if these activities: vary from the licence application, break any licence condition or cause adverse impacts to the reserve, the environment or neighbouring land.
10. On application and where relevant, the applicant must provide the Shire of Mt Marshall with a copy of their current DPaW native seed collection licence.

11. If a Shire of Mt Marshall native seed collection licence is issued, it is the responsibility of the licensee to ensure that their DPaW issued licence remains current for the term of the Shire's licence. Failure to do so will result in the Shire licence being revoked.
12. Appropriate hygiene measures will be followed at all times to prevent the spread of plant diseases and pests.
13. All care will be taken to avoid the disturbance of fauna habitat.
14. All care will be taken to avoid any disturbance that may lead to soil degradation.

Date Resolved:

Amendment: 2016/173 – 15 November 2016

PART 13 – LOCAL PLANNING

LP.1 PLANNING APPLICATIONS & APPROVALS

LP.1.1 APPLICATION FOR PLANNING CONSENT

This policy has been prepared in accordance with Part 9 of the Shire of Mt Marshall Local Planning Scheme No 3 ('the Scheme').

Application for Planning Consent

- a) Every application for planning consent made in accordance with Part 9 of the Scheme shall be in the form prescribed in the *Town Planning Regulations 1967* Appendix B, Model Scheme Text (MST), Schedule 6 – Form of Application for Planning Approval to this policy.
- b) Unless the Council waives any particular requirement every application for planning consent shall be accompanied by:
 - i. a plan or plans to a scale of not less than 1:500 showing:
 - Street name, Lot number(s), north point and the dimensions for the site;
 - the location and proposed use of any existing buildings to be retained and the location and use of buildings proposed to be erected on the site;
 - the existing and proposed means of access for pedestrians and vehicles to and from the site;
 - the location, number, dimensions and layout of all car parking spaces intended to be provided;
 - the locations and dimensions of any area proposed to be provided for the loading or the unloading of vehicles carrying goods or commodities to or from the site and the means of access to and from those areas;
 - the location, dimensions and design of any landscaped, open storage or trade display area and particulars of the manner in which it is proposed to develop those areas.
 - ii. plans elevations and sections of any building proposed to be erected or altered and of any building it is intended to retain; and
 - iii. any other plan or information that the Council may reasonably require to enable the application to be determined.
- c) The notice of an application for planning consent shall be advertised in accordance with the *Town Planning Regulations 1967* in the form prescribed in Appendix B, Model Scheme Text (MST), Schedule 8 – Notice of Public Advertisement of Planning Proposal.
- d) The Council shall issue its decision in respect of an application for planning consent in the form prescribed in Appendix B, Model Scheme Text (MST), Schedule 9 – Notice of Determination on Application for Planning Approval Model Scheme Text

Model Scheme Text

Schedule 6 — Form of Application for Planning Approval

Owner details		
Name:		
Address:		Postcode:
Phone: (work): (home): (mobile):	Fax:	Email:
Contact person:		
Signature:		Date:
Signature:		Date:
<i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature.</i>		

Applicant details		
Name:		
Address:		Postcode:
Phone: (work): (home): (mobile):	Fax:	Email:
Contact person for correspondence:		
Signature:		Date:

Property details		
Lot No:	House/Street No:	Location No:
Diagram or Plan No:	Certificate of Title Vol. No:	Folio:
Diagram or Plan No:	Certificate of Title Vol. No:	Folio:
Title encumbrances (e.g. easements, restrictive covenants):		
Street name:	Suburb:	
Nearest street intersection:		
Existing building/land use:		
Description of proposed development and/or use:		
Nature of any existing buildings and/or use:		
Approximate cost of proposed development:		
Estimated time of completion:		
OFFICE USE ONLY		
Acceptance Officer's initials:		Date received:
Local government reference no:		

Schedule 8 — Notice of Public Advertisement of Planning Approval

The local government has received an application to use and/or develop land for the following purpose and public comments are invited.

Lot No.: Street: Suburb:

Proposal:

.....

.....

Details of the proposal are available for inspection at the local government office.
Comments on the proposal may be submitted to the local government in writing on or
before the day of

Signed:

Dated:

.....

.....

for and on behalf of the Shire of Mt Marshall

Schedule 9 — Determination on Application for Planning Approval*Town Planning Act 1928*

Shire of Mt Marshall

Determination on application for planning approval

Location:

Lot:

Plan/Diagram:

Vol. No.:

Folio No.:

Application date:

Received on:

Description of proposed development:

.....

The application for planning approval is:

☐ granted subject to the following conditions:☐ refused for the following reasons(s):

Conditions/reasons for refusal:

.....

.....

.....

Note 1: If the development the subject of this approval is not substantially commenced within a period of 2 years, or such other period as specified in the approval after the date of the determination, the approval shall lapse and be of no further effect.

Note 2: Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first been sought and obtained.

Note 3: If an applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with Part V of the *Town Planning and Development Act 1928*. An application must be made within 28 days of the determination.

Signed:

Dated:

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for and on behalf of the Shire of Mt Marshall

Date Resolved:**Amendment: 20 May 2014 (resolution 2014/076)**

LP.1.2 MOVEABLE BUILDINGS

The Shire of Mt Marshall under and by virtue of the provisions and powers conferred upon it in that behalf by Local Planning Scheme N°3, hereby adopts the following Policy.

**LOCAL PLANNING SCHEME N°3 POLICY N°1
MOVEABLE BUILDINGS**

1. DISCUSSION

Recent land price increases and substantially increased prices for dwellings within the metropolitan and major regional centres have resulted in a substantial portion of the community unable to purchase property. This has resulted in an increased demand for land within smaller communities and in particular the sale of homestead lots within the satellite towns.

The Shire is experiencing an increase in the demand for more affordable housing types. These 'affordable' housing types are often in the form of moveable, recycled and converted shed type structures. The Shire is keen to restrict these types of dwellings amongst the existing residential areas as they are considered inappropriate to, the standard of existing housing stock, and the expectations of residents or owners already established in the area. The Shire considers it reasonable to protect existing owners' investments in the town from development that may detract from the amenity of the residential character.

2. DEFINITIONS

A PERMANENT building is generally not designed to be moved and includes the following;

- a) **'Site Built'** structures are built on location as new permanent structures. They are of traditional appearance with pitched roofs and typical house layout, designed to accommodate families.
- b) **'Relocated Dwellings'** are structures that have previously been constructed on its original site elsewhere within or outside the district. The structures that are then relocated from the original construction site are not necessarily designed to be again relocated.

A MOVEABLE building is generally any structure capable of being transported from one location to another. There are three basic types as follows;

- a) **'Transportable'** structures are those designed and constructed at a location other than where they are intended to be established. For example dwellings prefabricated in Perth, transported in sections to their building site, and assembled on location.
- b) **'Donga Type'** structures are those usually designed to provide for workforce accommodation in small individual units. The structures are generally those with skid mountings, metal sandwich panel and flat roof design. These portable modular structures are also used for other purposes.

- c) **'Containers'**. These structures, although considered 'buildings' by definition under the Building Code of Australia, are solely constructed to transport other goods. They are not in themselves designed, nor suitable, for storage of goods in an urban environment. A container includes 'seatainers' and other large vessels designed to carry, and be carried on specially designed vehicles or transporters.

3. BACKGROUND

Due to the historic uncertainty in the permanence of mining activities, and the mobility of mining operations, the establishment of permanent workforce accommodation in the region may not always be desirable or viable.

The use and reuse of moveable buildings is common. The downside of this trend is that the building stock may be second-hand, may contain undesirable materials like asbestos, and may be visually out of harmony with existing buildings in the locality. Many other local governments are not permitting buildings within their districts which contain asbestos. Without the appropriate controls Mt Marshall could become a 'dumping ground' for such structures.

To ensure that Council has the opportunity to consider such proposals, all applications for moveable buildings, as defined above, shall require Council's Planning Consent prior to the issue of a Building Licence.

Council has delegated authority to its Building Surveyor to determine applications for planning consent for all applications for **transportable** and **relocated** dwellings in zones of the Scheme (see Table 1 – Zoning Table of LPS N°3) where dwellings are permitted. The Building Surveyor may impose appropriate conditions including the requirement for a bond or bank guarantee.

Donga type and **Containers** are subject to Council consideration.

4. POLICY

4.1 Council Policy on Moveable Buildings

- a) All applications for moveable buildings, as defined above, shall require Council's Planning Consent prior to the issue of a Building Licence. Generally the Shire is not in favour of the use of moveable buildings, especially in the townsite areas; however Council will consider each application on its merits.
- b) The Shire shall not permit the establishment, occupation or erection of **donga type** structures for residential purposes within a Townsite Boundary in Scheme Area, unless the site is set aside for Group Housing Accommodation and used as a camp site for accommodating a workforce. In these circumstances it may be argued that the development is not a permanent improvement, and may justify the use of such structures. In this case the Shire must be satisfied that the development will not detract from the amenity of the surrounding area.
- c) The Shire will only permit **donga type** structures for uses *other than* residential uses where it considers the use or establishment of the structure will not be in conflict with the objectives of this policy.

- d) The Shire will only permit **site built** and **relocated** structures where it is satisfied that the standard and quality of building can satisfactorily be integrated into a residential area, and that the buildings do not contain unacceptable materials.
- e) The Shire will not permit the storing or use of a **'container'**, as defined above, within a townsite area, other than in the areas zoned 'Industrial'. The Shire considers the appearance, scale, and materials of these structures to be inappropriate for use in an urban environment, and are therefore in conflict with the objectives of the Scheme.
- f) The Shire may give special consideration for the use of **'containers'** outside townsite areas. In these circumstances Council will need to be satisfied that there is no viable alternative to the use of these structures, and that the location of the **'containers'** will not detract from the amenity of the locality.

4.2 Measures to ensure Compliance with Planning Consent

When an application for Planning Consent for a Moveable Building is considered by the Council, or the Building Surveyor, that Consent may be granted subject to conditions requiring the applicant, or owner, to:

- a) lodge a bond or bank guarantee with the Shire. The bond or bank guarantee will provide the surety for the completion of the moveable building to a standard acceptable to the Shire;
- b) specify matters which require attention and the manner in which work is required to be completed in order to satisfy standards acceptable to the Shire.
- c) obtain a special building licence of a specified duration.

5. OBJECTIVES OF POLICY

- a) To maintain high amenity standards of buildings, especially within the residential areas in the townsites of the Shire.
- b) To ensure that the visual aesthetics of residential areas are not compromised by the introduction of moveable buildings that are generally out of character with the predominant housing style in the locality.
- c) To ensure that the moveable buildings, established within the Shire, do not use materials considered to be unacceptable (eg. asbestos).
- d) To avoid the erection and use of extensive areas of moveable structures for accommodating temporary workforces, or other business or company activities, in inappropriate areas.
- e) To prevent the introduction of housing, or other use structures, that are designed to be used on a temporary or short stay basis and that may detract from the standards already established in the residential areas of the townsites.

- f) To protect the visual amenity of the urban environment by not permitting the establishment, storage or use of '**containers**' within the non-industrial areas of the townsite.

Date Resolved: 29 April 2014 (resolution 2014/054)

Amendment:

LP.1.3 HOME OCCUPATION**Council Policy**

That approval will be given for home occupations where the application complies with the requirements of this Policy

Objective

Many forms of home businesses can be compatible with the residential environment and thus the aim of the Home Occupation Policy is to ensure that no business activity within a residential area:

- Creates nuisances,
- Causes hazard, or
- Detracts from the amenity of a residential area.

The Home Occupation Policy is intended to ensure consistency in Council decision making in relation to Home Occupations and is enforceable through the provisions of the Local Planning Scheme.

Classification

For the purposes of this policy, home occupations shall be classified as follows:

Mobile Businesses

A Mobile Business is a business from which all work is conducted at the client's home, a minor amount of material is required to be stored on site and only minor home office use is involved (e.g. mobile mechanic, mobile hairdresser, mobile builder, plumber, electrician, etc.).

Home Office

As defined in *Town Planning Regulations 1967*, Appendix B, Model Scheme Text.

Home Business

As defined in *Town Planning Regulations 1967*, Appendix B, Model Scheme Text.

Home Occupation

As defined in *Town Planning Regulations 1967*, Appendix B, Model Scheme Text.

Applications*Mobile Business, Home Office or Home Business*

Persons wishing to carry on a business as described above are required to lodge details of the business activity, name and residential address with the Council.

Note: If the proposed business is a food handling activity there will be a requirement to comply with the *Food Act 2008*.

Approvals shall be granted in the form of a Home Occupation Permit.

A person seeking approval for a Mobile Business, Home Office, Home Business or Home Occupation shall apply for planning approval in accordance with the provisions of the Local Planning Scheme and is required to provide the following:

- Schedule 6 – Form of Application for Planning Approval (Appendix B, Model Scheme Text)
- Payment of the prescribed fee as set out in Planning Bulletin 93/as amended from year to year and as reflected in Council's adopted Fees and Charges Schedule.

The Shire will place a Public Notice of the proposed Home Occupation in a local publication and advise adjoining owner/occupiers. The Shire may also require, where it considers desirable, the written agreement of the owner of the premises to the proposed Home Occupation activity.

Initial approvals shall be granted only in the form of a Home Occupation Permit.

Assessment Criteria

The following control criteria shall be considered in assessing each application for approval to conduct a Home Occupation:

- Traffic - The business should not attract more than the normal residential volume of traffic into the street, and generally should not involve the calling of clients to the house.
- Parking - All vehicles associated with the business should be parked on the lot and generally should be located behind the building line, in a garage or otherwise screened from view.
- Noise - Noise from vehicles or equipment associated with the business should not be disruptive to neighbours and should not occur at any unreasonable hours.
- Safety - Normal safety should not be threatened, particularly by traffic, turning and manoeuvring of vehicles or obstruction of vision.
- Interference - There should be no adverse interference with adjacent residents caused by any of the factors mentioned in the Local Planning Scheme.
- Standard of Liveable Neighbourhoods - The presence of the business should not lower the standard of living on that Lot or any of the adjacent Lots.
- Appearance - The appearance of the premises should not be significantly different from a standard residential premises and all things such as vehicles, plant and equipment, materials, etc. should be adequately screened from view.
- Services - The business should not require greater than standard residential services and the operation of the business should not in any way affect the services to adjacent Lots.
- Scale of Operation - The scale of operation of the business should at all times be maintained at a level compatible with the above eight criteria.

Conditions of Approval

An approval to conduct a Home Occupation is subject to the following:

- Home Occupation is issued to a specific occupier of a particular parcel of land/building.
- Home Occupation shall not be transferred or assigned to any other person.
- A Home Occupation shall not be transferred from the land/building in respect of which it was granted.
- Council may at its discretion refuse to renew the permit or rescind the permit at any time where the Home Occupation Permit holder has contravened the conditions imposed upon it, any other provisions of this Policy or any other provisions of the Local Planning Scheme.
- Council may, consistent with the Local Planning Scheme, impose any conditions of approval which it considers necessary to ensure that the Home Occupation is compatible with the locality in which it is located.
- Only one (1) Home Occupation business may be approved per residential property.

Fees

The prescribed fee is set out in Planning Bulletin 93/as amended from year-to-year and as set out in the Shire's Fees and Charges Schedule.

Council Assessment Procedures

The following procedure is to be followed by Shire Officers/Council in assessing individual applications:

- i. Determine whether the nature of the operation meets the requirements of the Home Occupation definitions. If not, the activity cannot be considered as a Home Occupation;
- ii. If satisfactory, a decision may be made based on the provisions set out in the Scheme Text and the assessment criteria.

Having determined the suitability or otherwise of the application, the Shire should:

- i. Notify and seek comment from occupiers of premises within a 50 metre distance of the premises from which the Home Occupation is to be conducted;
- ii. Place an advertisement in a registered newspaper generally circulating in the district advising the nature of the business proposed and that objections are to be in writing.

Date Resolved:

Amendment: 20 May 2014 (resolution 2014/076)

LP.1.4 OUTBUILDINGS IN RESIDENTIAL AND TOWNSITE ZONED AREAS

The Shire of Mt Marshall under and by virtue of the provisions and powers conferred upon it in that behalf by Local Planning Scheme N°3, hereby adopts the following Policy.

**LOCAL PLANNING SCHEME N°3 POLICY N°2
OUTBUILDINGS IN RESIDENTIAL AND TOWNSITE ZONED AREAS**

1. DISCUSSION

The Shire is experiencing an increase in the demand for outbuildings greater in proportions to that listed in the R Codes 'Deemed to Comply' provisions. The Shire considers it reasonable to put in place this policy in order to properly consider the development of larger outbuildings.

2. DEFINITIONS

- A. **'Outbuilding'** is an enclosed non-habitable structure that is detached from any dwelling, but is NOT a –
 - a **'Garage'** is any roofed structure, other than a carport, designed to accommodate one or more vehicles and attached to the dwelling;
 - b **'Verandah'** is a roofed open platform attached to a dwelling;
 - c **'Patio'** is an unenclosed structure covered in a water impermeable material which may or may not be attached to a dwelling;
 - d **'Gazebo'** is an unenclosed open-framed structure covered in a water permeable material or unroofed, which may or may not be attached to a dwelling.
- B. **'Setback'** is the horizontal distance between a wall at any point and an adjacent Lot boundary, measured at right angles (90 degrees) to the building.
- C. **'R Codes'** is a state planning policy made under section 26 of the *Planning and Development Act 2005*. This policy is cited as State Planning Policy 3.1 Residential Design Codes or R-Codes. The purpose of the R-Codes is to provide a comprehensive basis for the control of residential development throughout Western Australia.

3. BACKGROUND

Residential and Townsite zoned Lots within the townsites of Bencubbin, Gabbin, Beacon, Welbungin and Wialki enjoy a greater size being typically around 1,000m² or greater. Land owners of Residential and Townsite zoned Lots often have development potential to build outbuildings greater in size than their City counterparts. Presently the State Planning Policy 3.1 Residential Design Codes commonly referred to as the 'R Codes' permits in areas zoned less or greater than R30 an outbuilding size that collectively does not exceed 60m² in area or 10 per cent in aggregate of the site area whichever is the lesser, do not exceed a wall height of 2.4m and do not exceed a ridge height of 4.2m. This outbuilding policy will enable the development of outbuildings larger than the R Codes 'deemed to comply' dimensions.

Council has delegated authority to the Building Surveyor to determine applications for planning consent for all applications for outbuildings in the Residential and Townsite zones of the Scheme (see Table 1 – Zoning Table of LPS N°3).

4. POLICY

4.1 Council Policy on Outbuildings

Outbuildings that satisfy the following development criteria are regarded as satisfying the Design Principles of the Residential Design Codes 2013 (as amended) and may be approved by the Building Surveyor without referral to the Council of the Shire of Mt Marshall.

Applications not meeting this policy development criteria and/or are of a contentious nature are to be referred to Council in the form of a written development application (available at the Shire office) for determination. Where an application is to be referred to Council for consideration, comments from adjoining and/or affected owners are to be obtained and confirmed in writing.

Outbuildings that Comply with the Residential Design Codes 2013 (as amended) Deemed- to-comply requirements; OR:

- i. Comply with the Building Code of Australia 2013 (as amended);
- ii. Are constructed of new materials. Where second hand materials are proposed, the Building Surveyor may require a certification from a practising structural Engineer as to the structural adequacy of the design and/or materials. The Building Surveyor may also require the cladding of the proposed second hand outbuilding to be painted in an approved colour or renewed;
- iii. Are not attached to a dwelling;
- iv. Are not habitable;
- v. Are not within the primary street setback area;
- vi. Do not reduce the amount of open space required by the Residential Design Codes 2013 (as amended) to less than the prescribed amount;
- vii. Are setback in accordance with the requirements of the Residential Design Codes 2013 (as amended);
- viii. Are of size, or comprise an aggregate size of outbuildings on one lot, that does not exceed the specifications contained in **Table 1** below. Should the lot area exceed the table below then the proposed outbuilding will need to be referred to Council for planning consent –

Table 1

LOT AREA (m ²)	MAXIMUM SINGLE OUTBUILDING (m ²)	TOTAL OUTBUILDINGS (m ²)	MAXIMUM WALL HEIGHT (meters)	MAXIMUM RIDGE HEIGHT (meters)
500 – 749	46	62	2.4	3.6
750 – 999	73	97	3.0	3.6
1000 – 1249	94	125	3.0	3.6
1250 – 1699	117	156	3.0	3.9
1700 – 2049	130	202	3.0	3.9
2050 – 2999	143	262	3.3	4.2
3000 – 5000	157	375	3.6	4.5
2050 – 2999	143	262	3.3	4.2
3000 – 5000	157	375	3.6	4.5

4.2 Measures to ensure Compliance with Planning Consent

When an application for planning consent for an outbuilding is considered by Council, or the Building Surveyor, that Consent may be granted subject to conditions requiring the applicant, or owner, to:

- A.** lodge a bond or bank guarantee with the Shire. The bond or bank guarantee will provide the surety for the completion for a second hand outbuilding to a standard acceptable to the Shire;
- B.** specify matters which require attention and the manner in which work is required to be completed in order to satisfy standards acceptable to the Shire;
- C.** apply and have granted a building permit of a specified duration.

5. OBJECTIVES OF POLICY

To maintain the amenity of streetscapes and views along the street by ensuring that associated outbuildings do not detract from the streetscape and are not visually intrusive to

neighbouring properties or adjoining public spaces.

Date Resolved: 29 April 2014 (resolution 2014/054)

Amendment:

MEMORANDUM OF UNDERSTANDING
-
Kununoppin Medical Practice Committee



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MEMORANDUM OF UNDERSTANDING

made on the day of 2016

BETWEEN :

SHIRE OF MT MARSHALL
ABN 44 012 430 676
PO Box 20, Bencubbin, Western Australia
("Mt Marshall")

AND

SHIRE OF MUKINBUDIN
ABN 65 627 391 050
PO Box 67, Mukinbudin, Western Australia
("Mukinbudin")

AND

SHIRE OF NUNGARIN
ABN 89 098 923 408
PO Box 8, Nungarin, Western Australia
("Nungarin")

AND

SHIRE OF TRAYNING
ABN 13 671 073 560
PO Box 95, Trayning, Western Australia
("Trayning")

(together the "Shires")

RECITALS :

- A. The Shires are local government bodies corporate constituted by the *Local Government Act 1995*.
- B. The Shires have a common interest and commitment to the continuation and success of the Kununoppin Medical Practice (the "**Practice**"), which operates from leased premises in the Kununoppin Hospital and, as at the date of this Memorandum of Understanding, also provides visiting services to the towns of Bencubbin, Beacon and Mukinbudin.

- C. The Shires have agreed to enter into this Memorandum of Understanding so as to formalise and clarify the on-going intentions, commitments and responsibilities of the Shires with respect to the Practice, including in respect of future financial and in-kind contributions by the Shires to attract a medical practitioner to the districts of the Shires and promote the continuation and success of the Practice and the manner in which those contributions will be made and applied.
- D. This Memorandum of Understanding constitutes the entire agreement of the Shires about its subject matter and supersedes all previous agreements, understandings and negotiations that exist between the Shires on this subject matter.

OPERATIVE PART

1. KUNUNOPPIN MEDICAL PRACTICE COMMITTEE

- (a) The Shires agree to continue the operation of the Kununoppin Medical Practice Committee (**Committee**) during the term of this Memorandum.
- (b) The Committee will, unless otherwise agreed by the Shires, continue to comprise of up to eight members, with each Shire entitled to nominate up to two representatives.
- (c) The Committee must meet at least quarterly.
- (d) A quorum for any meeting of the Committee shall be such number of representatives as may be present at any meeting provided that such members comprise representatives of not less than three of the Shires.
- (e) Only one of the representatives nominated by each Shire will be entitled to votes on resolutions of the Committee, and the appointing Shire must nominate which of its representatives holds such voting entitlement. If a Shire's nominated voting representative is not present at a meeting of the Committee, the Shire's other representative (if present) may exercise the voting entitlement. In the event of a tied vote, the Chairman will have a casting voting, whether or not the Chairman is the nominated voting Representative of their appointing Shire.
- (f) The Chairman and Deputy Chairman of the Committee will be the representatives nominated by the Shire of Trayning, with the Shire of Trayning being entitled to nominate which of its representatives will occupy those individual offices.
- (g) Meetings of the Committee will be held at the offices of the Shire of Trayning. Members of the Committee may attend meetings of the Committee in person or

by any form of electronic communication which enables each member to hear, and be heard by, each other member in attendance at the meeting.

- (h) At any meeting of the Committee an Observers position is to be made available to the Director of Nursing of the Kununoppin Hospital to attend at the meeting and be heard on issues relevant to the Kununoppin Hospital and health issues relevant to the districts of the Shires. The Committee may determine that the Director of Nursing be excluded from the meeting during the consideration of any matter that the Committee considers is confidential or should otherwise be considered by the Committee members only.

2. RESPONSIBILITIES OF THE COMMITTEE

- (a) The Committee will be responsible:

- (i) to oversee and co-ordinate the arrangements from time to time for the engagement of a suitably qualified medical organisation, or medical practitioner, (**Service Provider**) for the on-going conduct of the Practice with the aim of achieving the provision of medical services to the districts and communities of the Shires;
- (ii) to oversee the payment of financial incentives, and the provision of in-kind incentives, offered by the Shires to promote the engagement of the Service Provider and the continuation and success of the Practice;
- (iii) to liaise with the Service Provider during the term of the arrangements referred to in paragraph (i) regarding all aspects of the Practice relevant to:
 - (A) maximising the benefits of the Practice to the districts and communities of the Shires, including in relation to any health education, promotions and campaigns considered relevant or beneficial to the districts and communities of the Shires;
 - (B) any changes to the medical services provided by the Practice which may impact (positively or negatively) on the districts and communities of the Shires;
 - (C) negotiating with the Service Provider any changes to the terms of the Service Provider's engagement, including in the payment or provision of any incentives; and
 - (D) the transition of the operation of the Practice from the Service Provider to any new service provider engaged upon or following the expiry or termination of the arrangements with the existing Service Provider;

- (iv) to agree with any of the Shires, or any third party, in relation to and the terms of:
 - (A) the provision to the Service Provider of any in-kind incentive, including (without limitation) to provision of housing, motor vehicle, office space and other goods and services; and
 - (B) the acquisition or the provision of any goods and services relevant to any other matter required by or connected with this Memorandum; and
- (v) to ensure that all arrangements negotiated by the Committee:
 - (A) are negotiated on arm's length terms; and
 - (B) in respect of goods or services provided by a Shire (including with respect to in-kind incentives provided to the Service Provider) provide for not less than full cost-recovery for the providing Shire, unless otherwise agreed by the Shires.
- (b) Notwithstanding the above, the Shires will be the contracting parties for the purposes of any contractual arrangements agreed with:
 - (i) any Service Provider nominated by the Committee; or
 - (ii) any Shire or third party.

3. KUNUNOPPIN MEDICAL SCHOLARSHIP

- (a) The Committee may agree to manage the Kununoppin Medical Scholarship, on behalf of the North Eastern Wheatbelt Regional Organisation of Councils (**NEWROC**), under such terms and conditions as the Committee and NEWROC agree.
- (b) The Scholarship is a project of NEWROC intended to assist a selected person through the years of study, with the recipient being contractually bound to provide an agreed period of service once qualified and all necessary accreditation obtained.
- (c) Funding of the Scholarship is through NEWROC and is provided for by separate agreements as a NEWROC Project.

4. FINANCIAL CONTRIBUTIONS

- (a) For the duration of this Memorandum, the Shires shall continue to make financial contributions (**Contributions**) to the Committee for the purposes set out in this Memorandum and in accordance with an annual budget adopted by the Committee (as amended from time to time) and approved by the Shires.

- (b) A Shire must not unreasonably withhold its approval of an annual (or amended) budget which is in accordance with the contractual obligations of the Shires entered into in accordance with this Memorandum.
- (c) Financial contributions and assistance from other sources are to be used as separately agreed, contracted or provided.
- (d) All Contributions shall be paid to the Shire of Trayning which shall:
 - (i) hold such Contributions on behalf of the Committee;
 - (ii) hold and account for such Contributions separately from the Shire of Trayning's usual Shire funds; and
 - (iii) disburse such Contributions only in accordance with the instructions of the Committee.
- (e) Contributions shall be paid by the Shires upon presentation of a quarterly invoice (and in any event prior to any date for payment stated in the invoice) from the Committee for the estimated outgoings and expenses in respect of the upcoming quarter.
- (f) The Contribution payable by each Shire shall be determined by applying the following percentage contributions to the estimated outgoings and expenses in respect of the upcoming quarter:

Shire of Mt Marshall	30%
Shire of Mukinbudin	30%
Shire of Nungarin	10%
Shire of Trayning	30%

or such other percentages as may be notified by the Shires to the Committee from time to time.

5. RESPONSIBILITIES OF THE SHIRES

In order to facilitate and ensure the success of the Practice and complementary activities, the Shires agree to:

- (a) to pay the Contribution as required by the Committee's quarterly invoices;
- (b) to provide accommodation for use by the Service Provider's nominated medical practitioner;
- (c) to lease office space suitable for the purposes of the Practice;
- (d) to provide a vehicle, office equipment and activities equipment for the use of the Practice; and
- (e) to maintain the accommodation and office premises, and vehicle in a condition suitable for use by the Practice,

and in respect of paragraphs (b), (c), (d) and (e) in accordance with the terms of any agreement entered into between the Shires and the Service Provider.

6. TERM

This Memorandum commences on 1 July 2016 and expires on 30 June 2020, and is intended to ensure delivery of services to the communities consistent with clauses 1, 2 and 3 of this Memorandum.

In the event of the Practice's services being discontinued, the Shires reserve the right to terminate this Memorandum on giving six (6) months written notice to other Shires, or earlier date as mutually agreed by the Shires.

7. ACCOUNTING AND REPORTING REQUIREMENTS

To enable the Shires to meet accountability requirements under the *Local Government Act 1995*, the Committee shall provide to the Shires quarterly financial reports summarising:

- (a) the governance and support aspects of the Practice; and
- (b) the operations and activities of the Practice.

8. SHIRES' ACKNOWLEDGEMENTS

Notwithstanding anything contained within this Memorandum, the parties acknowledge that:

- (a) the Shires are local governments established by the Local Government Act 1995 and in that capacity, are obliged to comply with statutory obligations imposed by law;
- (b) the Shires will not be taken to be in default under this Memorandum by performing any statutory obligation or exercising any statutory discretion, nor shall any provision of this Memorandum fetter any Shire in performing its statutory obligations or exercising any discretion under any law; and
- (c) there is nothing to prevent any of the Shires from seeking additional support, grants, or sponsorship, either by direct funding or in kind contributions from any source, in order to extend the services provided to the districts and communities of the Shires, and such funds or in-kind contributions are not subject to this Memorandum.

9. ENTIRE AGREEMENT

This Memorandum supersedes all previous agreements in respect of its subject matter and embodies the entire agreement between the Shires in respect of its subject matter.

10. COUNTERPARTS

This Memorandum may be executed in any number of counterparts. All counterparts, taken together, constitute one instrument, and a Shire may execute this Memorandum by signing any counterpart.

11. VARIATION OF MEMORANDUM

This Memorandum may be varied by written agreement signed by the Shires from time to time as mutually agreed by the Shires.

12. CONFIDENTIALITY

The Shires will keep confidential the contents and existence of this Memorandum unless otherwise agreed in writing between them.

All discussions and considerations of the Committee, other than matters relating to the Kununoppin Medical Scholarship, inclusive of all documents associated with the discussions and consideration of the Committee are confidential, unless released by majority decision of the Committee or Chairperson.

Executed as an Agreement:

THE COMMON SEAL of the SHIRE OF
MT MARSHALL was hereunto affixed by
authority of a resolution of the Council
in the presence of:



Rachel Kirby
SHIRE PRESIDENT

RAUEL KIRBY
(Print Full Name)

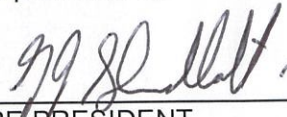
[Signature]
CHIEF EXECUTIVE OFFICER

LDDIE PIPER
(Print Full Name)

Memorandum of Understanding

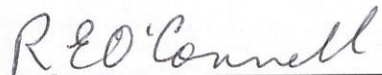
Civic Legal

THE COMMON SEAL of the SHIRE OF)
MUKINBUDIN was hereunto affixed by)
authority of a resolution of the Council)
in the presence of:)


SHIRE PRESIDENT


CHIEF EXECUTIVE OFFICER

THE COMMON SEAL of the SHIRE OF)
NUNGARIN was hereunto affixed by)
authority of a resolution of the Council)
in the presence of:)


SHIRE PRESIDENT


CHIEF EXECUTIVE OFFICER

THE COMMON SEAL of the SHIRE OF)
TRAYNING was hereunto affixed by)
authority of a resolution of the Council)
in the presence of:)


SHIRE PRESIDENT


Acting CHIEF EXECUTIVE OFFICER



GARY SHADBOLT
(Print Full Name)

STUART BILLINGTON
(Print Full Name)



RENIRA EILLEN O'CONNELL
(Print Full Name)

WILLIAM MICHAEL FENSOME
(Print Full Name)



Freda Annette Tall
(Print Full Name)

Dirk Seltzer
(Print Full Name)



MEMORANDUM OF UNDERSTANDING
Kununoppin Medical Practice Committee



1 July 2020 to 30 June 2024

MEMORANDUM OF UNDERSTANDING

Made on the 1st day of APRIL 2020.

BETWEEN:

SHIRE OF MT MARSHALL
ABN 44102 430 676
Po Box 20, Bencubbin, Western Australia
(**"MT Marshall"**)

AND

SHIRE OF MUKINBUDIN
ABN 65 627 391 050
Po Box 67, Mukinbudin, Western Australia
(**"Mukinbudin"**)

AND

SHIRE OF NUGARIN
ABN 89 098 923 408
Po Box 8, Nungarin, Western Australia
(**"Nungarin"**)

AND

SHIRE OF TRAYNING
ABN 13 671 073 560
Po Box 95, Trayning, Western Australia
(**"Trayning"**)

(Together the **"Shires"**)

RECITALS:

- A. The Shires are local government bodies corporate constituted by the *Local Government Act 1995*.
- B. The Shires have a common interest and commitment to the continuation and success of the Kununoppin Medical Practice (the **"Practice"**), which operates from leased premises in the Kununoppin Hospital and, as at the date of this Memorandum of Understanding, also provides visiting services to the towns of Bencubbin, Beacon and Mukinbudin.

- C. The Shires have agreed to enter into this Memorandum of Understanding so as to formalise and clarify the on-going intentions, commitments and responsibilities of the Shire with respect to the Practice, including in respect of future financial and in-kind contributions by the Shires to attract a medical practitioner to the districts of the Shires and promote the continuation and success of the Practice and the manner in which those contributions will be made and applied.
- D. This Memorandum of Understanding constitutes the entire agreement of the Shires about its subject matter and supersedes all previous agreements, understandings and negotiations that exist between the Shire on this subject matter.

OPERATIVE PART

1. KUNUNOPPIN MEDICAL PRACTICE COMMITTEE

- (a) The Shires agree to continue the operation of the Kununoppin Medical Practice Committee (**Committee**) during the term of this Memorandum.
- (b) The Committee will, unless otherwise agreed by the Shires, continue to comprise of up to eight members, with each Shire entitled to nominate up to two representatives.
- (c) The Committee must meet twice a year, with the first meeting being held before the end of March. Additional meetings as required.
- (d) A quorum for any meeting of the Committee shall be such number of representatives as may be present at any meeting provided that such members comprise representatives of not less than three of the Shires.
- (e) Only one of the representatives nominated by each Shire will be entitled to vote on resolutions of the Committee, and the appointing Shire must nominate which of its representatives holds such voting entitlement. If a Shire's nominated voting representative is not present at a meeting of the Committee, the Shire's other representative (if present) may exercise the voting entitlement. In the event of a tied vote, the Chairman will have a casting vote, whether or not the Chairman is the nominated voting Representative of their appointing Shire.
- (f) The Chairperson and Deputy Chairperson of the Committee will be the representatives nominated by the Shire of Trayning, with the Shire of Trayning being entitled to nominate which of its representatives will occupy those individual offices.
- (g) Meetings of the Committee will be held at the offices of the Shire of Trayning. Members of the Committee may attend meetings of the Committee in person or by any form of electronic communication, which enables each member to hear, and be heard by, each other member in attendance at the meeting.
- (h) At any meeting of the Committee, an Observers position is to be made available to the Director of Nursing of the Kununoppin Hospital to attend at the meeting and be heard on issues relevant to the Kununoppin Hospital and health issues relevant to the districts of the Shires. The Committee may

determine that the Director of Nursing be excluded from the meeting during the consideration of any matter that the Committee considers is confidential or should otherwise be considered by the Committee member only.

2. RESPONSIBILITIES OF THE COMMITTEE

(a) The Committee will be responsible:

- I. to oversee and co-ordinate the arrangements from time to time for the engagement of a suitably qualified medical organisation, or medical practitioner, (**Service Provider**) for the on-going conduct of the Practice with the aim of achieving the provision of medical services to the districts and communities of the Shires:
- II. to oversee the payment of financial incentives, and the provision of in-kind incentives, offered by the Shires to promote the engagement of the Service Provider and the continuation and success of the Practice;
- III. to liaise with the Service Provider during the term of the arrangements referred to in paragraph (I.) regarding all aspects of the Practice relevant to:
 - (A) maximising the benefits of the Practice to the districts and communities of the Shires, including in relation to any health education, promotions and campaigns considered relevant or beneficial to the districts and communities of the Shires;
 - (B) any changes to the medical services provided by the Practice which may impact (positively or negatively) on the districts and communities of the Shires;
 - (C) negotiating with the Service Provider any changes to the terms of the Service Provider's engagement, including in the payment or provision of any incentives; and
 - (D) the transition of the operation of the Practice from the Service Provider to any new service provider engaged upon or following the expiry or termination of the arrangements with the existing Service Provider;
- iv to agree with any of the Shires, or any third party, in relation to and the terms of:
 - (A) the provision to the Service Provider of any in-kind incentive, including (without limitation) to provision of housing, motor vehicle, office space and other goods and services; and
 - (B) the acquisition or the provision of any goods and services relevant to any other matter required by or connected with this Memorandum: and

- v to ensure that all arrangements negotiated by the Committee:
 - (A) are negotiated on arm's length terms; and
 - (B) in respect of goods or services provided by a Shire (including with respect to in-kind incentives provided to the Service Provider) provide for not less than full cost recovery for the providing Shire, unless otherwise agreed by the Shires.
- (b) Notwithstanding the above, the Shires will be the contracting parties for the purposes of any contractual arrangements agreed with:
 - (i) any Service Provider nominated by the Committee; or
 - (ii) any Shire or third party.

3. KUNUNOPPIN MEDICAL SCHOLARSHIP

- (a) The Committee may agree to manage the Kununoppin Medical Scholarship, on behalf of the North Eastern Wheatbelt Regional Organisation of Councils (**NEWROC**), under such terms and conditions as the Committee and NEWROC agree.
- (b) The Scholarship is a project of NEWROC intended to assist a selected person through the years of study, with the recipient being contractually bound to provide an agreed period of service once qualified and all necessary accreditation obtained.
- (c) Funding of the Scholarship is through NEWROC and is provided for by separate agreements as a NEWROC Project.

4. FINANCIAL CONTRIBUTIONS

- (a) For the duration of this Memorandum, the Shires shall continue to make financial contributions (**Contributions**) to the Committee for the purposes set out in this Memorandum and in accordance with an annual budget adopted by the Shires (as amended from time to time) and approved by the Shires.
- (b) A Shire must not unreasonably withhold its approval of an annual (or amended) budget, which is in accordance with the contractual obligations of the Shires entered into in accordance with this Memorandum.
- (c) Financial contributions and assistance from other sources are to be used as separately agreed, contracted or provided.
- (d) All Contributions shall be paid to the Shire of Trayning which shall:
 - (I) hold such Contributions on behalf of the Committee;
 - (II) hold and account for such Contributions separately from the Shire of Trayning's usual Shire funds; and
 - (III) disburse such Contributions only in accordance with the instructions of the Committee.
- (e) Contributions shall be paid by the Shires upon presentation of a quarterly invoice (and in any event prior to any date for payment stated in the invoice)

from the Committee for the estimated outgoings and expenses in respect of the upcoming quarter.

- (f) The Contribution payable by each Shire shall be determined by applying the following percentage contributions to the estimated outgoings and expenses in respect of the upcoming quarter:

Shire of Mt Marshall	30%
Shire of Mukinbudin	30%
Shire of Nungarin	10%
Shire of Trayning	30%

or such other percentages as may be notified by the Shires to the Committee from time to time.

5. RESPONSIBILITIES OF THE SHIRES

In order to facilitate and ensure the success of the Practice and complementary Activities, the Shires agree to:

- (a) to pay the Contribution as required by the Committee's quarterly invoices;
- (b) to provide accommodation for use by the Service Provider's nominated medical practitioner;
- (c) to lease office space suitable for the purpose of the Practice;
- (d) to provide a vehicle, office equipment and activities equipment for the use of the Practice; and
- (e) to maintain the accommodation and office premises, and vehicle in a condition suitable for use by the Practice, and in respect of paragraphs (b), (c), (d) and (e) in accordance with the terms of any agreement entered into between the Shires and the Service Provider.

6. TERM

This Memorandum commences on the **1 July 2020** and expires on **30 June 2024**, and is intended to ensure delivery of services to the communities consistent with clauses 1, 2 and 3 of the Memorandum.

In the event of the Practice's services being discontinued, the Shires reserve the right to terminate this Memorandum on giving six (6) months written notice to other Shires or an earlier date as mutually agreed by the Shires.

7. ACCOUNTING AND REPORTING REQUIREMENTS

To enable the Shires to meet accountability requirements under the *Local Government Act 1995*, the Committee shall provide to the Shires quarterly financial reports summarising:

- (a) the governance and support aspects of the Practice; and
- (b) the operations and activities of the Practice.

8. SHIRES' ACKNOWLEDGEMENTS

Notwithstanding anything contained within this Memorandum, the parties acknowledge that:

- (a) the Shires are local governments established by the Local Government Act 1995 and in that capacity, are obliged to comply with statutory obligations imposed by law;
- (b) the Shires will not be taken to be in default under this Memorandum by performing any statutory obligation or exercising any statutory discretion, nor shall any provision of this Memorandum fetter any Shire in performing its statutory obligations or exercising any discretion under any law; and
- (c) there is nothing to prevent any of the Shires from seeking additional support, grants, or sponsorship, either by direct funding or in kind, contributions from any source, in order to extend the services provided to the districts and communities of the Shires, and such funds or in-kind contributions are not subject to this Memorandum.

9. ENTIRE AGREEMENT

This Memorandum supersedes all previous agreements in respect of its subject matter and embodies the entire agreement between the Shires in respect of its subject matter.

10. COUNTERPARTS

This Memorandum may be executed in any number of counterparts. All counterparts, taken together, constitute one instrument, and a Shire may execute this Memorandum by signing any counterpart.

11. VARIATION OF MEMORANDUM

This Memorandum may be varied by written agreement signed by the Shires from time to time as mutually agreed by the Shires.

12. CONFIDENTIALITY

The Shires will keep confidential the contents and existence of the Memorandum unless otherwise agreed in writing between them.

All discussions and considerations of the Committee, other than matters relating to the Kununoppin Medical Scholarship, inclusive of all documents associated with the discussions and consideration of the Committee are Confidential, unless released by majority decision of the Committee or Chairperson.

Executed as an Agreement:

THE COMMON SEAL of the **SHIRE OF**)
MT MARSHALL was hereunto affixed by)
Authority of a resolution of the Council)
In the presence of:)

SHIRE PRESIDENT

ANTHONY SACHSE
(Print Full Name)

CHIEF EXECUTIVE OFFICER

JOHN NUTTALL
(Print Full Name)

THE COMMON SEAL of the **SHIRE OF**)
MUKINBUDIN was hereunto affixed by)
Authority of a resolution of the Council)
In the presence of:)

SHIRE PRESIDENT

GARY SHADBOLT
(Print Full Name)

CHIEF EXECUTIVE OFFICER

DIRK SELLENGER
(Print Full Name)

THE COMMON SEAL of the **SHIRE OF**)
NUNGARIN was hereunto affixed by)
Authority of a resolution of the Council)
In the presence of:)

SHIRE PRESIDENT

PIPPA DE LACY
(Print Full Name)

CHIEF EXECUTIVE OFFICER

ADAM MAJID
(Print Full Name)

THE COMMON SEAL of the **SHIRE OF**)
TRAYNING was hereunto affixed by)
Authority of a resolution of the Council)
In the presence of:)

SHIRE PRESIDENT

MELANIE BROWN
(Print Full Name)

CHIEF EXECUTIVE OFFICER

BRIAN JONES
(Print Full Name)

Kununoppin Medical Practice
Committee
Consisting of Shires of
Trayning, Mt Marshall, Mukinbudin
and Nungarin



MINUTES

**Of the Kununoppin Medical Practice
Committee held in Council Chambers Shire
of Trayning, Lot 66 Railway Street Trayning
Thursday 12 March 2020
Commencing at 4:00pm**

Attachment 12.1.8c

PREFACE

When the Chief Executive Officer approves these Minutes for distribution they are in essence “Unconfirmed” until the following Kununoppin Medical Practice Committee Meeting, where the Minutes will be confirmed subject to any amendments made by the members of the Committee.

The “Confirmed” Minutes are then signed off by the Presiding Person.

UNCONFIRMED MINUTES

These minutes were approved for distribution on 13 March 2020.



Brian Jones
CHIEF EXECUTIVE OFFICER

CONFIRMED MINUTES

These minutes were confirmed at a meeting held on

Signed:

Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above

Kununoppin Medical Practice Committee

Shires of Mt Marshall, Mukinbudin, Nungarin and Trayning

MINUTES

Meeting held

On Thursday 12 March 2020, commencing at 4:00pm

1 Declaration of Opening/Announcement of Visitors

The Chairperson Cr MA Brown declared the meeting open at 4:07pm, welcoming all Members, Staff, Dr Walker and Observers.

2 Record of Attendance/Apologies/Leave of Absence

<u>Members</u>	Cr Melanie Brown	– Chairperson – Shire of Trayning
	Cr Jim Wilkins	– Deputy Chairperson – Shire of Trayning (non-voting delegate)
	Cr Eileen O'Connell	– Shire of Nungarin
	Cr Gary Coumbe	– Shire of Nungarin (non-voting delegate)
	Cr Tony Sachse	– Shire of Mt Marshall
	Cr Tanya Gibson	– Shire of Mt Marshall (non-voting delegate)
	Cr Gary Shadbolt	– Shire of Mukinbudin
<u>Staff</u>	Mr Brian Jones	– CEO Shire of Trayning
	Mr John Nuttall	– CEO Shire of Mt Marshall
	Mr Dirk Sellenger	– CEO Shire of Mukinbudin
	Mr Adam Majid	– CEO Shire of Nungarin
	Ms Belinda Taylor	– MOCS Shire of Trayning
<u>Guests</u>	Dr Brian Walker	– Doctor Kununoppin Medical Practice
	Ms Kelli Porter	– Rural Health West
	Ms Suzanne Badham	– Rural Health West
<u>Apologies</u>	<u>Nil</u>	
<u>Observers</u>	Cr Sandie Ventris	– Shire of Mukinbudin
	Cr Pippa deLacy	– Shire of Nungarin

3 Confirmation of Minutes

Officer's Recommendation /Committee Decision

Moved Cr E O'Connell

Seconded Cr T Sachse

That the Minutes of the Meeting held on Monday 25 March 2019, as circulated, be confirmed as a true and correct record of the proceedings with the following amendments. That the votes recorded for each resolution be amended to reflect that there is only four voting delegates.

Resolution: 03-2020.15

Carried 4/0

4 Announcements by Presiding Person without Discussion

Nil

5 Presentations

Doctor Brian Walker – Coronavirus
– Resignation

Rural Health Service – Ms Kelli Porter and Ms Suzanne Badham

6 Business of Meeting

6.1 1. Dr Brian Walker – Notice of Termination

Date of Report:	27 February 2020
Proponent:	Shire of Trayning
File Ref:	7.1.2.8
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple Majority

Purpose of Report

To consider the engagement of a suitably qualified medical organisation or medical practitioner (Service Provider) for the on-going conduct of the Practice following the notice of termination of Dr Brian Walker.

Background

Dr Brian Walker has provided 3 months' notice to terminate the current arrangements as detailed in the Memorandum of Understanding.

The original Memorandum of Understanding expired on 30 June 2019. At a Kununoppin Medical Practice Committee Meeting held on Monday 25 March 2019 the following resolution was adopted,

That the Kununoppin Medical Practice Committee recommend that the four (4) participating local governments, in the current MOU, agree to continue to provide an annual Practice fee to the Kununoppin Medical Practice from the 1 July 2019 for a period of 3 years with the annual fee to be as follows, including GST.

- 2019/2020 \$80,000
- 2020/2021 \$80,000
- 2021/2022 \$80,000

Consultation

The Shire of Trayning has been in consultation with the Manager Workforce Solutions, Rural Health West (RHW) and she has been invited to the meeting.

Officer's Recommendation

For Committee discussion and consideration.

Motion

Moved Cr T Sachse	Seconded Cr G Coumbe
That CEO Brian Jones, in consultation with Doctor Brian Walker, prepare a Press Release regarding Doctor Walker's resignation.	
Resolution: 03-2020.16	Carried 4/0

(Noted by Cr O'Connell later in the meeting that Cr Coumbe was not the voting delegate, but the deputy delegate)

5:06pm – B Jones left the meeting.

5:11pm – Dr Walker left the meeting.

Motion

Moved Cr E O'Connell	Seconded Cr G Shadbolt
That the meeting be closed to members of the public at 5:13pm to allow the Committee to discuss Item 6.1.1 with the CEO's to remain in the room.	
Resolution: 03-2020.17	Carried 4/0

5:13pm – K Porter left the meeting.

5:13pm – S Badham left the meeting.

5:16pm – B Jones returned to the meeting.

Motion

Moved Cr E O'Connell
Accept the resignation of Doctor Walker...
Withdrawn

Motion

Moved Cr G Shadbolt	Seconded Cr T Sachse
That the KMPC accept Doctor Walker's resignation with regret, as of the 27 th of May. The Committee accept, Doctor Walker's offer of assistance to help with the transition to a new GP.	
Resolution: 03-2020.18	Carried 4/0

Motion

Moved Cr T Sachse

Seconded Cr E O'Connell

That the KMPC work in consultation with Rural Health West to recruit a Doctor with the current Financial model as per the Medical Services Deed, and all other options to be considered.

Resolution 03-2020.19

Carried 4/0

Motion

Moved Cr E O'Connell

Seconded Cr G Shadbolt

That the meeting move out from behind closed doors at 5:36pm.

Resolution 03-2020.20

Carried 4/0

5:36pm – K Porter returned to the meeting.

5:36pm – S Badham returned to the meeting.

5:37pm – K Porter left the meeting.

5:37pm – S Badham left the meeting.

5:37pm – B Jones left the meeting.

5:41pm – B Jones returned to the meeting.

7 Urgent Business

6.1.2 Kununoppin Medical Practice Committee – Memorandum of Understanding

Date of Report:	9 March 2020
Proponent:	Shire of Trayning
File Ref:	
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple

Purpose of Report

To consider a new Memorandum of Understanding

Background

The current Memorandum of Understanding for the Kununoppin Medical Practice Committee is for a four-year term and expires on 30 June 2020.

Consultation

Nil

Officer's Comment

As the current Memorandum of Understanding (MOU) is expiring on 30 June 2020, we need to review the contents and agree to any amendments and prepare a new MOU for consideration.

Clauses that may require review include:

- 1(c) – do we need to meet at least quarterly or should this be changed to at least annually with additional meetings called if required.
- 4(a) - Do we need to have a Committee meeting to adopt an annual Budget. For 2019/20, the Shire of Trayning forwarded a copy of the draft Budget to all participating local governments for comment prior to adoption. The Budget only includes items previously approved by the Committee.

Members are requested to review the current MOU prior to the meeting.

Officer's Recommendation

That the Kununoppin Medical Practice Committee agree to enter into a new Memorandum of Understanding for the period 1 July 2020 to 30 June 2024. The new Memorandum of Understanding be the same as the current Memorandum of Understanding (July 2016 to June 2020), with the following amendments:

Committee Decision

Moved Cr E O'Connell

Seconded Cr G Shadbolt

That the Kununoppin Medical Practice Committee agree to enter into a new Memorandum of Understanding for the period 1 July 2020 to 30 June 2024. The new Memorandum of Understanding be the same as the current Memorandum of Understanding (July 2016 to June 2020), with the following amendments:

- 2 meetings per year, with the first meeting being held before the end of March.
- Additional meetings as required.

Resolution: 03-2020.21

Carried 4/0

8 Next Meeting

When required.

9 Closure

There being no further business the Chairperson Cr Melanie Brown thanked everyone for their attendance and closed the meeting at 5:50pm.



Shire of Mt Marshall

Monthly Statement of Financial Activity

For the Period 1 July 2018 to 31 March 2020

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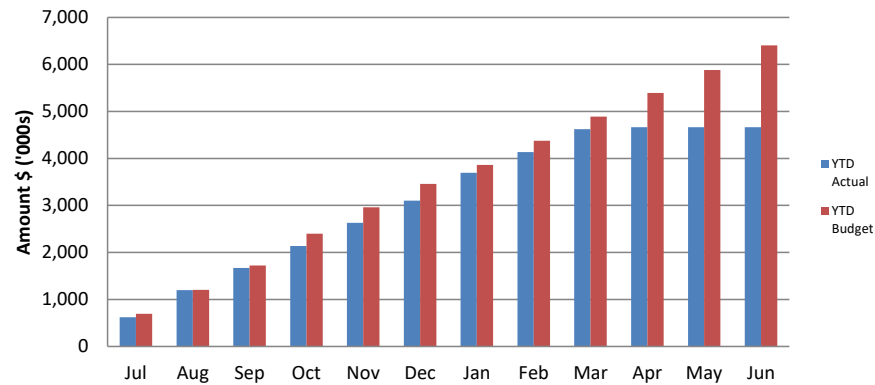
Shire of Mt Marshall
Statement of Financial Activity
For the period 1 July 2019 to 31 March 2020

		Actual YTD 2019/2020	Budget YTD 2019/2020	Original Full Year Budget 2019/2020	Variance Budget to Actual YTD	
	NOTE				%	\$
Operating Revenue						
Governance		97,856	15,363	20,499	537%	82,493
General Purpose Funding		969,929	1,024,431	1,353,203	(5%)	(54,502)
Law, Order & Public Safety		41,797	28,427	28,933	47%	13,370
Health		129,782	150,543	200,740	(14%)	(20,761)
Education & Welfare		90,965	89,261	105,517	2%	1,704
Housing		96,073	119,016	158,700	(19%)	(22,943)
Community Amenities		122,854	124,233	129,745	(1%)	(1,380)
Recreation & Culture		151,745	541,877	550,764	(72%)	(390,132)
Transport		1,199,743	1,130,649	1,395,544	6%	69,094
Economic Services		156,684	108,900	145,252	44%	47,784
Other Property & Services		35,382	37,026	49,400	(4%)	(1,644)
		3,092,809	3,369,726	4,138,296		
Operating Expenses						
Governance		(280,783)	(348,171)	(416,134)	(19%)	67,388
General Purpose Funding		(52,493)	(70,479)	(93,989)	(26%)	17,986
Law, Order & Public Safety		(132,052)	(135,830)	(177,993)	(3%)	3,778
Health		(200,817)	(242,687)	(323,446)	(17%)	41,870
Education & Welfare		(233,828)	(287,285)	(365,715)	(19%)	53,457
Housing		(192,766)	(187,602)	(248,430)	3%	(5,164)
Community Amenities		(186,903)	(223,707)	(295,379)	(16%)	36,804
Recreation & Culture		(835,555)	(894,875)	(1,172,464)	(7%)	59,320
Transport		(2,077,453)	(2,088,291)	(2,806,367)	(1%)	10,838
Economic Services		(327,530)	(381,067)	(484,708)	(14%)	53,537
Other Property & Services		(100,947)	(27,823)	(20,638)	263%	(73,124)
		(4,621,125)	(4,887,817)	(6,405,263)		
Adjustments for Non-Cash (Revenue) and Expenditure						
(Profit)/Loss on Asset Disposals	2	8,834	8,834	15,000		
Employee benefit Provisions Cash Backed		1,305	0	0		
Movement in employee benefit provisions (non-current)		0	0	0		
Movement in deferred pensioner Rates/ESL		0	0	0		
Depreciation on Assets		2,100,877	2,025,101	2,700,134		
Capital Revenue and (Expenditure)						
Purchase Property Plant & Equipment	1	(1,099,301)	(2,361,841)	(3,031,342)		
Purchase Infrastructure Assets	1	(1,456,809)	(1,405,242)	(1,874,065)		
Repayment of Debenture	3	(21,318)	(21,318)	(43,046)		
Proceeds from New Debenture	3	0	0	0		
Self-Supporting Loan Principal Income		4,540	4,540	9,167		
Proceeds from Disposal of Assets	2	56,364	56,364	231,000		
Reserves and Restricted Funds						
Transfers to Reserves	4	(30,475)	(30,475)	(59,076)		
Transfers from Reserves	4	523,284	523,284	1,523,283		
ADD Net Current Assets July 1 B/Fwd.	5	1,356,172	1,356,172	1,376,554		
LESS Net Current Assets Year to Date	5	(1,338,029)	(56,684)	0		
Amount Raised from Rates	6	(1,422,872)	(1,419,357)	(1,419,357)		

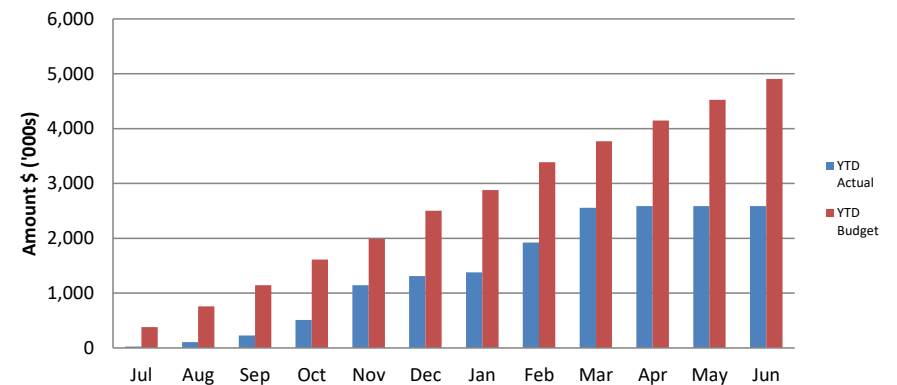
Shire of Mt Marshall

For the period 1 July 2019 to 31 March 2020

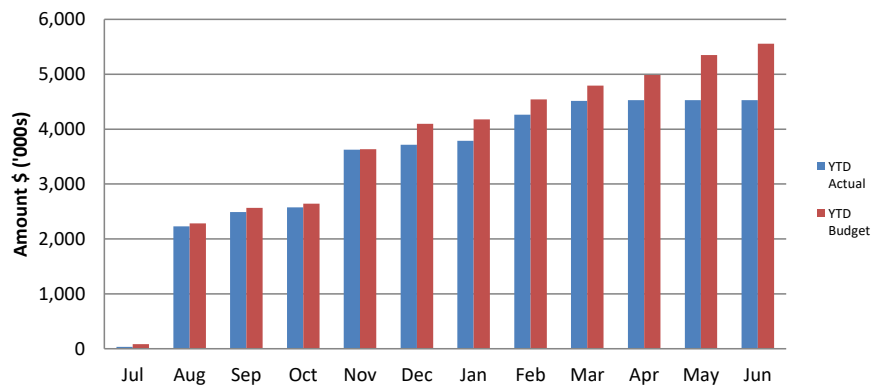
Operating Expenditure



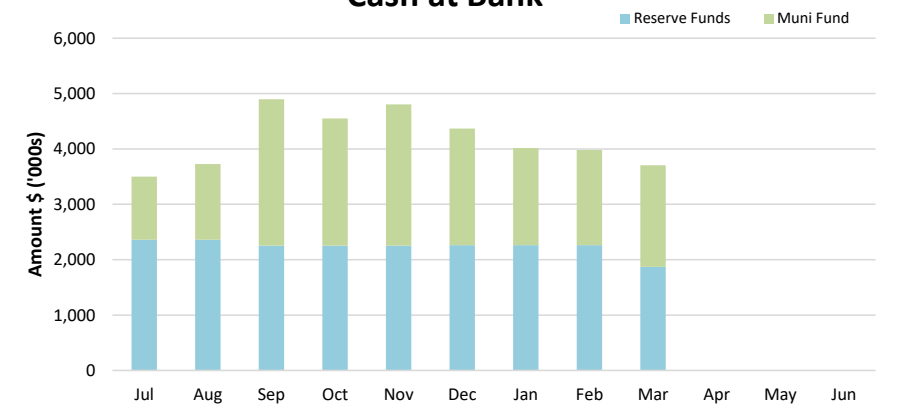
Capital Works & Equipment Purchases



Operating Income



Cash at Bank



Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 March 2020

	2019/20 Adopted Budget \$	31-Mar-20 Actual \$	31-Mar-20 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	130,000	131,809	130,000
Health			
<i>NEW Health Vehicle</i>			
New Health Purchase Of Motor Vehicle	45,000	44,725	45,000
Education & Welfare			
<i>CDO Vehicle</i>			
Motor Vehicles Capital Expenditure	43,000	33,709	43,000
Housing			
<i>Staff Housing</i>			
Land & Buildings - Staff Housing	452,000	53,614	338,994
Land & Buildings	70,000	28,873	57,494
Community Amenities			
<i>Protection of the Environment</i>			
Land & Buildings - Community Amenities	29,500	13,922	29,500
Recreation and Culture			
<i>Public Halls and Civic Centres</i>			
Land & Buildings - Halls & Civic Centres	79,500	25,123	79,500
<i>Sturt Pea House</i>			
Sturt Pea House Improvements	6,500	6,300	6,500
<i>Swimming Pool</i>			
Land & Buildings - Swimming Pool	1,488,642	218,647	1,116,468
<i>Sporting Facilities</i>			
Land & Buildings - Bencubbin Recreation	0	4,697	0
Land & Buildings - Bencubbin Recreation	156,000	89,048	117,000
Transport			
<i>Construction - Roads, Bridges, Depots</i>			
Roads To Recovery Road Works	559,500	350,034	419,481
State Road Projects Grant	948,565	953,936	711,396
Municipal Road Construction	316,000	139,205	236,871
Footpath Construction	20,000	13,614	14,994
<i>Road Plant Purchases</i>			
Plant Purchases	442,200	427,994	331,650
Motor Vehicle Purchases	35,000	0	26,244
<i>Airstrips</i>			
.Beacon Airstrip Upgrade	30,000	21	22,500
Economic Services			
Buildings	19,000	0	14,247
Beacon Workers Camp - Capital	0	9,418	0
Other Property and Services			
Purchase Land And Buildings - Eng	35,000	11,423	26,244
	<u>4,905,407</u>	<u>2,556,111</u>	<u>3,767,083</u>

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 March 2020

	2019/20 Adopted Budget \$	31-Mar-20 Actual \$	31-Mar-20 Budget YDT \$
1. ACQUISITION OF ASSETS (Continued)			
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	2,336,142	461,065	1,785,947
Furniture & Equipment	0	0	0
Motor Vehicles	253,000	210,243	244,244
Plant & Equipment	442,200	427,994	331,650
Infrastructure - Roads	1,824,065	1,443,174	1,367,748
Infrastructure - Footpaths	20,000	13,614	14,994
Infrastructure - Ovals & Parks	0	0	0
Infrastructure - Other	30,000	21	22,500
	<u>4,905,407</u>	<u>2,556,111</u>	<u>3,767,083</u>

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 March 2020

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)	
	2019/20 Budget \$	March 2019 Actual \$	2019/20 Budget \$	March 2019 Actual \$	2019/20 Budget \$	March 2019 Actual \$
Administration						
Admin Vehicle - Prado	45,000	48,285	40,000	47,273	(5,000)	(1,012)
Admin Vehicle - Landcruiser	70,000	0	65,000		(5,000)	0
Health						
NEW Health Vehicle	30,000	0	30,000		0	0
Education & Welfare						
CDO Vehicle	17,000	16,913	12,000	9,091	(5,000)	(7,822)
Transport						
Mitsubishi Triton MM279	10,000	0	10,000		0	0
Mitsubishi Triton MM254	10,000	0	10,000		0	0
Mitsubishi Triton MM5185	10,000	0	10,000		0	0
Stainless Steel Water Tanker MM3336	8,000	0	8,000		0	0
John Deere Tractor MM241	8,000	0	8,000		0	0
John Deere Tractor MM026	9,000	0	9,000		0	0
Hino Prime Mover MM3900	29,000	0	29,000		0	0
	246,000	65,198	231,000	56,364	(15,000)	(8,834)

By Class of Asset

	Written Down Value		Sale Proceeds		Profit(Loss)	
	2019/20 Budget \$	March 2019 Actual \$	2019/20 Budget \$	March 2019 Actual \$	2019/20 Budget \$	March 2019 Actual \$
Motor Vehicles	192,000	65,198	177,000	56,364	(15,000)	(8,834)
Plant & Equipment	54,000	0	54,000	0	0	0
	246,000	65,198	231,000	56,364	(15,000)	(8,834)

Summary

Profit on Asset Disposals
Loss on Asset Disposals

2019/20 Adopted Budget \$	March 2019 Actual \$
0	0
(15,000)	(8,834)
(15,000)	(8,834)

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 March 2020

3. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Expiry	Principal 1-Jul-19	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			2019/20 Budget \$	2019/20 Actual \$	2019/20 Budget \$	2019/20 Actual \$	2019/20 Budget \$	2019/20 Actual \$	2019/20 Budget \$	2019/20 Actual \$
Recreation & Culture										
Loan 120 - Bencubbin Rec Complex Shire	28/04/2037	402,631	0	0	15,863	7,856	386,768	394,775	15,350	5,040
Loan 121 - Bencubbin Rec SAR	28/04/2037	457,265	0	0	18,016	8,922	439,249	448,343	17,433	5,724
Loan 122 - Bencubbin Rec Complex CRC*	28/04/2037	232,682	0	0	9,167	4,540	223,515	228,142	8,871	2,913
		1,092,578	0	0	43,046	21,318	1,049,532	1,071,260	41,654	13,677

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

All other loan repayments were financed by general purpose revenue.

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 March 2020

	2019/20 Adopted Budget \$	March 2019 Actual \$
4. CASH BACKED RESERVES		
(a) Plant Replacement Reserve		
Opening Balance	420,497	420,497
Amount Set Aside / Transfer to Reserve	10,512	5,005
Amount Used / Transfer from Reserve	(73,284)	(73,284)
	<u>357,725</u>	<u>352,218</u>
(b) Aged Care Units Reserve		
Opening Balance	44,443	44,443
Amount Set Aside / Transfer to Reserve	1,111	591
Amount Used / Transfer from Reserve	0	0
	<u>45,554</u>	<u>45,034</u>
(c) Housing Reserve		
Opening Balance	403,137	403,137
Amount Set Aside / Transfer to Reserve	10,078	5,369
Amount Used / Transfer from Reserve	(400,000)	(400,000)
	<u>13,215</u>	<u>8,506</u>
(d) Employee Entitlements Reserve		
Opening Balance	98,010	98,011
Amount Set Aside / Transfer to Reserve	2,450	1,305
Amount Used / Transfer from Reserve	0	0
	<u>100,460</u>	<u>99,316</u>
(e) Public Amenities & Buildings Reserve		
Opening Balance	209,073	209,075
Amount Set Aside / Transfer to Reserve	5,227	2,379
Amount Used / Transfer from Reserve	(50,000)	(50,000)
	<u>164,300</u>	<u>161,454</u>
(f) Mt Marshall Aquatic Centre Development Reserve		
Opening Balance	1,074,449	1,074,449
Amount Set Aside / Transfer to Reserve	26,861	14,313
Amount Used / Transfer from Reserve	(1,000,000)	0
	<u>101,310</u>	<u>1,088,762</u>
(g) Community Bus Reserve		
Opening Balance	20,138	20,138
Amount Set Aside / Transfer to Reserve	503	268
Amount Used / Transfer from Reserve	0	0
	<u>20,641</u>	<u>20,406</u>

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 March 2020

	2019/20 Adopted Budget \$	March 2019 Actual \$
4. RESERVES (Continued)		
(h) Bencubbin Recreation Complex Reserve		
Opening Balance	4,183	4,183
Amount Set Aside / Transfer to Reserve	105	57
Amount Used / Transfer from Reserve	0	0
	<u>4,288</u>	<u>4,240</u>
(i) Office Equipment Reserve		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>0</u>	<u>0</u>
(j) Economic Development Reserve		
Opening Balance	77,451	77,451
Amount Set Aside / Transfer to Reserve	1,936	1,032
Amount Used / Transfer from Reserve	0	0
	<u>79,387</u>	<u>78,483</u>
(k) Beacon Accommodation Reserve		
Opening Balance	3,644	3,644
Amount Set Aside / Transfer to Reserve	91	48
Amount Used / Transfer from Reserve	0	0
	<u>3,735</u>	<u>3,692</u>
(l) Medical Enhancement Reserve		
Opening Balance	7,818	7,818
Amount Set Aside / Transfer to Reserve	195	104
Amount Used / Transfer from Reserve	0	0
	<u>8,013</u>	<u>7,922</u>
(m) Bencubbin Community Resource Centre Reserve		
Opening Balance	292	292
Amount Set Aside / Transfer to Reserve	7	3
Amount Used / Transfer from Reserve	0	0
	<u>299</u>	<u>295</u>
Total Cash Backed Reserves	<u><u>898,927</u></u>	<u><u>1,870,329</u></u>

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

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 March 2020

	2019/20 Adopted Budget \$	March 2019 Actual \$
4. RESERVES (Continued)		
Cash Backed Reserves (Continued)		
Summary of Transfers To Cash Backed Reserves		
Transfers to Reserves		
Plant Replacement Reserve	10,512	5,005
Aged Care Units Reserve	1,111	591
Community Housing Reserve	0	0
Housing Reserve	10,078	5,369
Employee Entitlements Reserve	2,450	1,305
Public Amenities & Buildings Reserve	5,227	2,379
Mt Marshall Aquatic Centre Development Rese	26,861	14,313
Community Bus Reserve	503	268
Bencubbin Recreation Complex Reserve	105	57
Office Equipment Reserve	0	0
Economic Development Reserve	1,936	1,032
Integrated Planning/Financial Reporting Reserv	0	0
Beacon Accommodation Reserve	91	48
Medical Enhancement Reserve	195	104
Bencubbin Community Resource Centre Reser	7	3
	59,076	30,475
Transfers from Reserves		
Plant Replacement Reserve	(73,284)	(73,284)
Aged Care Units Reserve	0	0
Community Housing Reserve	0	0
Housing Reserve	(400,000)	(400,000)
Employee Entitlements Reserve	0	0
Public Amenities & Buildings Reserve	(50,000)	(50,000)
Mt Marshall Aquatic Centre Development Rese	(1,000,000)	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	1	0
Beacon Accommodation Reserve	0	0
Medical Enhancement Reserve	0	0
Bencubbin Community Resource Centre Reser	0	0
	(1,523,283)	(523,284)
Total Transfer to/(from) Reserves	(1,464,207)	(492,809)

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 March 2020

4. RESERVES (Continued)

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

Plant Replacement Reserve

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

Aged Care Units Reserve

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

Housing Reserve

- To fund the replacement of housing and any major maintenance

Employee Entitlement Reserve

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

Public Amenities & Buildings

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

Mt Marshall Aquatic Centre Development

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

Community Bus Reserve

- To finance the replacement of the community bus

Bencubbin Recreation Complex

- To provide funding for future extensions to the Bencubbin Complex

Office Equipment

- To replace office equipment as required

Economic Development Reserve

- To set aside funds for Economic Development initiatives.

Beacon Accommodation Reserve

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

Medical Enhancement Reserve

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

Bencubbin Community Resource Centre Reserve

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

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 March 2020

	2019/20 B/Fwd Per Approved Budget \$	2019/20 B/Fwd Per Financial Report \$	March 2019 Actual \$
5. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	1,917,439	1,957,587	1,943,724
Cash - Restricted Unspent Grants	0	0	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	2,363,135	2,363,135	1,870,326
Rates Outstanding	102,995	102,995	148,619
Sundry Debtors	175,276	175,276	30,782
Provision for Doubtful Debts	4,716	(7,221)	(7,221)
Gst Receivable	69,670	69,670	68,318
Accrued Income/Payments In Advance	0	4,244	(24,396)
Loans - Clubs/Institutions	0	0	0
Inventories	15,975	11,396	17,348
	<u>4,649,206</u>	<u>4,677,082</u>	<u>4,047,500</u>
LESS: CURRENT LIABILITIES			
Sundry Creditors	(703,381)	(703,381)	(702,229)
Accrued Interest On Loans	(7,356)	(7,356)	0
Accrued Salaries & Wages	(36,711)	(36,711)	519
Income In Advance	0	0	0
Gst Payable	(30,586)	(30,586)	(4,700)
Payroll Creditors	(27,159)	(27,159)	(29,718)
Accrued Expenses	0	0	0
FBT Liability	0	(8,112)	0
Bonds and Deposits	0	(40,148)	0
Current Employee Benefits Provision	(202,333)	(202,333)	(202,333)
Current Loan Liability	(43,047)	(43,047)	(21,729)
	<u>(1,050,573)</u>	<u>(1,098,833)</u>	<u>(960,190)</u>
NET CURRENT ASSET POSITION	3,598,633	3,578,249	3,087,310
Less: Cash - Reserves - Restricted	(2,363,135)	(2,363,135)	(1,870,326)
Less: Cash - Unspent Grants - Restricted	0	0	0
Add Back : Component of Leave Liability not Required to be Funded	98,011	98,011	99,316
Add Back : Current Loan Liability	43,047	43,047	21,729
Adjustment for Trust Transactions Within Muni	0	0	0
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>1,376,554</u>	<u>1,356,172</u>	<u>1,338,029</u>

Shire of Mt Marshall

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

For the Period 1 July 2018 to 31 March 2020

6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2019/20 Rate Revenue \$	2019/20 Interim Rates \$	2019/20 Back Rates \$	2019/20 Total Revenue \$	2019/20 Budget \$
General Rate								
GRV		131	733,228	96,868			96,868	96,867
UV		312	74,564,497	1,346,560	108		1,346,668	1,346,560
Mining		1	45,067	814	195		1,009	814
Sub-Totals		444	75,342,792	1,444,242	303	0	1,444,545	1,444,241
Minimum Rates	Minimum \$							
GRV	416	43	29,182	17,888			17,888	17,888
UV	416	24	167,850	9,984			9,984	9,984
Mining	416	9	36,622	3,744			3,744	3,744
Sub-Totals		76	233,654	31,616	0	0	31,616	31,616
Discounts							1,476,161	1,475,857
Total Amount of General Rates							(53,290)	(56,500)
Movement in Excess Rates							1,422,872	1,419,357
Ex Gratia Rates							(31,579)	(4,642)
Specified Area Rates							16,772	16,800
Rates Written off							35,456	35,449
							(564)	(1,000)
Total Rates							1,442,956	1,465,964

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

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

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

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 March 2020

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-19 \$	Amounts Received \$	Amounts Paid (\$)	March 2019 Balance \$
Police Licensing	0	79,727	(79,727)	0
Aged Care Beautification	0	0	829	829
Unclaimed Monies	0	0	900	900
Nomination Deposits	0	240	(240)	0
Tree Planting Nursery	0	0	1,000	1,000
Sundry Creditors	0	0	0	0
Housing Bonds	0	(8,660)	9,070	410
Staff Social Club	0	2,641	(998)	1,643
Portable Toilet Bonds	0	0	0	0
Deposit on Land	0	0	0	0
Rehabilitation Bonds	0	(9,980)	10,330	350
	0	63,968	(58,836)	5,132

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 March 2020

8. OPERATING STATEMENT

	March 2019 Actual \$	2019/20 Adopted Budget \$	2018/19 Actual \$
OPERATING REVENUES			
Governance	97,856	20,499	33,258
General Purpose Funding	2,392,801	2,772,560	3,924,440
Law, Order, Public Safety	41,797	28,933	28,853
Health	129,782	200,740	175,158
Education and Welfare	90,965	105,517	86,948
Housing	96,073	158,700	198,211
Community Amenities	122,854	129,745	148,362
Recreation and Culture	151,745	550,764	62,030
Transport	1,199,743	1,395,544	1,433,626
Economic Services	156,684	145,252	145,016
Other Property and Services	35,382	49,400	62,946
TOTAL OPERATING REVENUE	4,515,682	5,557,653	6,298,849
OPERATING EXPENSES			
Governance	280,783	416,134	384,562
General Purpose Funding	52,493	93,989	84,885
Law, Order, Public Safety	132,052	177,993	179,568
Health	200,817	323,446	294,434
Education and Welfare	233,828	365,715	232,851
Housing	192,766	248,430	383,953
Community Amenities	186,903	295,379	229,599
Recreation & Culture	835,555	1,172,464	1,113,544
Transport	2,077,453	2,806,367	2,954,752
Economic Services	327,530	484,708	418,189
Other Property and Services	100,947	20,638	23,557
TOTAL OPERATING EXPENSE	4,621,127	6,405,263	6,299,893
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	<u>(105,445)</u>	<u>(847,609)</u>	<u>(1,045)</u>

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 March 2020

9. BALANCE SHEET

	March 2019 Actual \$	2018/19 Actual \$
CURRENT ASSETS		
Cash and Cash Equivalents	3,814,050	4,320,722
Trade and Other Receivables	220,730	354,131
Inventories	17,348	11,396
TOTAL CURRENT ASSETS	4,052,128	4,686,249
NON-CURRENT ASSETS		
Other Receivables	294,355	294,355
Inventories	0	0
Property, Plant and Equipment	19,931,833	19,558,836
Infrastructure	89,504,461	89,487,422
Work in Progress	0	0
TOTAL NON-CURRENT ASSETS	109,730,649	109,340,613
TOTAL ASSETS	113,782,777	114,026,862
CURRENT LIABILITIES		
Trade and Other Payables	736,128	813,304
Bonds and Deposits	0	40,148
Long Term Borrowings	21,729	43,047
Provisions	202,333	202,333
TOTAL CURRENT LIABILITIES	960,190	1,098,832
NON-CURRENT LIABILITIES		
Trade and Other Payables	0	0
Long Term Borrowings	1,049,531	1,049,531
Provisions	23,595	23,595
TOTAL NON-CURRENT LIABILITIES	1,073,126	1,073,126
TOTAL LIABILITIES	2,033,316	2,171,958
NET ASSETS	111,749,461	111,854,904
EQUITY		
Trust Imbalance	0	0
Retained Surplus	81,087,035	80,699,669
Reserves - Cash Backed	1,870,326	2,363,135
Revaluation Surplus	28,792,100	28,792,100
TOTAL EQUITY	111,749,461	111,854,904

Shire of Mt Marshall

For the Period 1 July 2018 to 31 March 2020

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

Purpose

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

The Materiality variances adopted by Council are:

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

Shire of Mt Marshall
Report on Significant Variances - Operating Income & Expenditure
For the Period 1 July 2018 to 31 March 2020

	31 March 2020 YTD	Budget to Actual YTD	Budget to Actual YTD	Components of Variance	
	Actual	Budget	%	Favourable/ (Unfavourable)	Favourable/ (Unfavourable)
	\$	\$		\$	\$
Revenues/Sources					
Governance	97,856	15,363	537%	82,493	18,016 65,318 (841)
					Admin reimbursements over budget Proceeds on disposal of asset, transaction to be finalised in asset register <i>Minor Items</i>
General Purpose Funding	969,929	1,024,431	(5%)	(54,502)	(28,096) (12,084) (13,832) (490)
					Movement in excess rates, adjusted at year end Debt collection income, offset by expenditure Interest on reserves - timing of investment maturity <i>Minor Items</i>
Law, Order, Public Safety	41,797	28,427	47%	13,370	12,956 414
					Unplanned DFES grant for PPE <i>Minor Items</i>
Health	129,782	150,543	0%	(20,761)	(55,336) 34,545 29
					NEW Health recoups not processed for February & March Proceeds on disposal of asset, transaction to be finalised in asset register <i>Minor Items</i>
Education and Welfare	90,965	89,261	2%	1,704	0 1,704
					<i>Minor Items</i>
Housing	96,073	119,016	(19%)	(22,943)	(11,670) (7,386) (3,887)
					Staff housing reimbursements under budget - timing Other housing rent under budget - vacancies at 86 Dunne, 97A Monger <i>Minor Items</i>
Community Amenities	122,854	124,233	(1%)	(1,380)	(1,380)
					<i>Minor Items</i>
Recreation and Culture	151,745	541,877	(72%)	(390,132)	(366,482) (16,667) (10,000) 3,017
					Swimming Pool Grant not yet received in full - project underway Bencubbin Hall Roof Grant - not applied for Bencubbin Rec Centre Ramp Grant - applied for through Ag Society, awaiting confirmation <i>Minor Items</i>
Transport	1,199,743	1,130,649	6%	69,094	(21,584) 65,612 26,099 (1,033)
					RRG Funding under budget - timing R2R Funding over budget - timing Proceeds on disposal of asset, transaction to be finalised in asset register <i>Minor Items</i>
Economic Services	156,684	108,900	44%	47,784	10,896 23,500 8,887 4,500
					Beacon Cabins - over budget Bencubbin Workers Camp - over budget Paid parental leave - offset by expenditure <i>Minor Items</i>
Other Property and Services	35,382	37,026	(4%)	(1,644)	(1,644)
					<i>Minor Items</i>
Total Revenues excl Rates	3,092,809	3,369,726	(8%)	(276,917)	
Amount Raised from Rates	1,422,872	1,422,872	0%	0	0
					Rounding - <i>Minor Items</i>

Shire of Mt Marshall
Report on Significant Variances - Operating Income & Expenditure
For the Period 1 July 2018 to 31 March 2020

	31 March 2020 YTD	Budget to YTD	Budget to Actual YTD	Budget to Actual YTD Favourable/ (Unfavourable)	Components of Variance Favourable/ (Unfavourable)	
	Actual \$	Budget \$	%	\$	\$	
(Expenses)/(Applications)						
Governance	(280,783)	(348,171)	19%	67,388	18,576	Elected Member Training under budget - timing
					13,583	Audit Fees under budget - this is likely to be used when Auditor General commences
					17,134	Admin Consultants under budget - timing
					14,599	Legal expenses under budget - timing
					7,245	Election expenses under budget - Councillors elected unopposed
					(11,437)	Subscriptions over budget, offset by OSH budget
					(5,281)	Debt write off expenditure as per Feb decision of Council. This will be adjusted against provisions at year end.
					16,998	Councillor conference exp under budget
					(4,028)	Minor Items
General Purpose Funding	(52,493)	(70,479)	26%	17,986	5,715	Rates Debt Collection under budget - offset by income
					6,795	Valuation expenses under budget
					5,476	Admin allocation under budget - timing
					-	Minor Items
Law, Order, Public Safety	(132,052)	(135,830)	3%	3,778	3,778	Minor Items
Health	(200,817)	(242,687)	17%	41,870	3,744	Health Legal exp under budget - Local Law not yet gazetted
					9,388	EHO Scheme MM portion under budget as NEW Health is under budget, plus Feb invoice not yet processed
					25,017	NEW Health exp under budget
					3,722	Minor Items
Education and Welfare	(233,828)	(287,285)	19%	53,457	20,357	Donation to CEACA - not required
					7,762	Little Bees Salaries under budget - relief staff not used to date
					1,511	Little Bees general exp under budget
					4,037	Masonic Lodge mtc under budget - timing
					4,033	CDO Salary under budget
					1,692	CDO conferences and training under budget
					10,004	Aged Care Units under budget - timing
					4,062	Minor Items
Housing	(192,766)	(187,602)	(3%)	(5,164)	(5,164)	Staff Housing mtc over budget - timing
					-	Minor Items
Community Amenities	(186,903)	(223,707)	16%	36,804	1,292	Public Toilets under budget
					2,123	Community Greenhouse under budget
					4,690	Landcare Exp under budget
					13,961	Refuse Collection under budget
					2,088	Community Buses under budget
					7,436	Cemeteries timing
					5,214	Minor Items
Recreation & Culture	(835,555)	(894,875)	7%	59,320	16,724	Museum under budget - resolution 2019/9-012
					35,686	Swimming Pool Operations under budget - project behind
					7,461	Bencubbin Hall maintenance under budget
					(550)	Minor Items
Transport	(2,077,453)	(2,088,291)	1%	10,838	38,285	Town Streets under budget
					(29,942)	Road Mtc over budget
					2,495	Minor Items
Economic Services	(327,530)	(381,067)	14%	53,537	40,000	Economic Development Fund - Round one not utilised
					7,466	Area Promotion under budget - not promoting the region due to Covid-19
					4,518	Sandalwood Shops under budget
					1,554	Minor Items
Other Property and Services	(100,947)	(27,823)	(263%)	(73,124)	(68,513)	Overheads - Timing
					(4,611)	Minor Items
Total Expenses/Applications	(4,621,125)	(4,887,817)	(6%)	48,980		

Shire of Mt Marshall
Capital Expenditure Report on Significant Variances
For the Period 1 July 2018 to 31 March 2020

	Full Year Budget	31 March 2020 YTD Actual	YTD Budget	Budget to Actual YTD %	Budget to Actual YTD Favourable/ (Unfavourable)	Commentary
	\$	\$	\$	%	\$	
Capital Expenditure						
Governance						
Purchase Vehicle - Admin	130,000	131,809	130,000	100%	(1,809)	
Health						
New Health Purchase Of Motor Vehicle	45,000	44,725	45,000	100%	275	
Education & Welfare						
Motor Vehicles Capital Expenditure	43,000	33,709	43,000	0%	9,291	Vehicle under budget offset by book loss on disposal of previous vehicle
Housing						
Land & Buildings - Staff Housing	452,000	53,614	338,994	84%	285,380	Timing
Land & Buildings	70,000	28,873	57,494	50%	28,621	Timing
Community Amenities						
Land & Buildings - Community Amenities	29,500	13,922	29,500	0%	15,578	Timing
Recreation & Culture						
Land & Buildings - Halls & Civic Centres	79,500	25,123	79,500	68%	54,377	Bencubbin Hall Roof not being completed
Sturt Pea House Improvements	6,500	6,300	6,500	3%	200	Completed under budget
Land & Buildings - Swimming Pool	1,488,642	218,647	1,116,468	80%	897,821	Timing
Land & Buildings - Bencubbin Recreation Complex Redevelopment	-	4,697	-	100%	(4,697)	Unbudgeted expenditure
Bencubbin Rec Complex	156,000	89,048	117,000	24%	27,952	Timing
Transport						
Road Construction	1,824,065	1,443,174	1,367,748	(6%)	(75,426)	Timing
Footpath Construction	20,000	13,614	14,994	9%	1,380	Timing
Plant Purchases	442,200	427,994	331,650	(29%)	(96,344)	Timing
Beacon Airstrip Upgrade	30,000	21	22,500	100%	22,479	Timing
Motor Vehicle Purchases	35,000	-	26,244	100%	26,244	Timing
Economic Services						
Bencubbin CRC	19,000	-	14,247	0%	14,247	Not commenced
Beacon Workers Camp - Capital Expenditure	-	9,418	-	100%	(9,418)	No further budget allocation made for Beacon Workers Camp Construction as believed complete at 30/6/19 however fit out was not complete
Other Property & Services						
Depot Shed	35,000	11,423	26,244	56%	14,821	Gates will be under budget
Total Capital Expenditure	4,905,407	2,556,111	3,767,083	32%	1,210,972	



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Club Support Funding Request APPLICATION FORM

Applications close at 4.00pm on Friday 17th April 2020. 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 **two** most recent Audited Financial Statement
- Projects must meet at least one of the priority funding areas outlined in the guidelines

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 Gun Club SSAA</i>
Committee Members:	President: <i>Troy Baker</i> Secretary: <i>Greg Dixon</i> Treasurer: <i>Craig Shipway</i>
Year of Establishment:	<i>1993</i>
No. of members in 18/19:	<i>32</i>
Contact Person:	<i>Greg Dixon</i>
Phone Number:	<i>0428450452</i>
Email:	<i>beacongunclubssaawa@gmail.com</i>
Address	<i>Beacon rock rd , beacon 6472</i>



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Project Information

Project Title: *Upgrades for 2020 3P and Field Rifle state championships*

Description of Project:

We were asked by the state delegate to host the 2020 3P&FR State Championships and we have agreed. This is an opportunity to showcase our club and shire to members from around the state. It is expected that there will be up to 30 competitors staying in town or out at the club for the long weekend in September. With the great support from previous Mt Marshall shire grants we have recently upgraded our firing line to accommodate 10 shooters which is the minimum requirement to host this competition and got the ball rolling for this. We would like to apply for this grant to assist with the remaining must haves for us to host this competition.

To get ready we need to update our target frames, setup a small club kitchenette and have our electrical systems checked and updated.

Target frames.

Currently our target frames do not meet the standard of competition, so we need to upgrade these. We need to remove the current frames at 50m and then add the new frames at 25, 50 100 and 200m. We will be borrowing equipment from Perth clubs including backing boards and target boards so the frame designs will need to suit.

Club Kitchenette

We would like to add stainless benches in the club house. A bench top gas burner will be used for boiling water/cooking and installing our existing outside sink in one for cleaning up. This would make it easier for people to have coffee and tea and somewhere for them to prepare their lunch if required.

Upgrade existing electrical

We would like an electrical contractor to come and review our current facilities to identify any potential issues and rectify them if possible. This is to ensure the facilities are in top order when the competitors arrive.



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Please describe the desired outcomes for this project and how will the success of these outcomes will be measured?

The main outcome is to have facilities at a good level where the competitors can enjoy a safe and fun weekend with the facilities remaining for ongoing use of our members. A successful outcome would be jobs started and completed by the desired timeframes for the competition.

Please explain how you identified that this project is needed within your club and/or community?

We wanted to ensure we can present the best of Beacon and the rural lifestyle by hosting this event. Without this project we wouldn't be able to host this competition which would be a lost opportunity to get people who normally do not travel and stay in the shire to do so.

Who will benefit from this project and why?

I am sure the community will benefit from us hosting this event given the number of people staying and using the shires facilities. This event will also help the club greatly and encourage more local members to compete on a state or even national level. The improved facilities will also be enjoyed by members long after the state titles have finished.

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

*Discussion with the SSAA WA state delegate confirming event requirement.
Visit to Perth clubs to measure equipment and request the loan of some. Quotations from a local supplier for materials and an electrician for the electrical work. We have busy bees planned for all the labour roles using our club members.*

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

Our club will be providing volunteers and labour for this project. Our volunteers will administer the event ensuring compliance with the rules and maintaining the facilities. This will also include the manufacture and installation of new target frames, setting up the kitchenette and assisting the electrical contractor. Clearing old frames, building and installing new frames and assembling the kitchenette will take a considerable amount of labour. Our members will also be donating the use of earthmover equipment to move existing bunds and drilling new holes for target frames.



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Please describe any partnerships with other clubs or organisations involved in planning, funding or implementing your project?

Currently we are working with Sporting Shooter Association of Australia WA branch for the planning / administration and Perth Field Rifle for the loan of equipment for the competition.

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

No

Can you demonstrate your clubs ability to manage the project? (volunteer skills, experience and knowledge)

Our numerous previous projects have been completed to a high standard with little wastage of funding or materials. Many our members are farmers and mechanics who are very skilled at getting jobs completed on time and with a high standard of work.



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Budget

Budget Item	Club Support Funding	Your Clubs Cash	Your Clubs In Kind	Sources of other Cash or in-kind
<i>What is the funding to be spent on</i>	<i>Proposed expenditure of the Club Support Fund (Shire of Mt Marshall)</i>	<i>Proposed expenditure of your clubs cash.</i>	<i>Proposed in-kind contribution by your club</i>	<i>Sources of sponsorship, funding or in-kind services from other organisations.</i>
Electrical Upgrades	\$2,188.08	\$	\$	\$
Kitchenette	\$946.00	\$	\$480 (16hrs@\$30)	\$
Target frames	\$2,524.72	\$	\$5,520 (184hrs@\$30)	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
TOTAL	\$5,658.80	\$	\$6,000	\$

**Please insert more rows if required.*

Total Project Cost	\$11,658.80
---------------------------	--------------------

Please list other sources of Cash/In-kind towards the project?

Organisation	In-Kind Amount	Cash Amount
	\$	\$
	\$	\$



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

	\$	\$
--	----	----

Is your Club registered for GST?

~~YES~~ / NO

Please include Quotes for the project as attachments to this application.

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

Required attachments

- ☐ Certificate of Incorporation
- ☐ Two most recent audited financial statement
- ☐ Quotes for your project
- ☐ Any other supporting documentation you wish to 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 2020 Meeting of Council. Successful applicants will be notified in writing and must acquit the funding by June 30 2020 unless otherwise agreed.

Name: Greg Dixon

Signature:

Position in Organisation: Secretary

Date: 10/4/2020

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



ESTIMATE

Beacon Gun Club

Date
8 Apr 2020

Expiry
20 Apr 2020

Quote Number
EST-0247

ABN
67 717 510 401

Absolutely All Electrical
3234 Nungarin North Rd
MUKINBUDIN WA 6479
AUSTRALIA
Callum 0428 720 510
absolutelyallelectrical@outlook.com

Description	Quantity	Unit Price	Amount AUD
Rewire flood lights	1.00	474.00	474.00
Check install of lights x6	1.00	90.00	90.00
Supply and install 4 new fluoro LED lights	1.00	523.51	523.51
240V lighting ballast for a MW1500T7/DE bulb	1.00	465.89	465.89
Check Powerpoint and RCD on the lighting tower and replace one to a 15A outlet	1.00	249.56	249.56
Travel \$1.40 per KM	133.00	1.40	186.20
Subtotal			1,989.16
TOTAL GST 10%			198.92
TOTAL AUD			2,188.08

Terms

Estimate is valid for 30 Days
Copper prices are likely to vary in this time and may affect the price

Name: Guest User

Email: Guest

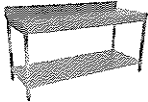
Billing Address

Not Provided

Modified: 2020-04-08 4:12 PM

Customer's Reference:

Supply Method: Unknown

Product	Availability	Quantity	Unit Weight	Price	Total
 SSB-18WS Stainless Steel Work Bench 1800 x 700 x 900mm F298		2	78.122	\$473.00	\$946.00

Item SubTotal \$946.00

Total Payable \$946.00

Tax Included \$86.00

Beacon Gun Club

Subtotal	\$	2,295.20
GST	\$	229.52
TOTAL	\$	2,524.72

x _____
Print Name: _____

Thank you for supporting our small business which supports other small business in rural Australia!

Beacon Gun Club SSAA Inc 2017-2018 financial report

<u>opening balance</u>	9857.05	<u>Closing balance</u>	14357.76	4500.71
Float	370	Float	370	<u>total</u>
<u>INC/EXP</u>	<u>income</u>	<u>expense</u>		
Hardware		\$ 5,064.24		
Concrete	\$ 3,456.00			
Ammo		\$ 670.00		
Grants	\$ 4,027.00			
donations	\$ 950.00			
Food/drinks		\$ 1,047.10		
fuel/gas		\$ 89.73		
print/stationary		\$ 2,000.00		
loan				
Range fees	\$ 3,151.00			
membership	\$ 1,298.00			
Targets				
Safety equip				
Trophy/Awards		\$ 433.50		
Clays				
Lighting tower				
shot fees	\$ 1,589.00			
courses		\$ 50.00		
insurance		\$ 945.00		
crc membership		\$ 70.00		
stock	399.28			
	\$ 14,870.28	\$ 10,369.57		\$ 4,500.71

Ninghan Acc payment for grant materials was paid \$5000 after this financial year to be noted for Mt Marshall shire grant approval to be approved
 I, Tanya Gibron move a motion to approve this transaction in this financial report and to be inc in 2018-2019 financial report seconded
 carried lost

Beacon Gun Club SSAA Inc.

17th June 2018 – 17th June 2019 Financial Report

Income

Expenses

\$5,149.56

\$197.13

\$20.26

\$802.85

\$2,021.76

\$365.50

\$945.00

\$65.00

Hardware

Concrete

Print/Stationary

Food/Drinks

Fuel/Gas

Lighting Tower

Range Fees

Shotgun Fees

Membership Fees

Ammunition

Targets

Clay Targets

Trophy/Awards

Safety Equipment

Insurance

CRC Membership

Loans

Donations

Grants

Courses

Stock

Totals

\$5,261.80

\$9,567.06

\$4,305.26

Outstanding Acc's to be paid in 19/20 Financial Report

Income

\$400.00

Expenses

\$2,023.83

Totals

Bank Opening Balance	\$14,357.76
Float	\$370.00
Totals	\$14,727.76

Bank Closing Balance	\$10,072.50
Float	\$350.00
Totals	\$10,422.50

\$4,305.26

ASSOCIATIONS INCORPORATION ACT 1987
SECTION 9(1)

Registered No. 1003168

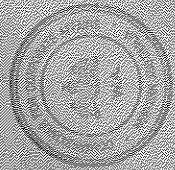
Certificate of Incorporation

This is to certify that

SPORTING SHOOTERS ASSOCIATION OF
AUSTRALIA (BEACON BRANCH) INC.

has this day been incorporated under the
Associations Incorporation Act 1987

Dated this 18th day of June 1993



FOR THE COMMISSIONER FOR CORPORATE AFFAIRS

A handwritten signature in dark ink, appearing to be "R. M. ...", written over the printed text "FOR THE COMMISSIONER FOR CORPORATE AFFAIRS".

CLUB SUPPORT FUNDING 2019/2020– ASSESSMENT SHEET

Applicant: _____ Beacon Gun Club SSAA _____

Project Name: _____ Upgrades for 2020 3P and Field Rifle State Championships _____

Project Cost: _____ \$11,658.80 _____

Funding Requested: _____ \$5,658.80 _____

If the applicant located within the Shire of Mt Marshall

YES

Has the applicant attached

Certificate of Incorporation	YES
2 previous Financial Year Statements	YES
Quotes	YES
Other attachments	NO
What are the other attachments?	

Has the project met one of the three funding priority areas?

YES

If yes please indicate which one

Purchase additional or better quality equipment that will encourage greater participation in sporting activities or assist in reducing the strain on local volunteers.	Activities, events or programs that encourage growth/professional development or increased participation within local sport and recreation clubs.	Develop new or upgrade or maintain existing facilities to provide good quality and high standard of facilities for the community.
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If no, is this something that is still viewed as an important project even know it does not fit within the funding priority area?

CLUB SUPPORT FUNDING 2019/2020– ASSESSMENT SHEET

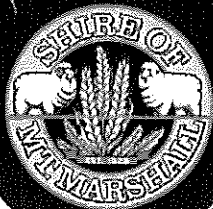
Assessment Criteria

CRITERIA	YES OR NO	RATING (1-10)
Does the project fall in line with at least one of the priority funding areas	YES	10
Does the project fall in line with the current Sport and Recreation Master Plan or the Community Strategic Plan	YES	8
Does the project encourage participation and use of local sporting facilities	YES	8
Will the project provide long lasting benefits to the community	YES	8
Has the need for the project been clearly identified by the community	YES	8
Has the club shown evidence of sound planning and demonstrated their ability to manage the project	YES	10
Is the requested amount reasonable given the aim of the project, the number of people that will benefit and the expected outcomes (value for money)	YES	8
SCORE	7/7	60/70

Comments on the application from the assessor.

The project will improve the facilities for the community long term in their ongoing operation. The Project also provides the facilities to be able to host state events, therefore will be attracting other people to our region for the duration of the event. I think this is a very worthy project.

Assessed by: Rebecca Watson Date : 14/04/2020



Shire of Mt Marshall

THE SANDALWOOD SHIRE
SHIRE OF
MT MARSHALL
Received

20 MAR 2020

APPLICATION FOR DEVELOPMENT APPROVAL

Owner details			File No: <u>PROPERTY</u>
Name: <u>BENCUBBIN SPORTS CLUB INC</u>			Officer: <u>RO.</u>
ABN (if applicable): <u>94 246 766 876 .</u>			Copy: _____
Address: <u>8 BROWN ST.,</u>			
<u>BENCUBBIN WA</u>			Postcode: <u>6477</u>
Phone: <u>9676 4600</u>	Fax: _____	Email: <u>bennysports@outlook.com</u>	
Home: _____	_____	_____	
Mobile: <u>0429848042</u>	_____	_____	
Contact person for correspondence : <u>L'EEANNE GOBBART + TRACY TRANTER</u>			
Signature: <u>L. Gobbart</u>		Date: <u>20/3/2020 -</u>	
Signature: <u>[Signature]</u>		Date: <u>20/3/20.</u>	
<small>The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62 (2).</small>			

Applicant details (if different from owner)		
Name: <u>SAME AS ABOVE</u>		
Address: _____		
Postcode: _____		
Phone: _____	Fax: _____	Email: _____
Work: _____	_____	_____
Home: _____	_____	_____
Mobile: _____	_____	Attachment 12.7.1
Contact person for correspondence : _____		
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Signature: <u>L. Gobbart</u>		Date: <u>20/3/20.</u>



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Property details

Lot No: 142, 143, 144	House/Street No: 4, 6 + 8	Location No:
Diagram or Plan No: 148812	Certificate of Title Vol. No: 1229, 1238, EA	Folio: 304, 749, 750
Title encumbrances (e.g. easements, restrictive covenants): NIL		
Street Name: BROWN STREET	Suburb: BENCUBBIN	
Nearest street intersection: MONGER + BROWN STREET		

Proposed development

Nature of Development	<input type="checkbox"/> Works <input checked="" type="checkbox"/> Use <input type="checkbox"/> Works and use
Is an exemption from development claimed for part of the development? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, is the exemption for	<input type="checkbox"/> Works <input checked="" type="checkbox"/> Use
Description of proposed works and/or land use: CONSTRUCT A MINI PUTT PUTT COURSE ON PRE-EXISTING ^{GREEN} BOWLING	
Description of exemption claimed (if relevant): NO LARGE EXTENSIONS. JUST USED FOR RECREATION FOR MEMBERS.	
Nature of any existing buildings and/or land use: SPORTS CLUB + SHEDS	
Approximate cost of proposed development: VERY MINIMAL AS HOPE TO USE RECYCLABLE MATERIALS	
Estimated time of completion: 2022	

OFFICE USE ONLY

Acceptance Officer's initials:
Local government reference No:

Date Received:

WESTERN



AUSTRALIA

RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

REGISTER NUMBER	
143/DP148812	
DUPLICATE EDITION	DATE DUPLICATE ISSUED
N/A	N/A

VOLUME
1229FOLIO
749

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.



REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT 143 ON DEPOSITED PLAN 148812

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

BENCUBBIN SPORTS CLUB INC OF BROWN STREET, BENCUBBIN

(T G567049) REGISTERED 27/8/1997

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 1229-749 (143/DP148812)
PREVIOUS TITLE: 1229-749
PROPERTY STREET ADDRESS: 6 BROWN ST, BENCUBBIN.
LOCAL GOVERNMENT AUTHORITY: SHIRE OF MOUNT MARSHALL

NOTE 1: A000001A LAND PARCEL IDENTIFIER OF BENCUBBIN TOWN LOT/LOT 143 (OR THE PART THEREOF) ON SUPERSEDED PAPER CERTIFICATE OF TITLE CHANGED TO LOT 143 ON DEPOSITED PLAN 148812 ON 07-MAY-02 TO ENABLE ISSUE OF A DIGITAL CERTIFICATE OF TITLE.

NOTE 2: THE ABOVE NOTE MAY NOT BE SHOWN ON THE SUPERSEDED PAPER CERTIFICATE OF TITLE OR ON THE CURRENT EDITION OF DUPLICATE CERTIFICATE OF TITLE.



WESTERN



AUSTRALIA

REGISTER NUMBER	
144/DP148812	
DUPLICATE EDITION	DATE DUPLICATE ISSUED
N/A	N/A

RECORD OF CERTIFICATE OF TITLE **UNDER THE TRANSFER OF LAND ACT 1893**

VOLUME
1229

FOLIO
750

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.



REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT 144 ON DEPOSITED PLAN 148812

REGISTERED PROPRIETOR: **(FIRST SCHEDULE)**

BENCUBBIN SPORTS CLUB INC OF BROWN STREET, BENCUBBIN

(T G567049) REGISTERED 27/8/1997

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS: **(SECOND SCHEDULE)**

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
 * Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
 Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 1229-750 (144/DP148812)
 PREVIOUS TITLE: 1229-750
 PROPERTY STREET ADDRESS: 4 BROWN ST, BENCUBBIN.
 LOCAL GOVERNMENT AUTHORITY: SHIRE OF MOUNT MARSHALL

NOTE 1: A000001A LAND PARCEL IDENTIFIER OF BENCUBBIN TOWN LOT/LOT 144 (OR THE PART THEREOF) ON SUPERSEDED PAPER CERTIFICATE OF TITLE CHANGED TO LOT 144 ON DEPOSITED PLAN 148812 ON 07-MAY-02 TO ENABLE ISSUE OF A DIGITAL CERTIFICATE OF TITLE.
 NOTE 2: THE ABOVE NOTE MAY NOT BE SHOWN ON THE SUPERSEDED PAPER CERTIFICATE OF TITLE OR ON THE CURRENT EDITION OF DUPLICATE CERTIFICATE OF TITLE.



WESTERN



AUSTRALIA

REGISTER NUMBER	
142/DP148812	
DUPLICATE EDITION	DATE DUPLICATE ISSUED
N/A	N/A

RECORD OF CERTIFICATE OF TITLE **UNDER THE TRANSFER OF LAND ACT 1893**

VOLUME
1238

FOLIO
304

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.



REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT 142 ON DEPOSITED PLAN 148812

REGISTERED PROPRIETOR: **(FIRST SCHEDULE)**

BENCUBBIN SPORTS CLUB INC OF BROWN STREET, BENCUBBIN

(T G567049) REGISTERED 27/8/1997

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS: **(SECOND SCHEDULE)**

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
 * Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
 Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 1238-304 (142/DP148812)
 PREVIOUS TITLE: 1238-304
 PROPERTY STREET ADDRESS: 8 BROWN ST, BENCUBBIN.
 LOCAL GOVERNMENT AUTHORITY: SHIRE OF MOUNT MARSHALL

NOTE 1: A000001A LAND PARCEL IDENTIFIER OF BENCUBBIN TOWN LOT/LOT 142 (OR THE PART THEREOF) ON SUPERSEDED PAPER CERTIFICATE OF TITLE CHANGED TO LOT 142 ON DEPOSITED PLAN 148812 ON 07-MAY-02 TO ENABLE ISSUE OF A DIGITAL CERTIFICATE OF TITLE.
 NOTE 2: THE ABOVE NOTE MAY NOT BE SHOWN ON THE SUPERSEDED PAPER CERTIFICATE OF TITLE OR ON THE CURRENT EDITION OF DUPLICATE CERTIFICATE OF TITLE.

FLOOR PLAN		
LIQUOR LICENSING ACT 1988, Section 116(2).		
FILE NO.	DATE	TIME
04-90	-	1