

SHIRE OF MT MARSHALL



Local Emergency Management Committee

**Minutes of the Mt Marshall Local Emergency
Management Committee Special Meeting held in
Council Chambers, 80 Monger St, Bencubbin on
Monday 23rd March 2020,
commencing at 4:07pm.**

Attachment 11.1.1a

Cr ARC Sachse

Chairman

This page has
been left blank intentionally

DISCLAIMER

MEMBERS OF THE PUBLIC ARE REQUESTED TO READ THROUGH AND FAMILIARISE THEMSELVES WITH THE DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Mt Marshall for any act, omission or statement or intimation occurring during Council or Committee meetings. The Shire of Mt Marshall disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings. Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, any statement or intimation of approval made by a member or officer of the Shire of Mt Marshall during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Mt Marshall. The Shire of Mt Marshall warns that anyone who has an application lodged with the Shire of Mt Marshall must obtain and should only rely on written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Mt Marshall in respect of the application.

**Minutes of the Mt Marshall Local Emergency Management Committee Special Meeting
held Monday 23rd March 2020**

TABLE OF CONTENTS

- 1. Declaration of Opening**
- 2. Record of Attendance/Apologies/Approved Leave of Absence**
- 3. Purpose of the Meeting**
- 4. General Discussion**
- 5. Next Meeting – by teleconference as required**
- 6. Meeting Closure**

**Minutes of the Mt Marshall Local Emergency Management Committee Special Meeting
held Monday 23rd March 2020**

1.0 Declaration of Opening / Announcement of Visitors

Cr Sachse welcomed committee members and visitors to the special meeting and declared the meeting open at 4:07pm.

2.0 Record of Attendance / Apologies

In Attendance

Cr Anthony Sachse	Shire President/Chair
Sgt David Johnstone	WAPOL/Deputy Chair
Mr John Nuttall	Chief Executive Officer
Mr Jack Walker	Regulatory Officer/Executive Officer
Ms Rebecca Watson	Community Development Officer
Mr Peter Geraghty	SJA Co-ordinator Kununoppin SC
Mr Damian Tomas	CBFCO
Ms Sue Scully	RAN Bencubbin Silver Chain
Mr Simon Menz	SJA Community Paramedic
Ms Sandra Sutton	RAN Beacon Silver Chain

By Teleconference

Ms Leah Bohme	Principal Bencubbin Primary School
Mr Craig Lewington	Principal Beacon Primary School
Mr Noel Miguel	Captain Beacon Volunteer ESU
Ms Karen Horsley	Operations Manager Eastern WACHS

Apologies

Mr Daniel Hendricksen	Area Officer DFES
Mrs Yvette Grigg	DEM Advisor DFES
Cr Ian Sanders	Councillor
Ms Jo Spadacinni	DESO Department of Communities
Mr Peter Toboss	Environmental Health Officer

3.0 Purpose of the Special Meeting

The purpose of the special meeting is to discuss the current COVID 19 pandemic and gauge the preparedness of emergency services, local government and government departments

4.0 General Discussion

Ms Karen Horsley was invited to address the meeting in regard to the COVID 19 pandemic.

As at Monday 23rd March, 2020 there was 120 cases reported in WA with 1 death.

Current Clinician Alert

- Clinical Alert Update - [COVID-19 Clinical update](#)
- The current case definition of COVID-19 (updated 23 March 2020) is:

**Minutes of the Mt Marshall Local Emergency Management Committee Special Meeting
held Monday 23rd March 2020**

- Fever ($\geq 38^{\circ}\text{C}$) or history of fever (e.g. night sweats, chills)
OR
- Acute respiratory infection (e.g. shortness of breath, cough, sore throat) with or without fever,
AND
- Proven international travel (e.g. boarding pass, flight booking) in the 14 days before the onset of illness,
OR
- Proven close contact in 14 days before illness onset (call local PHU to confirm) with a confirmed case of COVID-19,
OR
- Hospitalised patients (ICU/HDU) with severe bilateral pneumonia and no travel history
OR
- Any healthcare worker with direct patient contact has a fever ($\geq 38^{\circ}\text{C}$) AND an acute respiratory infection (e.g. shortness of breath, cough, sore throat)

St John Ambulance Service – S Menz and P Geraghty

Business as normal, but if called to transport a suspected coronavirus patient appropriate PPE will be worn, surgical mask / P2 mask, gowns, gloves, glasses and boots.

Patients will be carefully screened by SJA Communications and crews will be aware of any unusual circumstances prior to arriving at the incident..

If the situation warrants there may be a van dedicated to transporting ill patients.

Priority will be given to our own communities, but we do have spare vans if required elsewhere.

Silver Chain Nursing Posts – RAN Sandra Sutton and Sue Scully

Concerned patients are requested to ring the nursing posts prior to attending and provide the nurses with current symptoms.

Nurses have the capacity to take swabs, patients will be asked to stay home and await their results.

Any critically ill patients will be either transferred to Kununoppin Hospital via ambulance or RFDS to Perth.

When not “On Call” phones will be redirected to Health Direct.

If no doctor available at the hospital advice will be sought via the emergency telehealth service.

WAPOL – Sergeant David Johnstone

Police will be monitoring known popular meeting places to ensure people are obeying the social distancing guidelines.

RBT's have been cancelled.

The local liquor outlets have been given permission to sell take away liquor during the hours of 5.00pm and 6.30pm. Beacon Country Club allowed to provide take away meals.

All holidays have been cancelled.

Department of Fire and Emergency Services – Noel Miguel

All services will be operating as normal.

**Minutes of the Mt Marshall Local Emergency Management Committee Special Meeting
held Monday 23rd March 2020**

Shire of Mt Marshall – CEO – John Nuttall

As of this morning all recreation centres, gymnasiums and libraries have been closed.
As of this evening the office has been closed to the public, but staff will still be attending the office during work hours. Staff that can work from home will be encouraged to do so.

Day Care Centres still open,

Caravan Parks are open for emergency accommodation only and current contractors who are in town completing essential works. All on line bookings have been cancelled.

Bencubbin shop – there has been no panic buying but there may be a problem sourcing supplies.

Seeking names of volunteers who might be prepared to provide a service to the community by way of delivering goods or checking on residents.

Future Council meetings to be held via teleconference.

It has been suggested by the Minister for Local Government that future works be brought forward, this is not really an option for this Shire as we need to complete the current works program.

WAORRA rally, no information at the moment but indications are that it will be cancelled.

No welfare services, who looks after our elderly?

HACC – lack of staff.

Chronically ill – no service.

Community to work together, look after one another.

Lake McDermott, Marshall Rock and Billiburning Rock have not been closed but the Shire will encourage people not to visit the facilities.

Education Department – Craig Lewington and Leah Bohme

Neither school has been closed

Shortage of some cleaning products.

Encouraging pupils to wash their hands more often.

Discussions with school cleaners on cleaning procedures.

No work packages provided for pupils staying at home

Any flu like symptoms pupils are to remain at home.

5.0 Next Meeting – By teleconference as required

When required

6.0 Closure of Meeting

There being no further business the meeting closed at 5:30pm

**Minutes of the Mt Marshall Local Emergency Management Committee Special Meeting
held Monday 23rd March 2020**

These Minutes were confirmed at the Local Emergency Management Committee Meeting held on Thursday 21 May 2020.

Date

Cr ARC Sachse

Chair

SHIRE OF MT MARSHALL



Local Emergency Management Committee

**Minutes of the Mt Marshall Local Emergency
Management Committee Special meeting held
Electronically on Thursday 23rd April 2020,
commencing at 3.11PM.**

Attachment 11.1.1b

Cr ARC Sachse

Chairman

This page has
been left blank intentionally

DISCLAIMER

MEMBERS OF THE PUBLIC ARE REQUESTED TO READ THROUGH AND FAMILIARISE THEMSELVES WITH THE DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Mt Marshall for any act, omission or statement or intimation occurring during Council or Committee meetings. The Shire of Mt Marshall disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings. Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, any statement or intimation of approval made by a member or officer of the Shire of Mt Marshall during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Mt Marshall. The Shire of Mt Marshall warns that anyone who has an application lodged with the Shire of Mt Marshall must obtain and should only rely on written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Mt Marshall in respect of the application.

Minutes of the Mt Marshall Local Emergency Management Committee Special Meeting
held on Thursday 23rd April 2020

TABLE OF CONTENTS

- 1. Declaration of Opening**
- 2. Record of Attendance/Apologies/Approved Leave of Absence**
- 3. Purpose of the Meeting**
- 4. Reports of Officers**
- 5. Other Reports**
- 6. Next Meeting – when required**
- 7. Meeting Closure**

1.0 Declaration of Opening / Announcement of Visitors

Cr Sachse welcomed committee members and visitors to the special meeting and declared the meeting open at 3.11pm.

2.0 Record of Attendance / Apologies

In Attendance

Cr Anthony Sachse	Shire President/Chair
Sgt David Johnstone	WAPOL/Deputy Chair
Mr John Nuttall	Chief Executive Officer
Mr Jack Walker	Regulatory Officer
Ms Rebecca Watson	Community Development Officer
Mr Daniel Hendricksen	DFES – Area Officer
Ms Sandra Sutton	RAN Beacon Silver Chain
Ms Leah Bohme	Principal Bencubbin Primary School
Mr Craig Lewington	Principal Beacon Primary School
Ms Karen Horsley	Operations Manager Eastern WACHS

Apologies

Ms Jo Spadacinni	DESO Department of Communities
Mr Garry Halliday	SJA - Relief Community Paramedic
Mr Damian Tomas	Chief Bushfire Control Officer
Mr Noel Miguel	Captain – Beacon VESU
Mrs Yvette Grigg	DFES – DEM Advisor
Cr Ian Sanders	Councillor
Mr Peter Geraghty	SJA Coordinator – Kununoppin SC
Ms Sue Scully	RAN Bencubbin Silver Chain

3.0 Purpose of the Special Meeting

The purpose of the special meeting is to provide an update on the COVID – 19 pandemic.

4.0 Reports

4.1 Cr Sachse – Great Eastern Country Zone Delegate to DEMC

Great Eastern Country Zone (GECZ) Wheatbelt DEMC Report 23/04/2020

By Cr Tony Sachse Delegate GECZ - Wheatbelt DEMC

Local Governments continue to deal with the COVID – 19 Emergency on a wide range of matters. WALGA continue to hold weekly COVID – 19 briefings including questions with the Minister for Local Government and other personnel which has been very helpful. Virtually all meetings are now electronic.

The Wheatbelt DEMC Agencies including GECZ delegates Cr Julie Flockart and Cr Tony Sachse have been meeting through the Operational Area Support Group (OASG) on a weekly basis since 24/03/2020. These meetings have allowed for

Minutes of the Mt Marshall Local Emergency Management Committee Special Meeting
held on Thursday 23rd April 2020

COVID-19 updates and Agency reports. The minutes of these meetings have been passed on to the GECZ Executive and are attached to this report. They contain some information that should not be available to the wider public.

At the time of writing correspondence from the OASG Chair Rachele Ferrari indicated that of the 10 positive cases of COVID-19 in the Wheatbelt, 9 have recovered and only one is currently active. Virtually all Wheatbelt cases have been acquired from overseas and any transmission at local level has been minimal. The Intrastate border controls are believed to have helped considerably in this regard. Tracing the source of any infection is also much easier with the border controls. At this point in time it's a very pleasing result given the potential for spread with all the associated effects where that spread to occur. This has also enabled preparation for dealing with the pandemic to continue on as planned, with the message of "keep preparing" being made.

Most Local Government Local Emergency Managements Committee's (LEMC's) are holding Special Meetings due to COVID -19. Some Councils have formed sub-committees on their LEMC's.

The busy agricultural seeding program is now underway. It's to be hoped that most farm and agricultural business' have their individual COVID – 19 emergency plans in place. To that end the GECZ Delegates have met with the Chair and Renee Manning, Industry and Economic Development, Department of Primary Industry and Regional Development (DPIRD). DPIRD are currently in the process of producing an information guideline on COVID-19 for agricultural producers and suppliers. When this becomes available it will be forwarded to the GECZ. Attached is a DPIRD Communique for the Grains Industry response to COVID-19. Comment is that supply and transport of materials for the seeding of crops has been able to continue, and the risk of shortages seems to be easing, although there is still potential for this to occur.

While most people are abiding by the laws and guidelines due COVID – 19, there are still some who have seemingly been in breach. It's to be hoped that any non-compliance will continue to be dealt with by WAPOL. Some are travelling large distances within the Wheatbelt for such things as shopping, when in some cases goods could have been purchased locally. Although not illegal, this intra Wheatbelt travel is disappointing as in some cases it is non-essential travel.

The vision of people at Perth beaches over the Easter weekend has led some to question the popular recreation places in the Wheatbelt being activity discouraged or closed. This would include places such lakes (e.g. water sports) and granite rocks. Some of these venues are being "opened" again but will be monitored closely by WAPOL. The approaching ANZAC weekend will again need to be watched closely, and people should closely adhere to National and State guidelines.

There is also some uncertainty within the communities as to how a positive COVID – 19 case is cleared to no longer need to isolate, and then return to work. The different requirements being for those with mild symptoms (3 days with no symptoms and 10 days from onset with no requirement for clear swabs), those who have been in hospital, and those health workers (2 clear swabs), are not well understood. This can lead to concern when previously positive cases "re-enter" the community. Comment through OASG is that every positive case needs to be cleared, and that there are

several ways for this clearance to take place, depending on the background and detail of each case.

4.2 Community Development Officer

Business Support

With the implementation of social distancing and announcement of Government measures such as Jobseeker & Job Keeper initiatives we have been liaising over the phone and via email with local businesses to offer our support and providing information on how businesses can access financial assistance at this time.

We have offered the local shops and food outlets a delivery service if the need arises. We have also arranged with the Kununoppin Medical Practice to be able to pick up scripts and medications from Kununoppin and get them to our communities should the need arise.

Several supply issues from the local shops in being able to access certain items such as flour, toilet paper, cleaning products and other essential items. This is an ongoing issue and we will support the businesses where we can to rectify this issue. We have also had some surveys from WALGA on this issue as they are working with the Department of Transport and Department of Primary Industries and Regional Development on how this issue can be resolved. A lot of suppliers have reduced deliveries from weekly to fortnightly or even monthly which is impacting these businesses. We have staff ready to go if the need arises to be able to pack and deliver orders within the community.

From talking to the businesses, they are all on board and have modified their businesses to cater for the social distancing regulations and increasing cleaning and general hygiene practices at their businesses. We do have businesses that have had to cease operation and I am keeping in close contact with them in regard to their options and possibly modifying their business models to have the best chance of getting through this situation. Unfortunately, small sole operator businesses are sitting in bit of a blind spot when it comes to the government measures that have to date been announced.

Community Support

We have developed a Vulnerable Community Members Database (which includes our local seniors) and have commenced welfare phone checks with these individuals. We will be checking in with these individuals each week to make sure they have adequate food, medication and other essential items that they may need. At the current time all those we have made contact with are doing okay, but there were quite a few that indicated that if COVID-19 was to reach our community, they would definitely look at utilizing a delivery service.

We have advertised locally and on social media for people to be included on this list if they want any assistance or know of anyone who they think might need assistance. I have also consulted with Sandra and Sue at the Beacon and Bencubbin Silver Chains for their input into this list.

Minutes of the Mt Marshall Local Emergency Management Committee Special Meeting
held on Thursday 23rd April 2020

We have provided the community with information flyers on local and regional services available to people at this time. This includes the current GP set up and Silver Chain processes for appointments.

Crisis Communication Plan

We have developed a Crisis Communication Plan which can be used in this situation or any situation that may arise in the future.

Thinkmentalhealthwa.com.au

A new mental health campaign to help Western Australian manage their wellbeing and link them to support services through the COVID-19 pandemic. We are promoting this campaign within the community.

Events

All events in the foreseeable future that were planned have been postponed or cancelled. This includes the WAORRA event that was scheduled to be held in the last weekend in May. I am currently exploring options of a post COVID-19 event to be held in the Bencubbin and Beacon Communities, however setting a date is near on impossible at the current time. We will be playing this one by ear.

Locally Added Services

We have initiated a mystery library pack initiative through the libraries where you let us know what genre you want and Shire staff pack a mystery box of 10 books to be delivered or picked up.

We have also set up a jigsaw library operating from the Bencubbin Community Resource Centre using the wonderful stash of the Golden Group Jigsaws from the Masonic Lodge. Both the mystery box and jigsaw library have been received well amongst the community.

In summary the last three weeks have been pretty hectic in reaching out to businesses and the community as restrictions and announcements were coming almost daily. Things seem to have settled since last week and people are settling into the new normal of social distancing, working from home and having the children at home. We are hopeful that the current restrictions will be enough to combat the pandemic and that no more businesses need to close their doors. An important factor at this time is mental health and I will continue to explore what we can be doing to be able to support the wellbeing of our communities.

Now we start looking at recovery from this crisis. We need to be ready for when restrictions are lifted and work our role in local government in supporting the community and businesses to hopefully come out the other side

4.3 Chief Executive Officer

Playgrounds etc remain closed.

The Shire continues to discourage people from attending Lake McDermott, but it is not formally closed. Police will continue to monitor the attendance.

NO CAMPING signs have been erected Lake McDermott and other popular camping spots.

**Minutes of the Mt Marshall Local Emergency Management Committee Special Meeting
held on Thursday 23rd April 2020**

At the Council meeting on Tuesday, Council approved the redirection of \$85,000.00 to a COVID- 19 assistance fund to help the community and local businesses recover from the crisis.

Council would budget for a NIL rate increase for 2020/2021.

Council was concerned by the lack of support from the Valuer Generals Office that it would not forego valuation changes for 2020/2021.

5.0 Other Reports

5.1 Chief Bush Fire Control Officer

Nil

5.2 St John Ambulance Services

All is well within the SJA Kununoppin Sub Centre at the moment & the workload has dropped off with transfers out of the area. All our vans are fully equipped to deal with COVID-19 if required. We have enough PPE in stock to cover what is required of us. We also now have a number of Honeywell H/D Masks for our volunteers to use. We are getting constant updates from our Wheatbelt Office on what we need to know & we have a direct helpline through our Comms if needed. Our CP Gary Halliday is also available if we require extra support.

We now have another volunteer out at Beacon who has started training to become an officer. Karinda Smith has upgraded to a Level 2 Officer as well from Beacon. 5 Volunteers now at Beacon & 8 at Bencubbin.

Not much else to report as everything is going along a lot smoother than expected.

5.3 Department of Fire & Emergency Services

5.3.1 Bushfires

No training or projects being delivered.
Staggered work rosters in Northam 50/50 working in the office and from home.
Bush fire obligations is business as usual.

5.3.2 Emergency Management

#3 Briefing Note for LEMCs re

Wheatbelt Operational Area Support Group Meeting held on Tuesday 21st April 2020
Attendance:

Regional representatives from;

- WA Country Health Service
- Department of Communities
- WA Police (Wheatbelt)
- WA Police (Great Southern)
- DFES (Goldfields Midlands)

Minutes of the Mt Marshall Local Emergency Management Committee Special Meeting
held on Thursday 23rd April 2020

DFES (Upper Great Southern)
Local Government Avon Country Zone
Local Government Great Eastern Country Zone
WA Primary Health Networks
Water Corporation
Department of Education
DPIRD

Key issues and Actions

- This is not the time for complacency. All agencies to assist by enforcing safety messages (hygiene, social distancing, isolation as required) to the community.
- 10 Wheatbelt cases so far with 8 cleared and 2 active.
- Inter-regional travel restrictions remain in place and WA Police continue to man VCPS and mobile patrols. Currently no issues or note being experienced with the Community quite accepting of changes.
- ANZAC Day commemorations– reminder that social distancing measures still apply. Liaising with RSL.
- WAPHA are assisting Private residential aged care facilities with Flu vaccinations. Urgent needs assessment has been undertaken to ensure meeting of deadlines and access to vaccines.
Have created a Wheatbelt Mental Health Managers Group to target at risk cohorts for support and identify associated needs.
Also working to
 - assist with aged care, sharing ideas and concerns and accessing PPE
 - Assisting with telehealth platforms options
 - Contacting risk cohorts, (chronic conditions) and identifying issues.

Working through a number of significant issues

- Supporting the homeless, lack of facilities such as Park BBQs due to LG closures, and LGs looking for solutions. LG researching available accommodation options while waiting for further direction.
- Access to devices for technology including telehealth and student devices.
- Disability support. How can we provide support to these people within their home/accommodation.
- The Director General of Communities has been appointed the State Welfare Coordinator and the State Welfare Plan has been activated. The new welfare committee met for the first time on Monday 20th April, and some direction and information is expected to flow from this over coming weeks.

Minutes of the Mt Marshall Local Emergency Management Committee Special Meeting
held on Thursday 23rd April 2020

- The ongoing Food supply issue is being managed by the Regional Development Commission. Progress unknown. It was agreed that they be invited to attend future OASGs to enable more effective information flow.
- Public schools will be open again for pupils on 29 April 2020. Parents and carers can choose whether to send their children to face to face classes or home school. Resources will be made available. All year 11 and 12 students are encouraged to attend. Boarding facilities will remain closed at this stage.

At school, there will be strict guidelines in place, with extra cleaning, staggered break times, extra personal hygiene resources, no group events and parents and public not allowed on school grounds.

- Concern around people returning to communities after they have been cleared from a positive COVID 19 case. Attached is a set of guidelines on the clearance process to provide full understanding and assurances to communities.
- G2G pass is live and available on apple/google play stores.
<https://www.g2gpass.com.au/>
- Rural and Agricultural sector;
 - Food Security Working Group continuing to examine risks to distribution of food to regional supermarkets, food price data collection underway, with preliminary analysis expected this week
 - COVID-19 Guidance for Food Processing Businesses will be published soon and made available on Dept of Health website
 - Stocks of liquid nitrogen tight coming out of Kwinana; glyphosate shortages expected to be resolved by end of April; potential disruption to supply of machinery and parts
 - Rural West (formerly Rural Financial Counselling Service WA) are servicing any small business requiring assistance with Centrelink, financiers or creditors; though no increase in demand reported as yet
 - Business as usual for grains and livestock industries – could see some issues with access to post-emergent chemical
 - With economic impact bigger than potential health impact, support for small businesses in region may be ramped up through work being undertaken by the Wheatbelt Business Network, WDC and RDA Wheatbelt.
- State Recovery Coordination Unit have tabled two documents.
 - Advising of the appointment of Public Sector Commissioner, Sharyn O'Neill as the State Recovery Controller. This was in response to the state-wide recovery that will need to be implemented. The role is to provide for whole of government unity of effort and effective coordination of industry and community input.
Please note: Local Governments will still be responsible for coordination of recovery at the local level. It is anticipated that the State will provide

**Minutes of the Mt Marshall Local Emergency Management Committee Special Meeting
held on Thursday 23rd April 2020**

strategies and programmes that the local governments will be able to implement.

- A ready reckoner has been provided, a simple list of government support initiatives for individuals, small business and not for profits. Please disseminate to your local communities.

The next meeting of the Wheatbelt OASG will be held on Tuesday 28th April 2020.

Further information from Yvette is provided as an attachment.

5.4 Department of Communities – Emergency Services Unit

COVID-19 Update from the Department of Communities:

- The Commissioner of Police has activated the State Emergency Welfare Plan and the Department of Communities, Director General, Michelle Andrews has taken on the role of State Welfare Coordinator. How our Department's State and Regional response will now look will evolve over the coming weeks and months and I will keep you advised.
- The Departments' initial response remains the same providing welfare supports to those people in home isolation who are not self-sufficient and have no other forms of support. The majority of this support is occurring in the Metro area coordinated through the COVI-19 call centre (132 684).
- With the activation of the State Welfare Plan it is anticipated the Department's response will increase over the coming weeks and months and certainly heading into recovery.
- The State Welfare Emergency Committee has been established and the first meeting was held 20/04/20 and the State Welfare Incident Control Centre has been stood up. I can't confirm what that will look like at this time but will keep all Wheatbelt LEMC's informed as we are given further information.

If any questions are raised at the Special LEMC for the Department of Communities, please forward to me and I will attempt to address as soon as possible.

Jo Spadaccini
District Emergency Services Officer – Wheatbelt
Department of Communities

21/04/20

5.5 Bencubbin Police

Business as usual, couple of investigations not related to the COVID–19 crisis.

Minutes of the Mt Marshall Local Emergency Management Committee Special Meeting
held on Thursday 23rd April 2020

Assisted at police checkpoints, most people compliant, there is now an app for exemption. Continue to monitor popular gathering locations and encourage people to maintain social distancing.

Broke up a party.

PPE supplies good.

5.6 Silver Chain Nursing Association

Treatment by appointments only, phone first.

Silver chain centres are screening sites for the virus.

Delay in obtaining ventolin puffers.

Adequate PPE.

Flu vaccinations are continuing with an increase in numbers participating.

With the decrease in the number of people becoming infected and some restrictions likely to be lifted, hopefully the community does not become complacent.

5.7 Education Department

Beacon Primary School

Student numbers dropped gradually over the course of Week 8 until the Department issued its advice that students should remain at home where possible. We had 1 student (child of a staff member) on site for weeks 9 and 10 on the days that staff member worked.

We have had carpet cleaning contractors in over the holidays to thoroughly clean all rooms.

We have remote learning plans and learning in place for the start of Term 2. Students have been practicing with Connect and Webex and we believe we have managed to support all families to access these platforms at home. With all of this currently in place, we are still awaiting final confirmation from Government / the Department as to the format of education in Term 2 as at this stage it is still that parents are encouraged to keep their children at home.

Booked flu vaccinations.

Bencubbin Primary School

Six students remained at the end of term 1

Developed work from home packages, sourced computers and laptops for those that were without them.

Survey sent out to families regarding term 2 attendance, play by ear.

Cleaners

Both schools have received extra funding for a full time cleaner, Beacon has been without a cleaner since November 2019.

School buses

Stringent cleaning methods have been developed for the buses.

5.8 Beacon Volunteer Emergency Services Brigade

Nil

5.9 Operations Manager Eastern WACHS

Nine (9) patients have recovered and one (1) active case in the Wheatbelt
No cases reported overnight
31,500 tested, 546 positive.
81 remain active statewide.
28 days before consideration is given to easing restrictions
Plans are in place if crisis hits the fan.
Wider range of testing, flu like cough, sore throat can be tested.
GP's can assess patients.
Flu vaccinations are continuing.

6.0 Next Meeting – By teleconference as required

When required

7.0 Closure of Meeting

There being no further business the meeting closed at 4.18pm

These Minutes were confirmed at the Local Emergency Management Committee Meeting held on Thursday 21 May 2020.

Date

Cr ARC Sachse

Chair

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 - \$249,999	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
\$250,000 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 **\$250,000** threshold (excluding GST). If a decision is made to seek public tenders for Contracts of less than **\$250,000**, 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 \$249,999

For the procurement of goods or services where the value exceeds \$30,000 but is less than **\$249,999**, 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 **\$250,000**, 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 **\$249,999**, the panel must contain a minimum of 2 members; and
- **\$250,000** 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 & \$249,999 (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)**



Department of
**Local Government, Sport
and Cultural Industries**

National Redress Scheme for Institutional Child Sexual Abuse

**Department of Local Government, Sport
and Cultural Industries**

Information Paper

3 February 2020

Attachment 12.1.11

Contents

1. SUMMARY - WA LOCAL GOVERNMENT: ROYAL COMMISSION AND REDRESS	3
2. CURRENT SITUATION - WA LOCAL GOVERNMENT PARTICIPATION IN THE NATIONAL REDRESS SCHEME.....	4
CURRENT TREATMENT OF WA LOCAL GOVERNMENTS IN THE SCHEME	4
3. CONSULTATION TO DATE WITH WA LOCAL GOVERNMENT SECTOR.....	5
4. WA GOVERNMENT DECISION - FUTURE PARTICIPATION OF WA LOCAL GOVERNMENTS IN THE NATIONAL REDRESS SCHEME	7
KEY ASPECTS OF THE STATE'S DECISION	8
5. CONSIDERATIONS FOR WA LOCAL GOVERNMENTS	10
CONFIDENTIALITY	10
APPLICATION PROCESSING / STAFFING	10
RECORD KEEPING.....	10
REDRESS DECISIONS	11
MEMORIALS.....	11
6. NEXT STEPS – PREPARATION FOR WA LOCAL GOVERNMENT PARTICIPATION IN THE SCHEME	12
ACKNOWLEDGEMENTS	13
FOR MORE INFORMATION	13
APPENDIX A.....	14
ROYAL COMMISSION INTO INSTITUTIONAL RESPONSES TO CHILD SEXUAL ABUSE – FURTHER INFORMATION	14
THE WESTERN AUSTRALIAN GOVERNMENT RESPONSE TO THE ROYAL COMMISSION.....	15
APPENDIX B.....	16
NATIONAL REDRESS SCHEME - FURTHER INFORMATION.....	16
SURVIVORS IN THE COMMUNITY	17
TREATMENT OF LOCAL GOVERNMENTS BY OTHER JURISDICTIONS	18
TIMEFRAME TO JOIN THE SCHEME.....	19
THE SCHEME'S STANDARD OF PROOF	19
MAXIMUM PAYMENT AND SHARED RESPONSIBILITY	20
EFFECT OF AN APPLICANT ACCEPTING AN OFFER OF REDRESS	20

1. SUMMARY - WA LOCAL GOVERNMENT: ROYAL COMMISSION AND REDRESS

The Western Australian Government (the State), through the Department of Local Government, Sport and Cultural Industries (DLGSC), has been consulting with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme (the Scheme) with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Following this initial consultation and feedback gathered, the State Government considered a range of options regarding WA local government participation in the Scheme and reached a final position in December 2019.

DLGSC, supported by the Departments of Justice and Premier and Cabinet, will again engage with WA local governments in early 2020, to inform of the:

- State's decision and the implications for the sector (see [Section 4](#));
- Support (financial and administrative) to be provided by the State; and
- Considerations and actions needed to prepare for participation in the Scheme from 1 July 2020 (see [Section 5](#)).

DLGSC's second phase of engagement with WA local governments is summarised in the table below:

Description and Action	Agency	Timeline
Distribution of Information Paper to WA Local Governments	DLGSC	3 February 2020
WALGA hosted webinar	DLGSC / DPC	18 February 2020
Metro and Country Zone meetings	WA LG's / DLGSC	19 to 24 February 2020
State Council meeting – Finalisation of Participation arrangements	WALGA	4 March 2020
WALGA hosted webinar – Participation arrangements	DLGSC/ DPC	Mid-March 2020

Further information about the Royal Commission is available at [Appendix A](#) and the National Redress Scheme at [Appendix B](#) of this Information Paper.

The information in this Paper may contain material that is confronting and distressing. If you require support, please [click on this link](#) to a list of available support services.

2. CURRENT SITUATION - WA LOCAL GOVERNMENT PARTICIPATION IN THE NATIONAL REDRESS SCHEME

The WA Parliament passed the legislation required to allow for the Government and WA based non-government institutions to participate in the National Redress Scheme. The *National Redress Scheme for Institutional Child Sexual Abuse (Commonwealth Powers) Act 2018* (WA) took effect on 21 November 2018.

The WA Government commenced participating in the Scheme from 1 January 2019.

The State Government's Redress Coordination Unit within the Office of the Commissioner for Victims of Crime, Department of Justice:

- Acts as the State Government's single point of contact with the Scheme;
- Coordinates information from State Government agencies to the Scheme; and
- Coordinates the delivery of Direct Personal Responses (DPR) to redress recipients (at their request) by responsible State Government agencies to redress recipients.

CURRENT TREATMENT OF WA LOCAL GOVERNMENTS IN THE SCHEME

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), Local Governments may be considered a State Government institution.¹

There are several considerations for the State Government and Local Governments (both individually and collectively) about joining the Scheme.

The State Government considers a range of factors relating to organisations or bodies participation in the Scheme, before their inclusion in the declaration as a State Government institution. These factors include the capability and capacity of the agencies or organisations to:

- Respond to requests for information from the State Government's Redress Coordination Unit within prescribed timeframes;
- Financially contribute to the redress payment made by the Scheme on behalf of the agency or body; and
- Comply with the obligations of participating in the Scheme and the Commonwealth legislation.

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's declaration. This was to allow consultation to occur with the local government sector about the Scheme, and for fuller consideration to be given to the mechanisms by which the sector could best participate in the Scheme.

¹ Section 111(1)(b).

3. CONSULTATION TO DATE WITH WA LOCAL GOVERNMENT SECTOR

The Department of Local Government, Sport and Cultural Industries (DLGSC) has been leading an information and consultation process with the WA local government sector about the Scheme. The Departments of Justice and Premier and Cabinet (DPC) have been supporting DLGSC in the process, which aimed to:

- Raise awareness about the Scheme;
- Identify whether local governments are considering participating in the Scheme;
- Identify how participation may be facilitated; and
- Enable advice to be provided to Government on the longer-term participation of WA local governments.

DLGSC distributed an initial *Information and Discussion Paper* in early January 2019 to WA local governments, the WA Local Government Association (WALGA), Local Government Professionals WA (LG Pro) and the Local Government Insurance Scheme (LGIS). Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments and involved:

- an online webinar to 35 local governments, predominantly from regional and remote areas;
- presentations at 12 WALGA Zone and LG Pro meetings; and
- responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations that the local government sector had, at the time, a very low level of awareness of the Scheme prior to the consultations occurring, and that little to no discussion had occurred within the sector or individual local governments about the Scheme. Local governments were most commonly concerned about the:

- Potential cost of redress payments;
- Availability of historical information;
- Capacity of local governments to provide a Direct Personal Response (apology) if requested by redress recipients;
- Process and obligations relating to maintaining confidentiality if redress applications are received, particularly in small local governments;
- Lack of insurance coverage of redress payments by LGIS, meaning local governments would need to self-fund participation and redress payments.

LGIS Update (April 2019) – National Redress Scheme

LGIS published and distributed an update regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

WALGA State Council Resolution

The WALGA State Council meeting of 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

It is understood that this recommendation was made with knowledge that it is ultimately a State Government decision as to whether:

- Local governments can participate in the Scheme as part of the State's Government's declaration; and
- The State Government will fund local government redress liability.

4. WA GOVERNMENT DECISION - FUTURE PARTICIPATION OF WA LOCAL GOVERNMENTS IN THE NATIONAL REDRESS SCHEME

Following the initial consultation process, a range of options for local government participation in the Scheme were identified by the State Government including:

1. WA Local governments be **excluded** from the State Government's declaration of participating institutions.

This means that: local governments may choose not to join the Scheme; or join the Scheme individually or as group(s), making the necessary arrangements with the Commonwealth and self-managing / self-funding all aspects of participation in the Scheme.

2. WA Local governments be **included** in the State Government's declaration of participating institutions.

There were three sub-options for ways local government participation as a State Government institution could be accommodated:

- a. Local governments cover all requirements and costs associated with their participation;
- b. The State Government covers payments to the survivor arising from local governments' participation, with costs other than payments to the survivor (including counselling, legal and administrative costs) being funded by local governments; or
- c. An arrangement is entered into whereby the State Government and local governments share the requirements and costs associated with redress – for example, on a capacity to pay and deliver basis.

The State Government considered the above options and resolved via the Community Safety and Family Support Cabinet Sub-Committee (December 2019) to:

- Note the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Note the options for WA local government participation in the Scheme;
- Agree to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agree to the DLGSC leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

KEY ASPECTS OF THE STATE'S DECISION

For clarity, the State's decision that means the following financial responsibilities are to be divided between the State Government and the individual local government that has a Redress application submitted, and then subsequently accepted by the Scheme Operator as a Redress claim.

State Government

The State Government will cover the following:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response or DPR (Apology) to the survivor if requested (on a fee for service basis with costs covered by the individual local government – see below).

Individual Local Government

The individual local government will be responsible for:

- Costs associated with gathering their own (internal) information if requested in a Redress application;
- Providing the State with the necessary information to participate in the Scheme; and
- Costs associated the delivery of a DPR (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). *

* note – The State's decision includes that all DPR's will be coordinated and facilitated by the Redress Coordination Unit (Department of Justice) on every occasion, if a DPR is requested by the survivor.

This decision was made on the basis that:

- State Government financial support for local government participation in the Scheme, as set out, will ensure that redress is available to as many WA survivors of institutional child sexual abuse as possible.
- The demonstration of leadership by the State Government, as it will be supporting the local government sector to participate in the Scheme and recognising the WALGA State Council resolution of 3 July 2019, is consistent with the local government sector's preferred approach.
- Contributes to a nationally consistent approach to the participation of local governments in the Scheme, and particularly aligns with the New South Wales, Victorian and Tasmanian Governments' arrangements. This provides opportunity for the State Government to draw on lessons learned through other jurisdictions' processes.
- Ensures a consistent and quality facilitation of a DPR (by the State) if requested by the survivor.
- State Government financial support for any local government redress claims does not imply State Government responsibility for any civil litigation against local governments.

Noting the State's decision, a range of matters need to be considered and arrangements put in place to facilitate local governments participating with the State Government's declaration and meeting the requirements of the Scheme. Those arrangements will:

- provide for a consistent response to the Scheme by WA Government institutions, and for WA survivors accessing the Scheme; and
- mitigate concerns raised by local governments during consultations about complying with the processes and requirements of the Scheme.

5. CONSIDERATIONS FOR WA LOCAL GOVERNMENTS

Following the State's decision, a range of matters need to be considered by each local government and in some cases, actions taken in preparation for participating in the Scheme, these include:

CONFIDENTIALITY

- Information about applicants and alleged abusers included in RFIs (Requests for Information) is sensitive and confidential and is considered protected information under *The National Redress Act*, with severe penalties for disclosing protected information.
- Individual local governments will need to consider and determine appropriate processes to be put in place and staff members designated to ensure information remains confidential.

APPLICATION PROCESSING / STAFFING

- The timeframes for responding to an RFI are set in *The Act* and are 3 weeks for priority application and 7 weeks for non-priority applications. This RFI process will be supported by the State (DLGSC and the Redress Coordination Unit).
- Careful consideration should be given to determining which position will be responsible for receiving applications and responding to RFIs, due to the potentially confronting content of people's statement of abuse.
- Support mechanisms should be in place for these staff members, including access to EAP (Employee Assistance Program) or other appropriate support.
- The need for the appointed position and person(s) to have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest.
- The responsible position(s) or function(s) would benefit from being kept confidential in addition to the identity of the person appointed to it.

RECORD KEEPING

- The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements of the *State Records Act 2000*.
- Consider secure storage of information whilst the RFI is being responded to.

REDRESS DECISIONS

- Decisions regarding redress applicant eligibility and responsible institution(s) are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State government does not have any influence on the decision made.
- There is no right of appeal.

MEMORIALS

- Survivors (individuals and / or groups) from within individual communities may ask about the installation of memorials. The State Government's view is to only consider memorialising groups, however locally, this is a decision of an individual local government.

6. NEXT STEPS – PREPARATION FOR WA LOCAL GOVERNMENT PARTICIPATION IN THE SCHEME

In addition to the second-phase information process outlined in section 1, the State will develop:

1. A Memorandum of Understanding (MOU) - to be executed between the State and WALGA following the (WALGA) State Council meeting on 4 March 2020.

The MOU will capture the overall principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration; and

2. Template Service Agreement – that will be executed on an 'as needed' basis between the State and an individual local government, if a redress application is received.

DLGSC and the Department of Justice will work with WALGA / LGPro and all local governments to prepare for participation in the Scheme including:

- Identifying appropriate positions, staff and processes to fulfil requests for information;
- Ensuring local governments have delegated authority to an officer to execute a service agreement with the State if needed;

The State will prepare a template Council report, where all WA local governments will be asked to delegate authority to an appropriate officer in advance, able to execute a service agreement if required. This is necessary as priority requests for information under the Scheme, are in a shorter turnaround time than Council meeting cycles and therefore, cannot be undertaken at the time.

- Ensuring local government have established appropriate processes and can fulfil Scheme obligations (particularly in terms of confidentiality, record keeping etc); and
- Gathering the necessary facility and service information from all individual local governments to commence participation in the Scheme. This information will be provided to the Commonwealth, loaded into the Scheme database and used to facilitate an individual local government's participation in the National Redress Scheme.

ACKNOWLEDGEMENTS

The contents of this Information and Discussion Paper includes extracts from the following identified sources. Information has been extracted and summarised to focus on key aspects applicable to the Department of Local Government, Sport and Cultural Industries' key stakeholders and funded bodies:

- The Royal Commission into Institutional Responses to Child Sexual Abuse – Final Report.

To access a full version of the Royal Commission's Findings and the Final Report, please follow the link at <https://www.childabuseroyalcommission.gov.au/>

- Western Australian State Government response to the Royal Commission (27 June 2018).

To access a full version of the State Government's detailed response and full report, please follow the link at [https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-\(June-2018\).aspx](https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-(June-2018).aspx)

- More information on the National Redress Scheme can be found at www.nationalredress.gov.au.
- The full National Redress Scheme - Participant and Cost Estimate (July 2015) Report at <https://www.dlgsc.wa.gov.au/resources/publications/Pages/Child-Abuse-Royal-Commission.aspx>

FOR MORE INFORMATION

Please contact:

Gordon MacMile
Director Strategic Coordination and Delivery
Email: gordon.macmile@dlgsc.wa.gov.au

Department of Local Government, Sport and Cultural Industries
246 Vincent Street, LEEDERVILLE WA 6007
PO Box 329, LEEDERVILLE WA 6903
Telephone: (08) 9492 9700
Website: www.dlgc.wa.gov.au

APPENDIX A

ROYAL COMMISSION INTO INSTITUTIONAL RESPONSES TO CHILD SEXUAL ABUSE – FURTHER INFORMATION

The Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission) was established in January 2013, to investigate systemic failures of public and private institutions² to protect children from child sexual abuse, report abuse, and respond to child sexual abuse. The Royal Commission's Terms of Reference required it to identify what institutions should do better to protect children in the future, as well as what should be done to:

- achieve best practice in reporting and responding to reports of child sexual abuse;
- eliminate impediments in responding to sexual abuse; and
- address the impact of past and future institutional child sexual abuse.

The Western Australian Government (State Government) strongly supported the work of the Royal Commission through the five years of inquiry, presenting detailed evidence and submissions and participating in public hearings, case studies and roundtables.

The Royal Commission released three reports throughout the inquiry: *Working with Children Checks* (August 2015); *Redress and Civil Litigation* (September 2015) and *Criminal Justice* (August 2017). The Final Report (Final Report) of the Royal Commission into Institutional Responses to Child Sexual Abuse incorporated the findings and recommendations of the previously released reports and was handed down on 15 December 2017. To access a full version of the Royal Commission's Findings and the Final Report, follow the link at <https://www.childabuseroyalcommission.gov.au/>

The Royal Commission made 409 recommendations to prevent and respond to institutional child sexual abuse through reform to policy, legislation, administration, and institutional structures. These recommendations are directed to Australian governments and institutions, and non-government institutions. One specific recommendation was directed at Local Government, while many others will directly or indirectly impact on the organisations that Local Government works with and supports within the community.

Of the 409 recommendations, 310 are applicable to the Western Australian State Government and the broader WA community.

² * For clarity in this Paper, the term 'Institution' means any public or private body, agency, association, club, institution, organisation or other entity or group of entities of any kind (whether incorporated or unincorporated), however described, and:

- Includes for example, an entity or group of entities (including an entity or group of entities that no longer exist) that provides, or has at any time provided, activities, facilities, programs or services of any kind that provide the means through which adults have contact with children, including through their families
- Does not include the family.

THE WESTERN AUSTRALIAN GOVERNMENT RESPONSE TO THE ROYAL COMMISSION

The State Government examined the 310 applicable recommendations and provided a comprehensive and considered response, taking into account the systems and protections the State Government has already implemented. The State Government has accepted or accepted in principle over 90 per cent of the 310 applicable recommendations.

The State Government's response was released on 27 June 2018 fulfilling the Royal Commission recommendation 17.1, that all governments should issue a formal response within six months of the Final Report's release, indicating whether recommendations are accepted; accepted in principle; not accepted; or will require further consideration. The WA Government's response to the Royal Commission recommendations can be accessed at:

<http://www.dpc.wa.gov.au/childabuseroyalcommission>

The State Government has committed to working on the recommendations with the Commonwealth Government, other states and territories, local government, non-government institutions (including religious institutions) and community organisations.

The State Government's overall approach to implementation of reforms is focused on:

- Stronger Prevention (including Safer Institutions and Supportive Legislation)
 - Create an environment where children's safety and wellbeing are the centre of thought, values and actions;
 - Places emphasis on genuine engagement with and valuing of children;
 - Creates conditions that reduce the likelihood of harm to children and young people.
- Reliable Responses (including Effective Reporting)
 - Creates conditions that increase the likelihood of identifying any harm;
 - Responds to any concerns, disclosures, allegations or suspicions of harm.
- Supported Survivors (including Redress).

Many of the recommendations of the Royal Commission have already been addressed through past work of the State Government, and others working in the Western Australian community to create safe environments for children. This work is acknowledged and where appropriate, will be built upon when implementing reforms and initiatives that respond to the Royal Commission's recommendations.

APPENDIX B

NATIONAL REDRESS SCHEME - FURTHER INFORMATION

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse.

The National Redress Scheme (the Scheme):

- Acknowledges that many children were sexually abused in Australian institutions;
- Recognises the suffering they endured because of this abuse;
- Holds institutions accountable for this abuse; and
- Helps people who have experienced institutional child sexual abuse gain access to counselling and psychological services, a direct personal response, and a redress-payment.

The National Redress Scheme involves:

- People who have experienced institutional child sexual abuse who can apply for redress;
- The National Redress Scheme team — Commonwealth Government staff who help promote the Scheme and process applications;
- Redress Support Services — free, confidential emotional support and legal and financial counselling for people thinking about or applying to the Scheme;
- Participating Institutions that have agreed to provide redress to people who experienced institutional child sexual abuse; and
- Independent Decision Makers who will consider applications and make recommendations and conduct reviews.

The National Redress Scheme formally commenced operation on 1 July 2018 and offers eligible applicants three elements of redress:

- A direct personal response from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

Importantly, the Scheme also provides survivors with community based supports, including application assistance; financial support services; and independent legal advice. The Scheme is administered by the Commonwealth Government on behalf of all participating governments, and government and non-government institutions, who contribute on a 'responsible entity pays' basis.

Institutions that agree to join the Scheme are required to adhere to the legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

More information on the Scheme can be found at www.nationalredress.gov.au or the [National Redress Guide](#).

SURVIVORS IN THE COMMUNITY

Throughout the five years of its inquiry, the Royal Commission heard detailed evidence and submissions, and held many public and private hearings, case studies and roundtables. Most notably, the Royal Commission heard directly from survivors of historical abuse.

The Royal Commission reported that survivors came from diverse backgrounds and had many different experiences. Factors such as gender, age, education, culture, sexuality or disability had affected their vulnerability and the institutions response to abuse.

The Royal Commission, however, did not report on the specific circumstances of individuals with the details of survivors protected; the circumstances of where and within which institutions their abuse occurred is also protected and therefore unknown. Further, survivors within the WA community may have chosen to not disclose their abuse to the Royal Commission.

Accordingly, it is not known exactly how many survivors were abused within Western Australian institutions, including within Local Government contexts. Within this context of survivors in the community, who may or may not be known, consideration needs to be given to how all institutions, including local governments, can fulfil the Royal Commission's recommendation in relation to redress.

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse. This report also recommended that Governments around Australia remove the limitation periods that applied to civil claims based on child sexual abuse, and consequently prevented survivors – in most cases – pursuing compensation through the courts.

As a result of reforms made in response to these recommendations, WA survivors now have the following options to receive recognition of their abuse:

1. Pursuing civil court action(s) against the perpetrator and/or the responsible institution. The *Civil Liability Legislation Amendment (Child Sexual Abuse Actions) Act 2018* (WA) took effect on 1 July 2018, removing the limitation periods that previously prevented persons who had experienced historical child sexual abuse from commencing civil action.
2. Applying to the National Redress Scheme, which provides eligible applicants with a monetary payment, funds to access counselling and an apology. Note, to receive redress the responsible institution(s) will need to have joined the Scheme.

TREATMENT OF LOCAL GOVERNMENTS BY OTHER JURISDICTIONS

At the time of the State Government joining the Scheme, only two jurisdictions had made a decision about the treatment of local governments. All jurisdictions have since agreed to include local governments within their respective declarations, with the exception of South Australia (SA). The SA Government is still considering their approach.

It is understood that all jurisdictions, with the exception of SA, are either covering the redress liability associated with local government participation in the Scheme or entering into a cost sharing arrangement. The table below provides a summary of other jurisdictions' positions.

Jurisdiction	Position
Commonwealth	<ul style="list-style-type: none"> No responsibility for local governments. The Commonwealth Government has indicated preference for a jurisdiction to take a consistent approach to the participation of local governments in the Scheme.
Australian Capital Territory (ACT)	<ul style="list-style-type: none"> ACT has no municipalities, and the ACT Government is responsible for local government functions. ACT has therefore not been required to explore the issue of local government participation in the Scheme.
New South Wales (NSW)	<ul style="list-style-type: none"> In December 2018, the NSW Government decided to include local councils as NSW Government institutions and to cover their redress liability. The NSW Office for Local Government is leading communications with local councils about this decision. NSW's declaration of participating institutions will be amended once preparation for local council participation is complete.
Northern Territory (NT)	<ul style="list-style-type: none"> The NT Government has consulted all of the Territory's local governments, including individually visiting each local government. NT is in the process of amending Territory's declaration of participating institutions to include local governments.
Queensland	<ul style="list-style-type: none"> Queensland is finalising a memorandum of understanding (MOU) with the Local Government Association of Queensland to enable councils to participate in the Scheme as State institutions. The MOU includes financial arrangements that give regard to individual councils' financial capacity to pay for redress.
South Australia (SA)	<ul style="list-style-type: none"> Local governments are not currently included in the SA Government's declaration The SA Government is still considering its approach to local governments.
Tasmania	<ul style="list-style-type: none"> Local Governments have agreed to participate in the Scheme and will be included as a state institution in the Tasmanian Government's declaration. A MOU with local governments is being finalised, ahead of amending Tasmania's declaration.
Victoria	<ul style="list-style-type: none"> The Victorian Government's declaration includes local governments. The Victorian Government is covering local governments' redress liability.
Western Australia (WA)	<ul style="list-style-type: none"> The WA Government has excluded local governments from its declaration, pending consultation with the local government sector.

TIMEFRAME TO JOIN THE SCHEME

Institutions can join the Scheme within the first two years of its commencement. This means that institutions can join the Scheme up to and including 30 June 2020 (the second anniversary date of the Scheme). The Commonwealth Minister for Social Services may also provide an extension to this period to allow an institution to join the Scheme after this time. However, it is preferred that as many institutions as possible join the Scheme within the first two years to give certainty to survivors applying to the Scheme about whether the institution/s in which they experienced abuse will be participating.

If an institution has not joined the Scheme, they are not a participating institution. However, this will not prevent a person from applying for redress. In this circumstance, a person's application cannot be assessed until the relevant institution/s has joined the Scheme. The Scheme will contact the person to inform them of their options to either withdraw or hold their application. The Scheme will also contact the responsible institution/s to provide information to aid the institution/s to consider joining the Scheme.

THE SCHEME'S STANDARD OF PROOF

The Royal Commission recommended that 'reasonable likelihood' should be the standard of proof for determining eligibility for redress. For the purposes of the Scheme, 'reasonable likelihood' means the chance of the person being eligible is real and is not fanciful or remote and is more than merely plausible.

When considering a redress application, the Scheme Operator must consider whether it is reasonably likely that a person experienced sexual abuse as a child, and that a participating institution is responsible for an alleged abuser/s having contact with them as a child. In considering whether there was reasonable likelihood, all the information available must be taken into account.

Where a participating institution does not hold a record (i.e. historical information), the Scheme Operator will not be precluded from determining a person's entitlement to redress. The information to be considered by the Scheme Operator includes:

- The information contained in the application form (or any supplementary information provided by a person by way of statutory declaration);
- Any documentation a person provided in support of their application;
- The information provided by the relevant participating institution/s in response to a Request for Information from the Operator, including any supporting documentation provided; and
- Any other information available including from Scheme holdings (for example where the Scheme has built up a picture of relevant information about the same institution during the relevant period, or the same abuser).

It should be noted that the 'reasonable likelihood' standard of proof applied by the Scheme is of a lower threshold (or a lower standard of proof) than the common law standard of proof applied in civil litigation – the 'balance of probabilities'. Please see 11.7 of the Royal Commission's *Redress and Civil Litigation Report (2015)* for additional information on the difference between the two.

MAXIMUM PAYMENT AND SHARED RESPONSIBILITY

The amount of redress payment a person can receive depends on a person's individual circumstances, specifically the type of abuse the person experienced.

A person may only make one application for redress. The maximum redress payment payable under the scheme to an applicant is \$150,000 in total.

The payment of redress is made by the institution(s) found responsible for exposing the individual to the circumstances that led to the abuse.

There may be instances where one or more institutions are found to be jointly responsible for the redress payment to a person, and instances where a person may have experienced abuse in one or more different institutions. In such situations, the redress payable by an institution will be apportioned in accordance with the Scheme's assessment framework - see <https://www.legislation.gov.au/Details/F2018L00969> and method statement - see <http://guides.dss.gov.au/national-redress-guide/4/1/1>

Prior payments made by the responsible institution for the abuse to the applicant (e.g. ex-gratia payments) will be taken into account and deducted from the institutions' redress responsibility.

EFFECT OF AN APPLICANT ACCEPTING AN OFFER OF REDRESS

Accepting an offer of redress has the effect of releasing the responsible participating institution/s and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person agrees to not bring or continue any civil claims against the responsible participating institution/s in relation to any abuse within the scope of the Scheme.

If a responsible participating institution/s is a member of a participating group, the person will be releasing the other associated institutions and officials within that group from any civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme.

Accepting an offer of redress also has the effect of preventing a responsible participating institution from being liable to contribute to damages that are payable to the person in civil proceedings (where the contribution is to another institution or person).

In accepting the offer of redress, a person will also be consenting to allow the participating institution/s or official/s to disclose the person's acceptance of redress offer in the event that a civil claim is made. The Scheme must provide a copy of the person's acceptance of offer to each responsible institution for their records once received.

Note – the acceptance of an offer of redress does not exclude the pursuance or continuance of criminal proceedings against the abuser(s).

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2020/4-004 April 2020	That Council accept the draft Memorandum of Understanding for the Kununoppin Medical Practice Committee.	Complete		
2020/3-011 March 2020	That Council: 1. Resolve to enter into a license for the Shire to occupy the relevant land around Waddouring Dam – Reserve 28120; 2. Direct the Chief Executive Officer to write to the Water Corporation confirming the above resolution; and 3. Authorise the Chief Executive Officer to undertake the necessary arrangements to effect and complete the license, including the use of the Shire Common Seal if necessary	Ongoing	Further discussions were had resulting in an agreement being drawn up.	Sept 2020
2020/3-010 March 2020	That, with respect to the Local Government House Trust – Deed of Variation, Council: 1. Consent to a variation to the Trust Deed for the Local Government House Trust (The Trust) as detailed in attachment 12.1.5; and 2. Communicate this consent in writing to the Local Government House Trust’s Board of Management	Complete		

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
	<p>That Council:</p> <ol style="list-style-type: none">1. Resolve that correspondence should be sent to Telstra head office expressing the displeasure of Council and the community at the telecommunication outages which continue to occur;2. Resolve that correspondence be sent to Western Power inviting them to meet with the Shire President and Chief Executive Officer to discuss any potential solutions, such as the one installed at Perenjori for the town of Beacon which suffers the worst and longest lasting power outages;3. Resolve that copies of the above correspondence be sent to appropriate State and Federal politicians with an invitation to them to assist with the issues;4. Subject to the Local Government Act 1995, Section 6.8(1)(b) authorise non budgeted expenditure of \$4,000 to install battery back-up systems for the Crisp Wireless service at Bencubbin Multipurpose Complex and Beacon Town Hall; and5. Subject to the Local Government Act 1995, Section 6.8(1)(b) reduce 1433001 Shed Gates Bencubbin Depot by \$4,000 to allow for the expenditure authorised in resolution 4 above.	Ongoing	<p>Delayed due to COVID-19 crisis.</p> <p>Will undertake further work in the near future.</p>	

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2019/11-008 Dec 2019	That Council: <ol style="list-style-type: none">1. Resolve to accept the transfer of Reserve 22456 from the Water Corporation2. Resolve to enter into an interim license for the Shire to occupy the relevant land around Beacon Rock Tank3. Direct the Chief Executive Officer to write to the Water Corporation confirming the above resolutions4. Authorise the Chief Executive Officer to undertake the necessary arrangements to effect and complete the license, including the use of the Shire Common Seal if necessary	Ongoing		June 2020
2019/9-012 Oct 2019	That Council: <ol style="list-style-type: none">1. Subject to the Local Government Act 1995, Section 6.8(1)(b) authorise non budgeted expenditure of \$10,000 to install water tanks and associated infrastructure at the community (20mm) standpipes located in Beacon and Gabbin;2. Subject to the Local Government Act 1995, Section 6.8(1)(b) reduce 1151021 Museum Contracts by \$10,000 to allow for the expenditure authorised in resolution 1 above	Ongoing	Beacon Tank ordered. Gabbin tank not required as the tank already at the location is able to be used.	April 2020

[illegible]

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL

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

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

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

FINANCE AND ADMINISTRATION MANAGER

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2020/4-005 April 2020	<p>That Council:</p> <ol style="list-style-type: none"> 1. Direct that the budget for the 2020/21 financial year be prepared on the basis of no increase to the general rate charge and no increase to the Shire's fees and charges 2. Direct that a new line item be created in the 2019/20 annual budget with the title 'Response to COVID-19 Pandemic' and to provide a budget for that line item of \$85,000 3. Direct that the following 2019/20 annual budget items be reduced as follows: <ul style="list-style-type: none"> • 0421181 – Legal Expenses Bencubbin Bowling Green – Reduce by \$8,000 • 0421251 – Asset Management Plan – Reduce by \$15,000 • 0421251 – Human Resources Support – Reduce by \$5,000 • 1171082 – Car Rally Bencubbin 360 – Reduce by \$7,000 • 1113041(8196) – Bencubbin Hall Capital Works – Reduce by \$30,000 • 1221055 – Beacon Beautification– Reduce by \$20,000 	Ongoing	<p>FAM preparing 2020/21 budget as per instructions.</p> <p>CEO administering 'Response to COVID-19 Pandemic'</p>	<p>August 2020</p> <p>Unknown</p>

REGULATORY OFFICER – JACK WALKER

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2020/4-009 April 2020	<p>That the application for Development Approval (DA) submitted on 20 March 2020 by the Bencubbin Sports Club Inc be granted with the following conditions:</p> <ul style="list-style-type: none">• This approval should not be construed as an approval for a Liquor License.• If the development, the subject of this approval, is not substantially commenced within a period of 2 years from the date of the approval, the approval will lapse and be of no further effect. For the purposes of this condition, the term “substantially commenced” has the meaning given to it in the Planning and Development (Local Planning Schemes) Regulations 2015 as amended from time to time.• Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first being sought and obtained.• The granting of this approval does not constitute a building permit and that an application for a building permit must be submitted to the Shire of Mt Marshall and be approved before any work can commence on site.• If an applicant is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with Part 14 of the Planning and Development Act 2005.	Complete	Development Approval issued, now it's up to the Sports Club to complete the project.	June 2021

REGULATORY OFFICER – JACK WALKER

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2019/3-013 April 2019	<p>The Shire of Mt Marshall grants a Development Approval (DA) to P & A Munns, trading as Scud Ag Supplies, to install five (5) advertising signs in the Beacon town site subject to the following conditions:</p> <ul style="list-style-type: none"> (a) Applicant provides Council with a copy of their Public Indemnity insurance to indemnify the Shire of Mt Marshall from any claims that may arise from the installation of the signs. (b) Applicant be given approval to install the signs under the supervision of the Shire's Works Supervisor. (c) All signs to be placed 1.5 meters from the edge of the bitumen to the edge of the sign. (d) Signs to be no larger than 1500 x 1200 (e) Signs to be constructed to Australian Standards (f) Applicant is responsible for all ongoing maintenance to the signs 	Ongoing	DA issued to Scud Ag Supplies. Mr Munns will liaise with the Works Supervisor when he is ready to erect the signs. Hope to get started on signs this month.	June 2020
2018/1 – 012 February 2018	That Council, pursuant to section 58 Land Administration Act 1997 and clause 9 Land Administration Regulations 1998, endorse the closure of the section of Potts Road as outlined by the Department of Planning, Lands and Heritage SmartPlan below and direct the Chief Executive Officer to request the Minister for Lands to take the necessary steps to permanently close that section of road.	Completed	Although no official advice from the Lands Department, Mr Stuart Faulkner has advised that the purchase of land has been completed.	May 2020
2016/155 Oct 2016 Continued	h) Consent is given to the Department of Fire and Emergency Services to issue identity cards to Mt Marshall Fire Brigade members.	Ongoing	Instructions as how to process photos has been obtained and staff will commence the process. Commence project in February during Bush Fire training.	July 2020

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

EXECUTIVE ASSISTANT – NADINE RICHMOND				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2020/4-003 April 2020	That Council adopt the revised Policy and Procedures Manual 2020.	Complete	Policy Manual updated and now available on the Shire's website	
2019/9-008 Oct 2019	<ol style="list-style-type: none"> 1. That Council endorse dissolving the following committees: <ul style="list-style-type: none"> • Bencubbin Multipurpose Complex Steering Committee • Drainage Reference Group 2. That Council in accordance with Section 5.10 of the Local Government Act 1995, endorse the following committees, Working Groups and External Organisations with appointed Elected Member and Staff representation as listed below: <i>See Minutes for details</i> 3. Where community positions exist: <ol style="list-style-type: none"> a. Current members be approached inviting them to continue their membership; b. Where vacancies exist/occur, advertising take place seeking expressions of interest. 	Ongoing	Waiting for responses from community members for some groups.	

COMMUNITY DEVELOPMENT OFFICER – REBECCA WATSON				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2020/4-008 April 2020	That the following 2019/20 Club Support Fund Application be approved for funding by the Shire; Beacon Gun Club SSAA \$5,658.80 (gst inclusive)	Ongoing	Beacon Gun Club have been notified and Invoice has been provided for payment of the funds.	
2020/3-019 March 2020	That the attached memorandum of understanding (12.5.2) between the Beacon Progress Association, Beacon Central Community Resource Centre and the Shire of Mt Marshall for the Beacon Library Facility be endorsed.	Ongoing	MOU has been forwarded to relevant parties for signatures.	
2020/3-018 March 2020	That Council: <ol style="list-style-type: none"> 1. pursuant to Section 3.57 of the Local Government Act, 1995 and Division 2 of the Local Government (Functions and General) Regulations, 1996 endorse calling for Tenders (RFT MM05 19/20) for the Contract Management of the Mt Marshall Aquatic Facility for a period of three (3) years with an option to extend a further two (2) years. 2. approve the following qualitative criteria and weighted cost criteria against which the tender will be assessed: <i>See Minutes</i> 3. pursuant to Section 5.42 of the Local Government Act, 1995 delegate authority to the Chief Executive Officer to award the Contract Management of the Mt Marshall Aquatic Facility in accordance with the results of the tender evaluation process. 	Ongoing	Tenders open until 29 th May 2020.	

COMMUNITY DEVELOPMENT OFFICER – REBECCA WATSON				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2019/10-015 Nov 2019	That : 1. the attached memorandum of understanding between the Beacon Progress Association and Shire of Mt Marshall for the Beacon Community Hall be endorsed; 2. the Fees and Charges Schedule be amended to include the following fees (See Minutes) 3. the above fees be advertised as effective from 1 December 2019; and 4. An annual administration fee of \$150.00 be paid to the Beacon Central Community Resource Centre to manage keys and bookings for the Beacon Community Hall Facility.		Awaiting return of the Signed agreement.	
2019/10-014 Nov 2019	That the following 2019/20 Club Support Fund Applications be approved for funding; Beacon Bowling Club \$2,237.85 (gst inclusive) Bencubbin Hockey Club \$1,804.70 (gst inclusive) Bencubbin Community Recreation Council \$1,086.00 (gst inclusive)	Ongoing	All clubs have provided invoices and payments scheduled to be paid before the end of June. Acquittal from the Beacon Bowling Club has been received.	
2019/6-004 July 2019	That Council: 1. Formally resolve to include the Beacon Barracks into the Shire Municipal Heritage Inventory; and 2. Direct the Chief Executive Officer to update the Shire Municipal Heritage Inventory to include Beacon Barracks.	Completed	The Beacon Railway Barracks has been added to the current edition of the Shire Municipal Inventory.	

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

COMMUNITY DEVELOPMENT OFFICER – REBECCA WATSON

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2017/022 February 2017	<p>That:</p> <ol style="list-style-type: none"> 1. Council Acknowledge an historic equity imbalance in the provision of facilities between the towns of Beacon and Bencubbin; 2. A desktop review be undertaken on proposed infrastructure upgrades for Beacon and that a further report be made to Council with a view to implementing a 5 year development program for the town; 3. That the Shire's Community Development Officer investigate and report on other local government models for the development and support of volunteers in both communities; and 4. That any agreed infrastructure development program and volunteer support program be incorporated into the Shire's Community Strategic Plan 	Ongoing	CDO liaising with Volunteers WA Wheatbelt Hub to source information that will assist with the development of the report.	

ECONOMIC DEVELOPMENT OFFICER – SARAH MOUG				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2020/3-007 March 2020	<p>That Council:</p> <ol style="list-style-type: none"> Endorse the recommendations (as detailed above) of the Economic Development Committee by making the following awards, which are subject to any requirements listed: <p> a) Beacon Co-Operative \$7489.00 b) The Gimlet Newspaper \$3289.50 c) Bencubbin Truck N Auto's \$9945.22 </p>	Ongoing	All parties have been advised in writing of their successful applications.	
2019/9-004 Oct 2019	<p>That Council:</p> <ol style="list-style-type: none"> Receive the minutes from the Economic Development Grant Fund Committee of 15 October 2019 which are at attachment 13.2.1; Endorse the recommendations of the Economic Development Grant Fund Committee by making the following awards, which are subject to any conditions listed: <ul style="list-style-type: none"> Beacon Progress Association \$4189.55 (on the condition that signage is installed in liaison with Shire staff to ensure regulations are met and the video project be undertaken in consultation with Linda Vernon and/or NEWTRAVEL to ensure it fits with current Wheatbelt Way tourism direction) Beacon Country Club \$2443.30 	Ongoing	<p>Correspondence has been sent to both applicants. Informed of their successful applications.</p> <p>Beacon Country Club – project completed and acquitted. Funding awarded.</p>	June 2020

ECONOMIC DEVELOPMENT OFFICER – SARAH MOUG				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2019/2-004 March 2019	<p>That Council:</p> <p>2. Endorse the recommendations (as detailed above) of the Economic Development Committee by making the following awards, which are subject to any requirements listed:</p> <ul style="list-style-type: none"> Beacon Progress Association \$3785.00 Beacon Primary School P & C \$7000.00 (subject to successful application for matched funding) Beacon CRC \$2143.30 Beacon Playgroup \$376.00 Application Withdrawn. Beacon Cooperative \$2539.30 	Completed	<p>Groups have been advised in writing of their successful applications.</p> <p>Still awaiting acquittal forms from one applicant. Beacon Playgroup withdrew their application. Waiting for photographs of each project upon completion.</p> <p>Photographs received of the Nature Playground Project completed by the Beacon Primary School P & C. Published on the Shire social media page.</p> <p>Acquittal forms received for projects completed by the Beacon Progress Association, Beacon Primary School P & C, Beacon Co-Op. Acquittal forms received from Beacon Community Resource Centre. All funding awarded.</p>	Completed

Council Meeting

Tuesday 28 April 2020

Via ZOOM

MINUTES

2pm NEWROC Meeting

NEWROC Vision Statement

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

www.newroc.com.au

ANNUAL CALENDAR OF ACTIVITIES

MONTH	ACTIVITY	MEETING
January		Executive
February	<ul style="list-style-type: none"> Council refreshes itself on NEWROC Vision, Mission, Values (review Vision and Mission every other year) Council reviews NEWROC project priorities 	Council
March	<ul style="list-style-type: none"> WDC attendance to respond to NEWROC project priorities Submit priority projects to WDC, Regional Development and WA Planning Discussion regarding portfolios vs projects, current governance structure 	Executive
April	NEWROC Budget Preparation	Council
May	<ul style="list-style-type: none"> NEWROC Draft Budget Presented NEWROC Executive Officer Contract/Hourly Rate Review (current contract expires June 2021) Local Government Week agenda to be discussed at Executive meeting to determine if EA should attend 	Executive
June	NEWROC Budget Adopted	Council
July		Executive
August	<ul style="list-style-type: none"> Information for Councillors pre-election NEWROC Audit 	Council
September		Executive
October	NEWROC CEO and President Handover	Council
November	<ul style="list-style-type: none"> NEWROC Induction of new Council representatives (every other year) Review NEWROC MoU (every other year) 	Executive
December	NEWROC Drinks	Council

ONGOING ACTIVITIES

Compliance

Media Releases

NEWROC Rotation

Shire of Mt Marshall

Shire of Nungarin

Shire of Wyalkatchem

Shire of Koorda (Oct 2019 – Oct 2021)

Shire of Mukinbudin

Shire of Trayning

TABLE OF CONTENTS

<u>1. OPENING AND ANNOUNCEMENTS</u>	<u>4</u>
<u>2. RECORD OF ATTENDANCE AND APOLOGIES</u>	<u>4</u>
2.1. ATTENDANCE	4
2.2. APOLOGIES	4
2.3. GUESTS	4
2.4. LEAVE OF ABSENCE APPROVALS / APPROVED	4
<u>3. DECLARATIONS OF INTEREST AND DELEGATIONS REGISTER</u>	<u>4</u>
3.1. DELEGATION REGISTER	5
3.2. REGISTER OF ASSOCIATION	5
<u>4. PRESENTATION.....</u>	<u>6</u>
<u>5. MINUTES OF MEETINGS</u>	<u>6</u>
5.1. EXECUTIVE MEETING 25 FEBRUARY 2020	6
5.2. EXECUTIVE MEETING 8 APRIL 2020	6
5.3. COUNCIL MEETING 10 DECEMBER 2019	7
5.4. SPECIAL COUNCIL MEETING 12 MARCH 2020	7
<u>6. FINANCIAL MATTERS.....</u>	<u>8</u>
6.1. INCOME, EXPENDITURE AND PROFIT AND LOSS	8
<u>7. MATTERS FOR CONSIDERATION.....</u>	<u>10</u>
7.1. NEWROC STRATEGIC PLANNING – PROJECT UPDATES	10
7.2. TELECOMMUNICATIONS PROJECT	15
7.3. COVID19	18
<u>8. EMERGING NEWROC ISSUES AS NOTIFIED, INTRODUCED BY DECISION OF THE MEETING</u>	<u>20</u>
<u>9. OTHER BUSINESS</u>	<u>20</u>
<u>10. 2020 MEETING SCHEDULE</u>	<u>20</u>
<u>11. CLOSURE</u>	<u>20</u>

NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Minutes for the Council Meeting held via Zoom on Tuesday 28 April 2020 commencing at 2.04pm

MINUTES

1. OPENING AND ANNOUNCEMENTS

Cr Stratford welcomed everyone to the meeting, thanked Cr Storer for his Presidency at the Shire of Koorda and the NEWROC and also welcomed Cr Hudson and Rebecca McCall to their first meeting. Cr Stratford opened the meeting at 2.04pm

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1. Attendance

Cr Jannah Stratford	NEWROC Chair, President Shire of Koorda
Cr Pam McWha	Councillor, Shire of Koorda
Cr Pippa De Lacy	President, Shire of Nungarin
Cr Melanie Brown	President, Shire of Trayning
Cr Quentin Davies	President, Shire of Wyalkatchem
Cr Mischa Stratford	Councillor, Shire of Wyalkatchem
Cr Tony Sachse	President, Shire of Mt Marshall
Cr Gary Shadbolt	President, Shire of Mukinbudin
Cr Darrel Hudson	President, Shire of Dowerin (non voting)
Darren Simmons	NEWROC CEO, CEO, Shire of Koorda
Taryn Dayman	CEO, Shire of Wyalkatchem
John Nuttall	CEO, Shire of Mt Marshall
Dirk Sellenger	CEO, Shire of Mukinbudin
Adam Majid	CEO, Shire of Nungarin
Brian Jones	CEO, Shire of Trayning
Rebecca McCall	CEO, Shire of Dowerin

NEWROC Officer

Caroline Robinson	Executive Officer, NEWROC
-------------------	---------------------------

2.2. Apologies

Cr Marlon Hudson	Shire of Trayning
Brian Jones	CEO, Shire of Trayning

2.3. Guests

Cameron Edwards	InfraNomics (2.45pm – 3.38pm)
-----------------	-------------------------------

2.4. Leave of Absence Approvals / Approved

Nil

3. Declarations of Interest and Delegations Register

Nil

3.1. Delegation Register

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

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

3.2. Register of Association

The following letter was written to Cr Storer on 6 February 2020 regarding a declaration of association by NEWROC Executive Officer, Caroline Robinson.

Cr Ricky Storer
NEWROC Chair
C/O storef@koorda.wa.gov.au

6 February 2020

Dear Cr Storer,

RE: Declaration of Association

I would like to make you aware of a recent contract one of my businesses has been awarded which I feel I should declare to the North Eastern Wheatbelt Regional Organisation of Council (NEWROC).

NEWROC is engaged in a contract with Solum: Wheatbelt Business Solutions for the delivery of Executive Officer Services. I am the sole Director of this business.

150 Square Pty Ltd is a new business established with fellow Director Amanda Walker. This business employs Rebekah Burges.

150 Square Pty Ltd recently tendered for the delivery of WEROC Executive Officer services. It was successful in this tender. The contract will be delivered solely by Rebekah Burges, under 150 Square Pty Ltd. Rebekah is based in Meckering.

I would like to make the NEWROC aware of this association and confirm that:

- *separate financial management practices and software will be in place for the two*
- *contracts, so too administration practices and processes,*
- *both myself and Rebekah will maintain professionalism and a high degree of*
- *confidentiality in performing these contracts,*

I am happy for this to be raised at a NEWROC meeting for consideration by the members. I am also happy to answer any queries members may have.

Thank you for the opportunity to send this through,

Kind regards,

Caroline Robinson

4. PRESENTATION

Cameron Edwards

InfraNomics (2.45pm)

- 👉 InfraNomics works in power and water infrastructure development and can facilitate access to finance. InfraNomics is also a project manager.
- 👉 InfraNomics works closely with Magellan Power, Western Power, the Clean Energy Corporation and ARENA
- 👉 InfraNomics is WA owned and based in Bibra Lake
- 👉 InfraNomics works with Magellan Power on uninterrupted power supplies e.g. Onslow and the battery technology (brain) of microgrid systems.
- 👉 InfraNomics and the NEWROC EO have been scoping out some possible small and large projects centred on power reliability and reducing the cost of power in the district
- 👉 Cameron discussed the “behind the meter” power solution – its connection to the grid, “behind the meter” means it is on your property and it is a battery that kicks in when the power goes out. Until recently there have been some unclear legislation and restrictions
- 👉 There is some difficulty in doing a whole of municipal “behind the meter” system
- 👉 Ideally InfraNomics is looking for one heavy user to resolve reliability issues and improve energy resilience
- 👉 Discussion regarding back up power for Telstra towers
- 👉 InfraNomics has a stand alone, mobile, telecommunications tower with pack up power which requires no grid connection. It can work when other telecommunication systems fail and can resolve blackspots. Will work with Telstra, OPTUS and Vodafone.
- 👉 Western Power have released STS (solar and battery back up) for end of line users, one per residence (or per meter)
- 👉 Western Power has identified 15,000 possible STS sites in WA with a maximum of 1000 installed per year likely. The STS reduces energy costs and reliability is good (avg cost is \$100K per unit)
- 👉 Brief discussion about the Perenjori system however the legislation needs to be changed to implement a similar service

ACTION

NEWROC EO to continue to work with InfraNomics on some energy concepts (at no cost to the NEWROC) focused on the issue with Telstra tower back up power, a cluster of businesses / users and/or a small municipal

5. MINUTES OF MEETINGS

5.1. Executive Meeting 25 February 2020

Minutes of the Executive Meeting held 25 February 2020 have previously been circulated.

RESOLUTION

That the Minutes of the Executive Meeting held on 25 February 2020 be received

Moved Cr Sachse

Seconded Cr Shadbolt

CARRIED 6/0

5.2. Executive Meeting 8 April 2020

Minutes of the Executive Meeting held 8 April 2020 have previously been circulated.

RESOLUTION

That the Minutes of the Executive Meeting held on 8 April 2020 be received

Moved Cr Sachse

Seconded Cr Shadbolt

CARRIED 6/0

5.3. Council Meeting 10 December 2019

Minutes of the Council Meeting held on 10 December 2019 have previously been circulated.

RESOLUTION

That the Minutes of the Council Meeting held on 10 December 2019 be received as a true and correct record of proceedings

Moved Cr Davies

Seconded Cr Brown

CARRIED 6/0

5.4. Special Council Meeting 12 March 2020

Minutes of the Special Council Meeting held on 12 March 2020 have previously been circulated.

RESOLUTION

That the Minutes of the Council Meeting held on 12 March 2020 be received as a true and correct record of proceedings

Moved Cr Davies

Seconded Cr Shadbolt

CARRIED 6/0

6. FINANCIAL MATTERS

6.1. Income, Expenditure and Profit and Loss

FILE REFERENCE:	42-2 Finance Audit and Compliance
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	20 April 2020
ATTACHMENT NUMBER:	#1P and L
CONSULTATION:	
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENTS

Account transactions for the period 1 December 2019 to 31 March 2020 (these have been reviewed by the CEO's however not endorsed by Council)

Date	Description	Reference	Credit	Debit
BB NEWROC Funds-5557				
Opening Balance			201,217.60	0.00
01 Dec 2019	Bendigo Bank		0.00	1.20
02 Dec 2019	Payment: Trayning Hotel	1089	0.00	260.00
02 Dec 2019	Payment: Co-Op	1039	0.00	86.00
02 Dec 2019	Payment: Solum Wheatbelt Business Solutions	INV-0062	0.00	3,275.50
02 Dec 2019	Payment: Middleton Business Advisers	1001184	0.00	1,078.00
02 Dec 2019	ATO		0.00	6,008.00
03 Dec 2019	Payment: XERO	INV-1303	0.00	50.00
09 Dec 2019	Payment: Pj & L Longmuir	0047	0.00	258.50
10 Dec 2019	Payment: Ask Waste Management	602	0.00	3,091.00
29 Dec 2019	Payment: Solum Wheatbelt Business Solutions	INV-0063	0.00	3,295.00
29 Dec 2019	Payment: Grants Empire	00001846	0.00	1,716.00
01 Jan 2020	Bendigo Bank		0.00	3.60
03 Jan 2020	Payment: XERO	INV-2781	0.00	50.00
04 Feb 2020	Payment: Solum Wheatbelt Business Solutions	INV-0065	0.00	2,972.50
04 Feb 2020	Payment: Ask Waste Management	606	0.00	6,627.50
04 Feb 2020	Payment: XERO	INV-2819	0.00	50.00
01 Mar 2020	Bendigo Bank		0.00	0.80
02 Mar 2020	Payment: Solum Wheatbelt Business Solutions	INV-0067	0.00	3,205.00
03 Mar 2020	Payment: Monitor Bookkeeping Services	INV-2863	0.00	50.00
01 Dec 2019	Bendigo Bank		15.58	0.00
03 Dec 2019	Payment: Shire of Trayning	INV-0062	260.00	0.00
01 Jan 2020	Bendigo Bank		15.98	0.00
01 Feb 2020	Bendigo Bank		15.44	0.00
01 Mar 2020	Bendigo Bank		13.77	0.00
02 Mar 2020	ATO		1,274.00	0.00
Closing Balance			170,733.77	0.00
BB Term Deposit Account-1388				
Opening Balance			151,603.36	0.00
26 Feb 2020	Bendigo Bank		1,259.96	0.00
Total BB Term Deposit Account-1388			1,259.96	0.00
Closing Balance			152,863.32	0.00

Balance Sheet

North Eastern Wheatbelt Regional Organisation of Councils
As at 31 March 2020

	31 MAR 2020	29 FEB 2020
Assets		
Bank		
BB NEWROC Funds-5557	170,733.77	172,701.80
BB Term Deposit Account-1388	152,863.32	152,863.32
Total Bank	323,597.09	325,565.12
Total Assets	323,597.09	325,565.12
Liabilities		
Current Liabilities		
GST	(4,711.86)	(4,687.31)
Sundry Creditors Control	3,343.25	12.00
Unpaid ATO Liabilities	-	(1,274.00)
Total Current Liabilities	(1,368.61)	(5,949.31)
Total Liabilities	(1,368.61)	(5,949.31)
Net Assets	324,965.70	331,514.43
Equity		
Current Year Earnings	7,684.97	14,233.70
Retained Earnings	317,280.73	317,280.73
Total Equity	324,965.70	331,514.43

RESOLUTION

That the income and expenditure from 1 December 2019 to 31 March 2020 and the P and L and balance sheet as at 31 March 2020 be received.

Moved Cr Sachse

Seconded Cr Brown

CARRIED 6/0

7. MATTERS FOR CONSIDERATION

7.1. NEWROC Strategic Planning – Project Updates

FILE REFERENCE: 041-5 Strategic and Future Planning
REPORTING OFFICER: Caroline Robinson, Executive Officer
DISCLOSURE OF INTEREST: Nil
DATE: 20 April 2020
ATTACHMENT NUMBER: #2 Regional Landfill Report DRAFT for member information
#3 Project Plan (draft)
CONSULTATION: Darren Simmons
Taryn Dayman
John Nuttall
Giles Perryman – ASK Waste Management
Mandy Walker – RDA Wheatbelt
Stephen Grimmer
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

Below is an updated status report for the NEWROC Strategic Projects:

NEWROC STRATEGIC PROJECTS – Status Report

	NEWROC PRIORITY PROJECT as developed at February 2018 Strategy Day	PROGRESS	NEWROC EO NEXT STEP CEO SUPPORT	FUTURE FUNDING
Projects 2018	1. Renewable Energy Investigation Business Case	<ul style="list-style-type: none"> • MicroGrid Report released • Renewable Energy Project Plan developed • Stage 2 Report Completed (included DPIRD and Western Power meetings) • NEWROC EO met with Western Power Design Energy Team • NEWROC EO met with Steve Mason ICM regarding their energy project • Micro Grid funding application submitted – no announcement as yet 	NEWROC EO has discussed the project with Cameron Edwards (InfraNomics was the successful consultant put forward with the microgrid funding application) Cameron Edwards presented to the Executive in early April	ARENA
	2. IT Services Investigation into IT support for members as well as businesses in the district	<ul style="list-style-type: none"> • Presentation to Executive at May Executive meeting by IWS Corporate • Three members progressing with IT Vision 	Formation of a IT steering group	
	3. Regional Subsidiary Investigation and preparation	<ul style="list-style-type: none"> • Executive working on charter and business plan (DRAFT) • Meeting held with the Minister for Local Government February 2019 • NEWROC Letter of thanks to the Minister for the meeting • NEWROC CEO and NEWROC EO met with DLG and discussed the regional subsidiary regulations (16/4/19) 		

		<ul style="list-style-type: none"> NEWROC EO has developed a response to the Department and working with Taryn Dayman on a formal response 		
4. Integrated Planning		<ul style="list-style-type: none"> Stephen Grimmer attended NEWROC Executive meeting to present on the peer support program Discussion at October Council meeting regarding Stephen Grimmer's proposal Darren Simmons, Stephen Grimmer and Caroline Robinson had a phone hook up to discuss process Stephen Grimmer worked with CEO's at the February Executive Meeting on the process going forward 	<ul style="list-style-type: none"> Stephen Grimmer project proposal discussed and agreed at the February Executive Meeting Majority of Shires have completed Self Assessment Strategy Day did not proceed – hence the delay on this project 	
5. Childcare		<ul style="list-style-type: none"> Proposal to engage with REED regarding childcare services in Mt Marshall Shire, Wyalkatchem and Koorda (as well as other members as required) Taryn, John and NEWROC EO had a meeting with REED to discuss proposal NEWROC EO had a follow up meeting with REED in Narrogin Childcare project added to NEWROC strategic project status report NEWROC EO has engaged with REED again Job advert promoted EOI received for an Early Years Educator in Wyalkatchem REED site assessment at Wyalkatchem and Koorda (January 2020) John Nuttall has followed up with REED 	<ul style="list-style-type: none"> NEWROC EO has followed up with REED as well 	
6. Telecommunications – contemporary and future focused Advocacy		<ul style="list-style-type: none"> Crisp Wireless has developed a strategic infrastructure investment list NEWROC has commissioned a tower in the Shire of Mukinbudin In principle support for a tower in Yorkrakine Mukinbudin tower completed Agreement sent to Crisp Wireless – still no response 21/10/2019 Response from Crisp Wireless regarding agreement and next steps including Yorkrakine tower and capital raising project Agreement refined and sent to Earnshaw Lawyers for review Yorkrakine Tower discussion Shires of Mukinbudin and Nungarin making contact with Crisp Wireless regarding additional tower proposals 	<ul style="list-style-type: none"> Agreement sent to Crisp Wireless for review and signing NEWROC EO has met with Earnshaw Lawyers again Letter to Crisp Wireless sent 21/4/2020 – will be presented at the Council meeting 	

2019	7. Roads Contracting to MRWA Investigation	<ul style="list-style-type: none"> NEWROC EO spoke with Shire of Chapman Valley CEO to discuss their roads contracting service under the regional council March Executive meeting, members brought Amount (dollars) of road works that was outsourced last financial year and any previous years and the amount (dollars) of engineering that was outsourced last financial year and any previous years Project plan and sample job description developed for an engineer across the NEWROC Contact made with WDC regarding this position as a cash or in kind contribution to the Wheatbelt Secondary Freight Network – would only be considered in kind 		
	8. Waste Investigation	<ul style="list-style-type: none"> Improving local waste sites Giles Perryman from ASK Waste Management presented at June Council meeting NEWROC EO met with RDA Wheatbelt EO to discuss NEWROC strategic projects and waste was raised – current Board member of RDA Wheatbelt is interested in waste and our interest will be raised with the Board ASK Waste Mgt awarded work for the business case. Waste steering group formed to guide ASK Waste Mgt (Taryn, Darren and Caroline). Meeting held over the phone on Tues 11 Sept ASK Waste Mgt email providing update on scope CEO hook up with Giles Perryman 6/12/2019 Report received by NEWROC 	<ul style="list-style-type: none"> Members reviewed report at February meeting. Further discussion needs to take place. Project Plan developed NEWROC EO has followed up with Avon Waste Feedback from Avon Waste sent to ASK Waste Management Giles is reviewing the feedback as at 21/4/2020 	

Energy

- NEWROC has submitted an application for micro grid funding (project business case) - the outcome is unknown as yet
- InfraNomics presented at the April Executive Meeting and the NEWROC EO and InfraNomics have done some ground work ready for the Council meeting
- Members are asked to look at this recent announcement: <https://westernpower.com.au/community/news-opinion/why-wa-is-the-perfect-place-for-sps/>

NEWROC Strategic Planning

- The NEWROC Strategic Planning Workshop was due to be held in March however was delayed due to the COVID19 situation. Will re-schedule when COVID19 restrictions are lifted

NEWROC Integrated Planning

- Majority of members have completed the self assessment checklist provided by Stephen Grimmer
- Project on hold at the moment due to COVID19 issues of importance

Waste Report

At the February Executive Meeting the following resolution was passed:

RESOLUTION

NEWROC EO to meet with Avon Waste to discuss the waste report and to prepare a project plan summary and consultation plan to present at the April Council meeting for further discussion

Moved J Nuttall

Seconded A Majid

CARRIED 4/0

Additionally, COAG released a report on Phasing Out Exports of Waste (March 2020). Of most relevance to the NEWROC in the report:

- 👉 1 July 2020 – unprocessed glass banned from export
- 👉 1 July 2021 – mixed plastic export ban
- 👉 1 December 2021 – whole used tyre ban from export
- 👉 1 July 2022 – single resin ban from export
- 👉 1 July 2021 – mixed and unsorted paper ban from export
- 👉 Identified opportunities for local government:
 - Regional micro factories to enable locally generated waste resources into value added resources
 - Commercially viable waste and recycling facilities
 - Standardise contracting arrangements (materials, quality of outputs)
 - Reduced approval time for planning applications that seek to improve waste collection and value adding
 - Review of waste levy settings
 - Policies within Shires to phase out single use plastics
 - Separate common contaminants at household level
 - Recycled paper facilities
 - Localised processing plants for tyres and plastics (WA Govt commitment is \$15m in funding)
- 👉 WA local governments will be required to produce waste plans and identify how they will achieve State Waste Strategy targets

At the Executive Meeting the following was discussed:

- 👉 NEWROC EO gave a brief update on projects – met with Avon Waste and will follow up on REED again
- 👉 Shire of Mt Marshall has provided direction to CEO John Nuttall regarding work on resolving power issues for the community of Beacon
- 👉 IPR project may be delayed due to COVID19
- 👉 Members discussed their communications to date with the Department of Local Government – compliance, audit, extraordinary elections

Action since the Executive Meeting:

- 👉 NEWROC EO has met a few times with the Avon Waste CEO to discuss the waste report and additional feedback has been given to ASK Waste Management
- 👉 Project Plan for waste has been developed and is included for consideration

- 👉 NEWROC EO has completed some preliminary work on energy for the InfraNomics presentation at this meeting

OFFICER RECOMMENDATION

Information be received

OR

Members receive the DRAFT NEWROC Regional Landfill Strategy *(if Ask Waste Management responds in time for the Council meeting and the updated version is supplied this will be sent on)*

Members provide feedback on the Project Plan for the Waste Project *(if Ask Waste Management responds in time for the Council meeting)*

MOTION

Information be received

Moved Cr Sachse

Motion lapsed

RESOLUTION

Information be received and the DRAFT NEWROC Regional Landfill Strategy be received and members to provide feedback from Councillors on the Strategy

Moved Cr Sachse

Seconded Cr Brown

CARRIED 6/0

Discussion:

- 👉 Shire of Dowerin may like to be included in the DRAFT NEWROC Regional Landfill Strategy – NEWROC EO will enquire as to a cost for this
- 👉 Shire of Koorda is keen to progress the waste project as they are currently seeking to improve the Koorda landfill site. They may engage Ask Waste Management to do some work on this at their own cost and the members were agreeable
- 👉 Feedback on the DRAFT NEWROC Regional Landfill Strategy is to be internal only at this point in time

7.2. Telecommunications Project

FILE REFERENCE:	035-1 Grants General
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	21 April 2020
ATTACHMENT NUMBER:	#4 RDA Wheatbelt Letter #5 Letter to Crisp Wireless (to be presented at the meeting) #6 Agreement sent to Crisp Wireless in early 2020
CONSULTATION:	Leigh Ballard, Crisp Wireless John Nuttall Taryn Dayman Mandy Walker, RDA Wheatbelt
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

Update on activities:

- 👉 Crisp Wireless has sent back the agreement (8/04/2020)
- 👉 Crisp Wireless requested amendments to the agreement. The two most significant requests are outlined below:

NEWROC Obligations (Crisp Wireless requested the addition of this clause)

Ensure that there is a minimum of 200 connected Customers each month (as stated in tender response) and in the event there is less, pay to CRISP Wireless within 7 days of receipt of an invoice such sum so that the income to CRISP Wireless from subscriptions from Customers under this Agreement and NEWROC is \$20,000 per month.

Removal of this clause:

Funding Arrangement

- (a) *NEWROC have provided to CRISP Wireless the Funding for the purpose of acquiring and building the Infrastructure to provide the Services to Customers within the NEWROC Shires and Other Shires.*
- (b) *In consideration of NEWROC advancing the Funding to CRISP Wireless, CRISP Wireless charges all of its interest in the Infrastructure and agrees that if they are in default of this agreement or go into bankruptcy or administration, that all Infrastructure is retained by the NEWROC and the Customers on the Service (equipment installed at residents, businesses, other organisations to access the Service)*
- (c) *CRISP Wireless agrees to act in good faith (including obtaining consents, signing and producing documents, getting documents completed and signed and supplying information) which NEWROC asks and considers necessary for the purposes of:*
 - (i) *ensuring that the security interest is enforceable, perfected and otherwise effective;*
 - (ii) *enabling NEWROC to apply for any registration, complete any financing statement or give any notification, in connection with the security interest so that NEWROC has the priority required by it; or*

If CRISP Wireless holds any security interests and if failure by CRISP Wireless to perfect such security interests would materially adversely affect the security interests NEWROC holds or affect its business, then CRISP Wireless agrees to perfect that security interest and to implement, maintain and comply in all material respects with procedures for the perfection of those security interests. CRISP Wireless must take all steps to continuously perfect any such security interests including (without limitation) all steps necessary:

(i) for it to obtain the highest ranking priority possible in respect of the security interest (such as perfecting a purchase money security interest or perfecting a security interest by control); and

(ii) to reduce as far as possible the risk of a third party acquiring an interest free of the security interest (such as including the serial number in a financing statement for personal property that may or must be described by a serial number).

- 👉 John Nuttall and Taryn Dayman provided feedback on the agreement
- 👉 NEWROC EO had a phone meeting with Earnshaw Lawyers on 21/4/2020 to discuss the letter to Crisp Wireless and Agreement. Key points will be discussed at the Council meeting.
- 👉 NEWROC EO responded in writing to the agreement amendments requested by Crisp Wireless. Letter will be provided at the meeting.
- 👉 NEWROC EO has provided a letter to Crisp Wireless to enable travel across regions for Crisp Wireless employees (COVID19)
- 👉 Brief discussion with Crisp Wireless regarding students being home and needing internet. Future expansion of the network in light of COVID19 – but not to be pursued until Crisp Wireless sign the agreement
- 👉 Crisp Wireless has increased the data capacity of the Data Centre in Merredin by three fold (in light of extra data demanded during COVID19)
- 👉 Customer numbers at 20/4/2020 are: 163 customers, 29 non paying
- 👉 Letter from RDA Wheatbelt to Minister Marino

Discussion at the Executive Meeting:

- 👉 Shire of Koorda and Shire of Mt Marshall have purchased back up power for their POP towers in town
- 👉 Crisp Wireless Agreement came back on 8 April and will be forwarded onto Taryn Dayman and John Nuttall for review prior to sending to members again
- 👉 Taryn Dayman sent some tower information to the WDC regarding coverage for the NEWROC – if funds were available to improve telecommunications in the region
- 👉 NEWROC EO will seek some updated information on towers for the NEWROC to increase coverage (school students home during COVID19, business owners working from home etc)

MOTION

NEWROC delegate authority to John Nuttall, Taryn Dayman and the NEWROC EO to meet with Crisp Wireless to discuss the agreement with a view to immediately resolving issues and providing a satisfactory outcome on the agreement that is in the best interests of the NEWROC members. And if a satisfactory agreement is not found then legal advice be sought

Cr Sachse

Motion lapsed

Cr Sachse put the item was put on hold at 2.51pm for the InfraNomics presentation and was resumed at 3.30pm

RESOLUTION

NEWROC delegate authority to the NEWROC EO to undertake whatever action is necessary including legal advice up to \$5,000, to clarify the ownership of the infrastructure and liaise with John Nuttall and Taryn Dayman as appropriate

Moved Cr Shadbolt

Seconded Cr Davies

CARRIED 6/0

Discussion:

- 👉 Members were provided a copy of the letter from the NEWROC to Crisp Wireless at 1pm on Tuesday 28 April
- 👉 Discussion on ownership of the Infrastructure, discussion regarding the towers which were in existence prior to the project, insurance of the Infrastructure (currently held with Crisp Wireless)
- 👉 Discussion as to the implications of no agreement

7.3. COVID19

FILE REFERENCE:	
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	7 April 2020
ATTACHMENT NUMBER:	Nil
CONSULTATION:	Darren Simmons
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

COVID19 has impacted local governments in many ways. This agenda item is open to any discussion on the current situation and restrictions in place.

The purpose of this agenda item is to discuss current challenges, opportunities and how we can work together on common areas.

Discussion at the Executive Meeting:

- 👉 NEWROC Strategy Day will be delayed
- 👉 CEO's recommended that the April Council meeting go ahead on Zoom and then Executive Meeting in May via Zoom
- 👉 Members discussed rate setting and impacts on local government

NEWROC Budget 2020/21

The NEWROC 2020/21 Budget is beginning in its draft stages and is replicated on this year's budget. As the NEWROC has not had its Strategic Planning workshop or finalized the details of the Shire of Dowerin membership application fee, members are asked to consider the following options:

1. A skeleton budget be developed, modelled on the 2019/20 Budget but with no expenditure on strategic projects OR
2. Delay of the 2020/21 Budget until after the Strategic Planning session OR
3. Convene a meeting of the NEWROC Council in late May to discuss and confirm Shire of Dowerin membership and then formulating a 2020/21 Budget, but with no expenditure on strategic projects until after the Strategic Planning session

iThink

Local Governments are being asked to assist in promoting an online innovation platform, iThink, to support the State's COVID-19 response. All ideas from Western Australians are being sought via the iThink platform to help in the COVID-19 coronavirus pandemic response. The platform, including an online community, is open to the public in this State.

Deputy Premier and Health Minister Roger Cook and highly respected surgeon and researcher Professor Fiona Wood AM are firmly behind the iThink initiative.

The ideas captured by the iThink platform are to be assessed, developed and implemented through a number of State Government led COVID-19 response teams that have been established across government departments.

VendorPanel Marketplace

In an effort to increase the amount of opportunities and spend driven to the local economy, WALGA has secured Member access to the VendorPanel Marketplace platform. The technology will make it easier for buyers within Local Government to identify their local suppliers and invite them to submit quotes and proposals for their minor purchasing and project activity.

More information will be provided in coming weeks regarding this initiative, including a campaign relative to supplier on-boarding, aimed at encouraging local Small to Medium Enterprise to register in this system to provide them visibility and ease of access to Local Government business opportunities.

Members are asked to encourage local businesses to register.

RESOLUTION

- 1. NEWROC May Executive Meeting is via Zoom if COVID restrictions have not been lifted prior**
- 2. NEWROC Strategic Planning day is convened as soon as convenient at the Shire of Koorda once COVID restrictions are lifted**
- 4. NEWROC Council convene to discuss Shire of Dowerin membership application fee (to be organized by the NEWROC EO)**
- 5. NEWROC Budget be developed after the Shire of Dowerin Membership Fee discussion and the NEWROC Strategy Day**
- 6. Members promote iThink and VendorPanel to local communities and businesses**

Moved Cr Davies

Seconded Cr Shadbolt

CARRIED 6/0

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

Shire of Mt Marshall raised concern at the Minister for Local Government's verbal announcement regarding the zero interest charge for outstanding rates. It was agreed the NEWROC will monitor the situation and take appropriate steps as required

9. Other Business

Nil

10. 2020 MEETING SCHEDULE

26 May	Executive	ZOOM (Proposed)
23 June	Council	Shire of Mukinbudin
28 July	Executive	Shire of Mt Marshall
25 August	Council	Shire of Mt Marshall
29 September	Executive	Shire of Wyalkatchem
27 October	Council	Shire of Wyalkatchem
24 November	Executive	Shire of Trayning
8 December	Council	Shire of Koorda

11. CLOSURE

Cr Brown and Cr Davies thanked Cr Stratford for running the meeting, the first as NEWROC Chair.

Cr Stratford thanked everyone for attending and closed the meeting at 3.57pm

**NEWROC
SPECIAL COUNCIL MEETING
MINUTES**

**Thursday 12 March 2020
Trayning Bowling Club**

MEETING: 2.30pm

NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Minutes of the Council Meeting held at the Trayning Bowling Club on Thursday 12 March 2020
commencing at 2.30pm

MINUTES

1. OPENING AND ANNOUNCEMENTS

Cr Ricky Storer, NEWROC Chair welcomed everyone and opened the meeting at 2.30pm

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1. Delegate Attendance

Cr Ricky Storer	NEWROC Chair, President Shire of Koorda
Cr Pippa De Lacy	President, Shire of Nungarin
Cr Gary Coumbe	Deputy President, Shire of Nungarin (non voting delegate)
Cr Melanie Brown	President, Shire of Trayning
Cr Marlon Hudson	Councillor, Shire of Trayning (non voting delegate)
Cr Quentin Davies	President, Shire of Wyalkatchem
Cr Tony Sachse	President, Shire of Mt Marshall
Cr Gary Shadbolt	President, Shire of Mukinbudin
Cr Sandie Ventris	Councillor, Shire of Mukinbudin (non voting delegate)
Darren Simmons	NEWROC CEO, CEO, Shire of Koorda
Taryn Dayman	CEO, Shire of Wyalkatchem
John Nuttall	CEO, Shire of Mt Marshall
Dirk Sellenger	CEO, Shire of Mukinbudin
Adam Majid	CEO, Shire of Nungarin
Brian Jones	CEO, Shire of Trayning
NEWROC Officer Caroline Robinson	Executive Officer, NEWROC

2.2. Apologies

Nil

2.3. Guests

Cr Mischa Stratford Shire of Wyalkatchem

3. Matters for Discussion

3.1 NEWROC Membership – Shire of Dowerin

FILE REFERENCE: 041 - Governance
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 27 February 2020
ATTACHMENT NUMBER: #NEWROC MoU 2018/2020
CONSULTATION:
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT:

BACKGROUND

In late 2019, the Shire of Dowerin informally approached the NEWROC CEO and EO to consider moving from AROC to the NEWROC. This then followed with a meeting between the NEWROC Chair, CEO and EO and the Shire of Dowerin President, Vice President and CEO.

The discussions at the meeting of representatives was then shared at the December 2019 Council meeting and members discussed the proposal. Key points of discussion included:

- 👉 Strategic direction of the NEWROC and the Shire of Dowerin's alignment with this
- 👉 Community sizes across the NEWROC and the 'fit' with the Shire of Dowerin
- 👉 Participation in NEWTravel and the Wheatbelt Way (they already contribute the same financial amount as NEWROC members to both groups)
- 👉 Joining fee (membership fee plus contribution to the NEWROC "investment fund" which currently is approximately Term Deposit \$151K, Operational Funds \$182K)
- 👉 Minimum time that the Shire of Dowerin must commit to the NEWROC
- 👉 Exit fees from AROC
- 👉 AROC response, risk and anticipated response

The Shire of Dowerin is exceptionally keen to join the NEWROC and to this end has officially communicated with the NEWROC its desire and to AROC.

COMMENT

Members were asked to consider the following options at their February Council meetings (informal or formal), as starting points for discussion at the next February NEWROC Executive meeting:

	OPTION 1	OPTION 2	OPTION 3
<i>Annual Membership Fee</i>	Pro rata if they participate in NEWROC meetings until the EOFY Voting rights	Participation in NEWROC meetings until the EOFY No fee No voting rights	Participation only in the strategic planning sessions, then official membership, attendance and voting in new FY
	Membership fee paid in one amount	Membership fee paid in installments over the first year only	
<i>Contribution to the NEWROC Investment Fund</i>	Currently 6 members – equal amount \$55,500	AROC exit fee plus a % or \$amount	'Indicative' amount \$35K to \$40K

	Paid immediately upon membership	Paid over two years	Paid over three years
	Project specific contributions		
	Identification of existing projects that the Shire of Dowerin can and can not participate in e.g. Telco project without a contribution to the data centre		
<i>Possible amendments to the NEWROC MoU</i>	Minimum term of commitment five years	Minimum term of commitment three years	
	Stipulated exit fees	Exit fees appropriate to the length of membership	
	If NEWROC Council agrees, including the Shire of Dowerin as a member		
	MoU resigned July 2020 if the Shire of Dowerin joins		

MoU Considerations

The following extracts / items in the NEWROC MoU are also to be noted:

- 👉 *“Application for membership:*
 - *Section 3.65 of the Local Government Act 1995 is to apply.*
 - *Prospective new members may be admitted by a decision of the NEWROC Council and shall be required to contribute to NEWROC a sum determined by the NEWROC Council that is described as “the entry sum” and in addition a sum equal to the current year’s contribution schedule or such other sum agreed to by the NEWROC Council”*
- 👉 *Annual membership fee amount (“Each Participant shall make an annual contribution towards the amount necessary to meet the deficiency, if any, disclosed in the annual budget of NEWROC” which is currently set at 1/6th)*
- 👉 *Meeting schedule and rotation of CEO and Chair*
- 👉 *Withdrawal clauses of membership*
- 👉 *Participation in existing NEWROC projects*

At the NEWROC February Executive meeting responses from member Councils were discussed and the following motion passed:

MOTION

NEWROC Executive recommend calling a special meeting of Council on Wednesday 11 March, at 3pm in Wyalkatchem to discuss the Shire of Dowerin membership application. If a meeting can occur, the motion for agenda item 7.2 be rescinded.

If a meeting can not be called / quorum not available on the 11 March then a flying meeting via email to occur prior to the March strategy session.

Moved J Nuttall

Seconded A Majid

CARRIED 4/0

To this end, feedback obtained has been favourable by a majority of member Councils regarding the Shire of Dowerin's membership application.

OFFICER RECOMMENDATION 1

The Membership application by the Shire of Dowerin is received and membership is extended to the North Eastern Wheatbelt Regional Organisation of Councils by absolute majority

OFFICER RECOMMENDATION 2

Shire of Dowerin be invited to participate in the NEWROC Strategy Session on March 25 2020

OFFICER RECOMMENDATION 3

Shire of Dowerin CEO and Council delegate be invited to attend NEWROC meetings for the remainder of the 2019/20 financial year however with no voting rights

OFFICER RECOMMENDATION 4

NEWROC EO to consult with members and present various options regarding:

- a) the 'entry fee' to the NEWROC
- b) implications regarding the MoU
- c) annual membership fee

To be presented and discussed by members at the April Council meeting

Discussion:

- 👤 NEWROC Chair and NEWROC CEO provided a background of discussions and activities to date
- 👤 Members spoke about the membership and process, areas of improvement and qualifications, participation in various projects (do we charge a fee per project?)
- 👤 Some members spoke about the desire to see membership terms and conditions clarified at this meeting, whilst others would like to take it back to their Councils
- 👤 Discussion regarding the direction of NEWROC and the MoU and the desire to see this discussed at the Strategy Day in March

Cr Brown left the meeting at 2.59pm

MOTION

Members agree in principle that the Shire of Dowerin's application to join the NEWROC (subject to acceptable terms of entry and membership) is accepted

Moved Cr Sachse

Seconded Cr Davies

CARRIED 5/0

MOTION

Shire of Dowerin be invited to participate in the NEWROC Strategy Session on March 25 2020

Moved Cr Sachse

Seconded Cr Storer

CARRIED 5/0

Cr Brown returned at 3.05pm

MOTION

Shire of Dowerin be invited to attend the NEWROC meetings as a guest until their membership is resolved

Moved Cr Davies

Seconded Cr Storer

CARRIED 6/0

MOTION

NEWROC EO to consult with members and present various options regarding:

a) the 'entry fee' to the NEWROC

b) implications regarding the MoU

c) annual membership fee

d) and other matters relating to the Shire of Dowerin joining the NEWROC

To be presented and discussed by members at the April Council meeting

Moved Cr Davies

Seconded Sachse

CARRIED 6/0

4. Meeting Close

Cr Storer has tendered his resignation to the Shire of Koorda and this meeting is the last NEWROC meeting he will preside over and attend.

Cr Storer thanked everyone for their attendance and participation, he also spoke about the NEWROC being a strong and proactive group and congratulated past and present members. He thanked members for the opportunity to chair meetings.

Cr Storer closed the meeting at 3.18pm.



Shire of Mt Marshall

Monthly Statement of Financial Activity

For the Period 1 July 2018 to 30 April 2020

TABLE OF CONTENTS

	Page
Statement of Financial Activity	2
Graphs	3
Notes to and Forming Part of the Statement	
1 Acquisition of Assets	4 to 5
2 Disposal of Assets	6
3 Information on Borrowings	7
4 Reserves	8 to 11
5 Net Current Assets	12
6 Rating Information	13
7 Trust Funds	14
8 Operating Statement	15
9 Balance Sheet	16
Report on Significant Variances	
Operating Income & Expenditure	17 to 21
Capital Expenditure	22

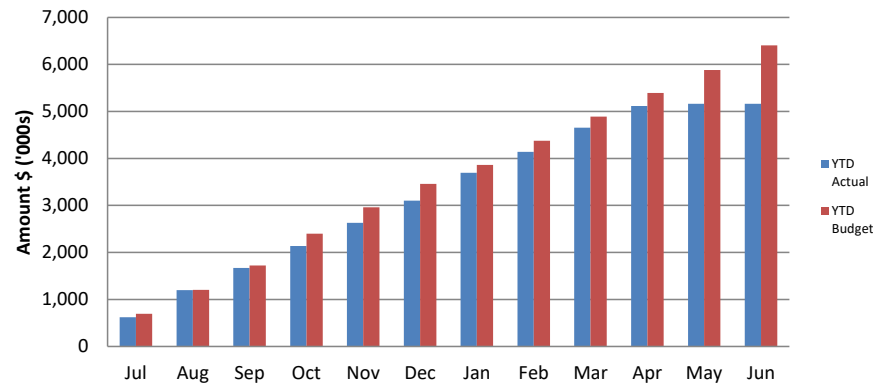
Shire of Mt Marshall
Statement of Financial Activity
For the period 1 July 2019 to 30 April 2020

		Actual YTD 2019/2020	Budget YTD 2019/2020	Original Full Year Budget 2019/2020	Variance Budget to Actual YTD	
	NOTE				%	\$
Operating Revenue						
Governance		98,084	17,070	20,499	475%	81,014
General Purpose Funding		971,412	1,033,574	1,353,203	(6%)	(62,163)
Law, Order & Public Safety		42,270	28,593	28,933	48%	13,677
Health		162,417	167,270	200,740	(3%)	(4,853)
Education & Welfare		93,865	94,677	105,517	(1%)	(812)
Housing		104,917	132,240	158,700	(21%)	(27,324)
Community Amenities		123,073	126,065	129,745	(2%)	(2,993)
Recreation & Culture		168,603	544,829	550,764	(69%)	(376,226)
Transport		1,345,851	1,255,477	1,395,544	7%	90,374
Economic Services		156,385	121,000	145,252	29%	35,385
Other Property & Services		38,273	41,140	49,400	(7%)	(2,867)
		3,305,149	3,561,935	4,138,296		
Operating Expenses						
Governance		(296,939)	(378,824)	(416,134)	(22%)	81,885
General Purpose Funding		(57,233)	(78,310)	(93,989)	(27%)	21,077
Law, Order & Public Safety		(156,454)	(149,797)	(177,993)	4%	(6,657)
Health		(222,840)	(266,557)	(323,446)	(16%)	43,717
Education & Welfare		(249,202)	(313,342)	(365,715)	(20%)	64,140
Housing		(216,793)	(207,642)	(248,430)	4%	(9,151)
Community Amenities		(209,542)	(247,472)	(295,379)	(15%)	37,930
Recreation & Culture		(916,538)	(983,502)	(1,172,464)	(7%)	66,964
Transport		(2,299,353)	(2,327,552)	(2,806,367)	(1%)	28,199
Economic Services		(366,403)	(415,490)	(484,708)	(12%)	49,087
Other Property & Services		(126,239)	(25,370)	(20,638)	398%	(100,869)
		(5,117,535)	(5,393,858)	(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		2,331,371	2,250,112	2,700,134		
Capital Revenue and (Expenditure)						
Purchase Property Plant & Equipment	1	(1,332,400)	(2,584,990)	(3,031,342)		
Purchase Infrastructure Assets	1	(1,599,635)	(1,561,380)	(1,874,065)		
Repayment of Debenture	3	(43,047)	(43,047)	(43,046)		
Proceeds from New Debenture	3	0	0	0		
Self-Supporting Loan Principal Income		9,167	9,167	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	(891,426)	428,525	0		
Amount Raised from Rates	6	(1,422,871)	(1,419,357)	(1,419,357)		

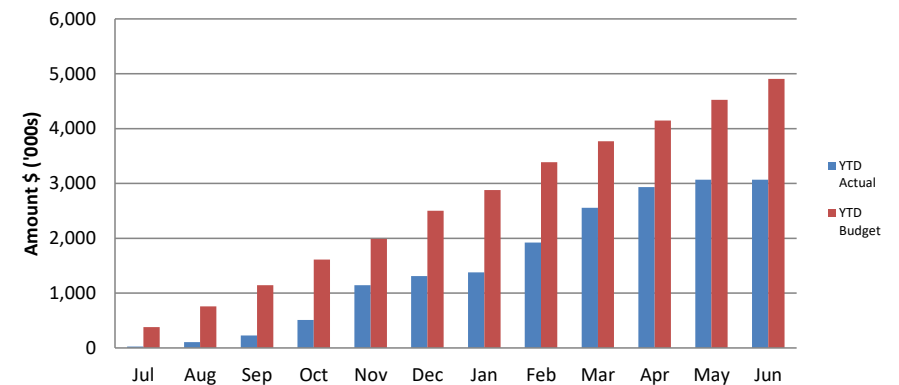
Shire of Mt Marshall

For the period 1 July 2019 to 30 April 2020

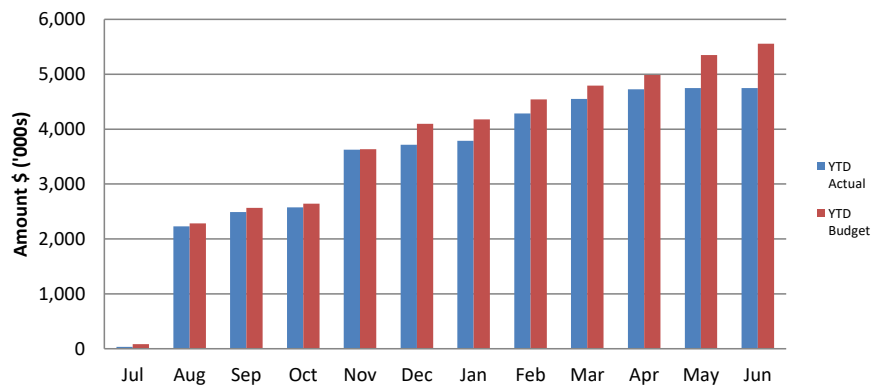
Operating Expenditure



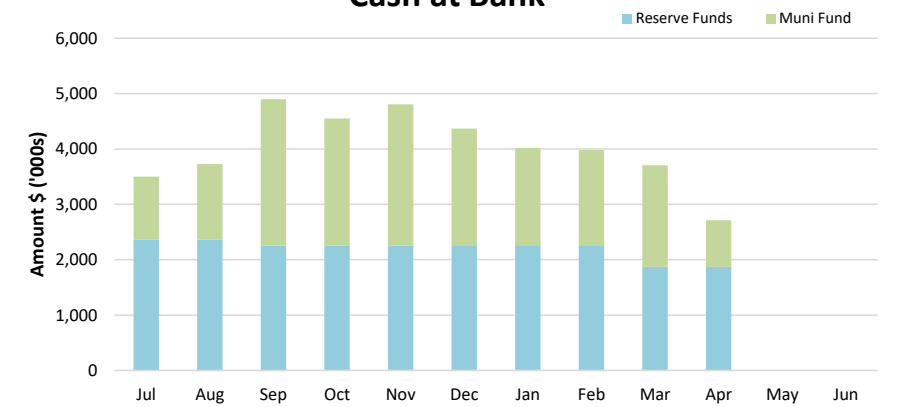
Capital Works & Equipment Purchases



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 30 April 2020

	2019/20 Adopted Budget \$	30-Apr-20 Actual \$	30-Apr-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	167,043	376,660
Land & Buildings	70,000	28,873	61,660
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	338,193	1,240,520
<i>Sporting Facilities</i>			
Land & Buildings - Bencubbin Recreation	0	4,697	0
Land & Buildings - Bencubbin Recreation	156,000	89,172	130,000
Transport			
<i>Construction - Roads, Bridges, Depots</i>			
Roads To Recovery Road Works	559,500	466,104	466,090
State Road Projects Grant	948,565	953,936	790,440
Municipal Road Construction	316,000	165,961	263,190
Footpath Construction	20,000	13,614	16,660
<i>Road Plant Purchases</i>			
Plant Purchases	442,200	427,994	368,500
Motor Vehicle Purchases	35,000	0	29,160
<i>Airstrips</i>			
.Beacon Airstrip Upgrade	30,000	21	25,000
Economic Services			
Buildings	19,000	0	15,830
Beacon Workers Camp - Capital	0	9,418	0
Other Property and Services			
Purchase Land And Buildings - Eng	35,000	11,423	29,160
	<u>4,905,407</u>	<u>2,932,036</u>	<u>4,146,370</u>

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 30 April 2020

	2019/20 Adopted Budget \$	30-Apr-20 Actual \$	30-Apr-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	694,164	1,969,330
Furniture & Equipment	0	0	0
Motor Vehicles	253,000	210,243	247,160
Plant & Equipment	442,200	427,994	368,500
Infrastructure - Roads	1,824,065	1,586,000	1,519,720
Infrastructure - Footpaths	20,000	13,614	16,660
Infrastructure - Ovals & Parks	0	0	0
Infrastructure - Other	30,000	21	25,000
	<u>4,905,407</u>	<u>2,932,036</u>	<u>4,146,370</u>

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 30 April 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 \$	April 2019 Actual \$	2019/20 Budget \$	April 2019 Actual \$	2019/20 Budget \$	April 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 \$	April 2019 Actual \$	2019/20 Budget \$	April 2019 Actual \$	2019/20 Budget \$	April 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 \$	April 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 30 April 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	15,863	386,768	386,768	15,350	12,639
Loan 121 - Bencubbin Rec SAR	28/04/2037	457,265	0	0	18,016	18,016	439,249	439,249	17,433	14,355
Loan 122 - Bencubbin Rec Complex CRC*	28/04/2037	232,682	0	0	9,167	9,167	223,515	223,515	8,871	7,304
		1,092,578	0	0	43,046	43,047	1,049,532	1,049,531	41,654	34,298

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

All other loan repayments were financed by general purpose revenue.

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 30 April 2020

	2019/20 Adopted Budget \$	April 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 30 April 2020

	2019/20 Adopted Budget \$	April 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 30 April 2020

	2019/20 Adopted Budget \$	April 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 30 April 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 30 April 2020

	2019/20 B/Fwd Per Approved Budget \$	2019/20 B/Fwd Per Financial Report \$	April 2019 Actual \$
5. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	1,917,439	1,957,587	952,997
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	133,559
Sundry Debtors	175,276	175,276	208,441
Provision for Doubtful Debts	4,716	(7,221)	(7,221)
Gst Receivable	69,670	69,670	30,171
Accrued Income/Payments In Advance	0	4,244	(25,321)
Loans - Clubs/Institutions	0	0	0
Inventories	15,975	11,396	18,550
	<u>4,649,206</u>	<u>4,677,082</u>	<u>3,181,502</u>
LESS: CURRENT LIABILITIES			
Sundry Creditors	(703,381)	(703,381)	(272,279)
Accrued Interest On Loans	(7,356)	(7,356)	0
Accrued Salaries & Wages	(36,711)	(36,711)	341
Income In Advance	0	0	0
Gst Payable	(30,586)	(30,586)	(17,024)
Payroll Creditors	(27,159)	(27,159)	(27,771)
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)	0
	<u>(1,050,573)</u>	<u>(1,098,833)</u>	<u>(519,066)</u>
NET CURRENT ASSET POSITION	3,598,633	3,578,249	2,662,436
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	0
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>891,426</u>

Shire of Mt Marshall

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

For the Period 1 July 2018 to 30 April 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
							(580)	(1,000)
Total Rates							1,442,941	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 30 April 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 (\$)	April 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	(7,860)	8,830	970
Staff Social Club	0	2,641	(1,143)	1,498
Portable Toilet Bonds	0	0	0	0
Deposit on Land	0	0	0	0
Rehabilitation Bonds	0	(9,980)	10,330	350
	0	64,768	(59,221)	5,547

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 30 April 2020

8. OPERATING STATEMENT

	April 2019 Actual \$	2019/20 Adopted Budget \$	2018/19 Actual \$
OPERATING REVENUES			
Governance	98,084	20,499	33,258
General Purpose Funding	2,394,283	2,772,560	3,924,440
Law, Order, Public Safety	42,270	28,933	28,853
Health	162,417	200,740	175,158
Education and Welfare	93,865	105,517	86,948
Housing	104,917	158,700	198,211
Community Amenities	123,073	129,745	148,362
Recreation and Culture	168,603	550,764	62,030
Transport	1,345,851	1,395,544	1,433,626
Economic Services	156,385	145,252	145,016
Other Property and Services	38,273	49,400	62,946
TOTAL OPERATING REVENUE	4,728,021	5,557,653	6,298,849
OPERATING EXPENSES			
Governance	296,939	416,134	384,562
General Purpose Funding	57,233	93,989	84,885
Law, Order, Public Safety	156,454	177,993	179,568
Health	222,840	323,446	294,434
Education and Welfare	249,202	365,715	232,851
Housing	216,793	248,430	383,953
Community Amenities	209,542	295,379	229,599
Recreation & Culture	916,538	1,172,464	1,113,544
Transport	2,299,353	2,806,367	2,954,752
Economic Services	366,403	484,708	418,189
Other Property and Services	126,239	20,638	23,557
TOTAL OPERATING EXPENSE	5,117,536	6,405,263	6,299,893
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	<u>(389,515)</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 30 April 2020

9. BALANCE SHEET

	April 2019 Actual \$	2018/19 Actual \$
CURRENT ASSETS		
Cash and Cash Equivalents	2,823,323	4,320,722
Trade and Other Receivables	339,629	354,131
Inventories	18,550	11,396
TOTAL CURRENT ASSETS	3,181,502	4,686,249
NON-CURRENT ASSETS		
Other Receivables	294,355	294,355
Inventories	0	0
Property, Plant and Equipment	20,092,077	19,558,836
Infrastructure	89,489,648	89,487,422
Work in Progress	0	0
TOTAL NON-CURRENT ASSETS	109,876,080	109,340,613
TOTAL ASSETS	113,057,582	114,026,862
CURRENT LIABILITIES		
Trade and Other Payables	316,732	813,304
Bonds and Deposits	0	40,148
Long Term Borrowings	0	43,047
Provisions	202,333	202,333
TOTAL CURRENT LIABILITIES	519,065	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	1,592,191	2,171,958
NET ASSETS	111,465,391	111,854,904
EQUITY		
Trust Imbalance	0	0
Retained Surplus	80,802,965	80,699,669
Reserves - Cash Backed	1,870,326	2,363,135
Revaluation Surplus	28,792,100	28,792,100
TOTAL EQUITY	111,465,391	111,854,904

Shire of Mt Marshall

For the Period 1 July 2018 to 30 April 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 30 April 2020

	30 April 2020		Budget to	Budget to	Components	
	YTD	YTD	Actual YTD	Actual YTD	of Variance	
	Actual	Budget		Favourable/ (Unfavourable)	Favourable/ (Unfavourable)	
	\$	\$	%	\$	\$	
Revenues/Sources						
Governance	98,084	17,070	475%	81,014	17,208	Admin reimbursements over budget
					65,318	Proceeds on disposal of asset, transaction to be finalised in asset register
					(1,511)	Minor Items
General Purpose Funding	971,412	1,033,574	(6%)	(62,163)	(27,709)	Movement in excess rates, adjusted at year end
					(13,750)	Debt collection income, offset by expenditure
					(18,755)	Interest on reserves - timing of investment maturity
					(1,949)	Minor Items
Law, Order, Public Safety	42,270	28,593	48%	13,677	12,956	Unplanned DFES grant for PPE
					721	Minor Items
Health	162,417	167,270	0%	(4,853)	(39,392)	NEW Health recoups not processed for April
					34,545	Proceeds on disposal of asset, transaction to be finalised in asset register
					(07)	Minor Items
Education and Welfare	93,865	94,677	(1%)	(812)	0	
					(812)	Minor Items
Housing	104,917	132,240	(21%)	(27,324)	(13,245)	Staff housing reimbursements under budget - timing
					(8,169)	Other housing rent under budget - vacancies at 86 Dunne, 97A Monger
					(5,910)	Minor Items
Community Amenities	123,073	126,065	(2%)	(2,993)	(2,993)	Minor Items
Recreation and Culture	168,603	544,829	(69%)	(376,226)	(366,482)	Swimming Pool Grant not yet received in full - project underway
					(16,667)	Bencubbin Hall Roof Grant - not applied for
					(10,000)	Bencubbin Rec Centre Ramp Grant - applied for through Ag Society, grant approved
					16,923	Minor Items
Transport	1,345,851	1,255,477	7%	90,374	65,612	R2R Funding over budget - timing
					26,099	Proceeds on disposal of asset, transaction to be finalised in asset register
					(1,337)	Minor Items
Economic Services	156,385	121,000	29%	35,385	8,155	Beacon Cabins - over budget
					19,560	Bencubbin Workers Camp - over budget
					8,887	Paid parental leave - offset by expenditure
					(1,218)	Minor Items
Other Property and Services	38,273	41,140	(7%)	(2,867)	(2,867)	Minor Items
Total Revenues excl Rates	3,305,149	3,561,935	(7%)	(256,786)		
Amount Raised from Rates	1,422,871	1,422,872	(0%)	(01)	(01)	Rounding
					-	Minor Items

Shire of Mt Marshall
Report on Significant Variances - Operating Income & Expenditure
For the Period 1 July 2018 to 30 April 2020

	30 April 2020 YTD	YTD	Budget to Actual YTD	Budget to Actual YTD	Components of Variance	
	Actual	Budget		Favourable/ (Unfavourable)	Favourable/ (Unfavourable)	
	\$	\$	%	\$	\$	
(Expenses)/(Applications)						
Governance	(296,939)	(378,824)	22%	81,885	18,576 (4,516) (2,142) 26,916 22,534 17,349 7,245 (11,437) (5,156) 16,998 (4,482)	Elected Member Training under budget - timing Councillors travel expenses over budget Computer Equipment Mtc over budget. Includes Crisp battery back up as per resolution 2020/3- 009 Audit Fees under budget - this is likely to be used when Auditor General commences Admin Consultants under budget - timing Legal expenses under budget - timing Election expenses under budget - Councillors elected unopposed Subscriptions over budget, offset by OSH budget Debt write off expenditure as per Feb decision of Council. This will be adjusted against provisions at year end. Councillor conference exp under budget <i>Minor Items</i>
General Purpose Funding	(57,233)	(78,310)	27%	21,077	6,759 7,628 6,691 -	Rates Debt Collection under budget - offset by income Valuation expenses under budget Admin allocation under budget - timing <i>Minor Items</i>
Law, Order, Public Safety	(156,454)	(149,797)	(4%)	(6,657)	(5,239) (1,418)	Fire equipment mtc over budget <i>Minor Items</i>
Health	(222,840)	(266,557)	16%	43,717	4,160 5,411 3,092 26,821 4,233	Health Legal exp under budget - Local Law not yet gazetted EHO Scheme MM portion under budget as NEW Health is under budget Beacon Silver Chain House Mtc under budget NEW Health exp under budget <i>Minor Items</i>
Education and Welfare	(249,202)	(313,342)	20%	64,140	20,357 12,084 2,921 4,475 4,605 1,755 12,053 4,011 1,881	Donation to CEACA - not required Little Bees Salaries under budget - relief staff not used to date Little Bees general exp under budget Masonic Lodge mtc under budget - timing CDO Salary under budget CDO conferences and training under budget Aged Care Units under budget - timing Admin allocation under budget - timing <i>Minor Items</i>
Housing	(216,793)	(207,642)	(4%)	(9,151)	(9,151) -	Staff Housing mtc over budget - timing <i>Minor Items</i>
Community Amenities	(209,542)	(247,472)	15%	37,930	1,003 16,787 5,940 9,453 2,935 7,949 (4,532) (1,605)	Public Toilets under budget Community Greenhouse under budget Landcare Exp under budget Refuse Collection under budget Community Buses under budget Cemeteries under budget Tree Planting/Gravel Pit rehab over budget <i>Minor Items</i>
Recreation & Culture	(916,538)	(983,502)	7%	66,964	18,323 38,369 7,706 2,566	Museum under budget - resolution 2019/9-012 Swimming Pool Operations under budget - project behind Bencubbin Hall maintenance under budget <i>Minor Items</i>
Transport	(2,299,353)	(2,327,552)	1%	28,199	43,386 (22,838) 7,652	Town Streets under budget Road Mtc over budget <i>Minor Items</i>
Economic Services	(366,403)	(415,490)	12%	49,087	40,000 8,716 4,616 (4,244)	Economic Development Fund - Round one not utilised Area Promotion under budget - not promoting the region due to Covid-19 Sandalwood Shops under budget <i>Minor Items</i>
Other Property and Services	(126,239)	(25,370)	(398%)	(100,869)	(87,049) (18,509) 4,689	Overheads - Timing Workers Comp Claim over budget, to be offset by income once finalised <i>Minor Items</i>
Total Expenses/Applications	(5,117,535)	(5,393,858)	(6%)	48,980		

Shire of Mt Marshall
Capital Expenditure Report on Significant Variances
For the Period 1 July 2018 to 30 April 2020

	Full Year Budget	30 April 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	(1%)	(1,809)	
Health						
New Health Purchase Of Motor Vehicle	45,000	44,725	45,000	1%	275	
Education & Welfare						
Motor Vehicles Capital Expenditure	43,000	33,709	43,000	22%	9,291	Vehicle under budget offset by book loss on disposal of previous vehicle
Housing						
Land & Buildings - Staff Housing	452,000	167,043	376,660	56%	209,617	Timing
Land & Buildings	70,000	28,873	61,660	53%	32,787	Timing
Community Amenities						
Land & Buildings - Community Amenities	29,500	13,922	29,500	53%	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	338,193	1,240,520	73%	902,327	Timing
Land & Buildings - Bencubbin Recreation Complex Redevelopment	-	4,697	-	100%	(4,697)	Unbudgeted expenditure
Bencubbin Rec Complex	156,000	89,172	130,000	31%	40,828	Timing - some works now covered by Ag Society grant
Transport						
Road Construction	1,824,065	1,586,000	1,519,720	(4%)	(66,280)	Timing
Footpath Construction	20,000	13,614	16,660	18%	3,046	Timing
Plant Purchases	442,200	427,994	368,500	(16%)	(59,494)	Timing
Beacon Airstrip Upgrade	30,000	21	25,000	100%	24,979	Timing
Motor Vehicle Purchases	35,000	-	29,160	100%	29,160	Timing
Economic Services						
Bencubbin CRC	19,000	-	15,830	0%	15,830	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	29,160	61%	17,737	Gates under budget
Total Capital Expenditure	4,905,407	2,932,036	4,146,370	29%	1,214,335	

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.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:



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

SHIRE OF MT MARSHALL

DRAFT DISABILITY ACCESS AND INCLUSION PLAN

2020 – 2025

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

Contents

1.	Shire of Mt Marshall Overview.....	3
2.	People with Disability in the Shire of Mt Marshall.....	4
3.	Disability Access and Inclusion Policy Statement.....	4
4.	Seven Outcomes of the DAIP	5
5.	Progress and Achievements.....	5
6.	Development of Disability Access and Inclusion Plan.....	6
6.1	Responsibility for the Planning Process.....	6
6.2	Community Consultation Process.....	6
6.3	Findings of the Consultation.....	7
6.4	Communicating the Plan to Staff and People with Disability.....	7
7.	Implementation of the DAIP.....	7
7.1	Promotion of the DAIP.....	8
7.2	Review and Monitoring.....	8
7.3	Reporting on the DAIP.....	8
8.	Strategies to Improve Access and Inclusion.....	9
	Appendix A.....	12

1. Shire of Mt Marshall Overview

The Shire of Mt Marshall is a Local Government area in the Wheatbelt region of Western Australia and is located about 300 kilometres northeast of the state capital, Perth. The Shire covers an area of 10,190 square kilometres, and its seat of government is the town of Bencubbin. The main town centres of Beacon and Bencubbin.

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

The Shire currently employs just under 30 staff members to cover the areas of roads, rates, rubbish, town maintenance, gardens and recreation facilities, finance, community development, housing, emergency services and more.

The Shire of Mt Marshall provides a range of functions, facilities and services including:

- **Services to property:** construction and maintenance of roads and footpaths; stormwater drainage; domestic waste collection and disposal, including recycling of certain domestic waste; drumMUSTER collection services and facility; litter control and street cleaning; street tree and roadside tree pruning; bushfire control; animal control; and care and maintenance of parks and gardens.
- **Recreation services to the community:** provision and maintenance of outdoor playing areas for football, cricket, hockey, basketball, and tennis, including lawn bowls; an aquatic facility; gymnasiums; children's playgrounds, and heritage trails ; plus provision and maintenance of the Recreation Centres in both main townsites.
- **General services to the community:** providing for a medical practice and employment of a Doctor to service the towns of Bencubbin and Beacon via clinics held weekly; public libraries; Community Resource Centres; provide and take bookings for the community bus; caravan parks; and cemeteries.
- **Regulatory Services:** town planning, building approvals, ranger services, public and environmental health services.
- **Administration Services:** provision of general information to the public, lodging and resolution of complaints, collection of rates; vehicle licensing, and animal registrations.
- **Governance:** ordinary and special Council and committee meetings, annual electors' meetings and election of Council members.

2. People with disability in the Shire of Mt Marshall

In the 2016 Census, there were 527 people in Shire of Mt Marshall. Of these 54.1% were male and 45.9% were female. Aboriginal and/or Torres Strait Islander people made up 1.0% of the population.

The 2016 ABS Census also recorded 53 persons in Mt Marshall as having delivered unpaid assistance to persons with a disability, long-term illness or problems related to old age. This represents 13.0% of people aged 15 years and over living in the Shire. The proportion of people living with a disability increases with age. Given that the Shire has a demographic profile with 14.8% of all persons aged 65 years and over, there will be many people in the community living with age related limitations such as restricted movement, loss of sensory perception or loss of understanding.

The WA Disability Services Act 1993 (amended 2004) defines disability as a condition:

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

3. Disability Access and Inclusion Policy Statement

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

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

The Shire of Mt Marshall:

- Recognises that people with disability are valued members of the community who make a variety of contributions to local, social, economic, and cultural life;
- Believes that a community that recognises its diversity and supports the participation and inclusion of all its members makes for a richer community life;

- Believes that people with disability, their families and carers should be supported to remain living and participating in the community;
- Is committed to consulting with people with disability, their families and carers, and the community in general, to ensure that barriers to access and inclusion are appropriately addressed;
- Is committed to supporting local community groups and other relevant organisations to facilitate the inclusion of people with disability through access to information, services, and facilities in the community;
- Is committed to ensuring that its agents and contractors work towards the desired outcomes in the Shire's DAIP.

4. Seven Outcomes of DAIP

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

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

5. Progress and Achievements

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

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

6. Development of the Disability Access and Inclusion Plan

It is a requirement of the Disability Services Act 1993 (amended 2004) that all local and state government authorities develop and implement a Disability Access and Inclusion Plan (DAIP) that outlines the ways in which the authority will ensure that people with disability have equal access to its facilities and services.

Other legislation underpinning the planning of access and inclusion includes:

- WA Equal Opportunity Act 1984 (amended 1988);
- Commonwealth Disability Discrimination (DDA) Act 1992;
- The Building Code of Australia (BCA) that provides a set of minimum requirements for new buildings and renovations.
- The Access to Premises Standard under the Disability Discrimination Act (DDA) that became effective for any buildings or major redevelopments

6.1 Responsibility for the planning process

The Shire of Mt Marshall DAIP 2020 – 2025 intends to meet the requirements of the Act.

All Councillors and staff have a responsibility to contribute to the process of developing an appropriate plan that reflects community long-term vision, values, including aspirations and service expectations. The Shire's Chief Executive Officer has the responsibility to oversee the development, implementation, review and evaluation of the plan.

6.2 Community Consultation Process

The Shire's Principal Environmental Health Officer has undertaken a review of the DAIP 2012–2017 and a new DAIP 2020 -2025 draft was developed. The consultation process will be asking for areas of access and inclusion people felt needed to be addressed and/or improved to help develop the Shire's new DAIP or to provide advice on aspects that should be included in the DAIP. The process included both internal and external consultations.

The internal process began with:

- Examination of the current DAIP and subsequent progress reports to see what has been implemented to date, and to decide which areas require ongoing attention
- Review of annual progress reports, relevant Shire documents, disability legislation, developing trends and best practice in access and inclusion;
- Consultation with with Department of Communities key staff

The internal review will be followed by external consultation, where feedback will be sought via:

- an advertisement in local community newsletter;
- the Shire's website inviting community members to 'have your say';
- Consultation with Councillors and the wider community.

6.3 Findings from the Consultation Process

The consultation provided an opportunity for a cross-section of staff and community members to comment on the plan. Feedback to be included in due course.

6.4 Communicating the plan to staff and people with disability

- On completion, a copy of the Disability Access and Inclusion Plan is to be distributed to members of the Shire administration staff for comment;
- The Shire will advertise the DAIP in its local newsletter advising that copies can be obtained from the Shire administration office, and to seek public comment on the DAIP;
- Copies of the DAIP will be made available via the Shire's website, as well as in alternative formats on request;
- As DAIPs are amended, Council, staff and community will be advised of the availability of updated plans.

7. Implementation of the Disability Access and Inclusion Plan

Implementation of the DAIP is the responsibility of all areas of the Shire. The *Disability Services Act 1993* (amended 2004) requires public authorities to take all practical measures to ensure that its officers, employees, agents and contractors implement the DAIP. Implementation actions, timelines and accountabilities will be included in other plans and strategies. The implementation is generally an ongoing process and the strategies are supported by an internal actions plan, which will be monitored, on an annual basis by management to check the progress and maintain compliance with the relevant requirements.

A clause will be included in all contract and tender documents advising Contractors of their obligation to implement the Shire of Mt Marshall's DAIP wherever practicable and report annually on their compliance with the plan. Shire tender documents will include reference to the Shire of Mt Marshall DAIP and the requirement for contractors to be aware of and work towards its desired outcomes. Contractors will receive a copy of the DAIP and a copy of the contractor reporting form to complete and return to the Shire at the completion of their contract.

7.1 Review and Evaluation Mechanisms

The *Disability Services Act 1993* (amended 2004) sets out the minimum review requirements for public authorities in relation to DAIPs. The Shire will undertake a review of the DAIP at least every five years, in accordance with the Act.

The DAIP Implementation Plan is an internal document that assists the Shire to implement progress of the DAIP and will be amended annually to reflect budget considerations, progress and any access and inclusion issues or initiatives which may arise. Whenever the Shire's DAIP is amended, a copy of the amended plan will be lodged with the Department of Communities.

The Shire will also develop an evaluation form for local groups and organisations that receive funding from the Shire to capture how many people with disability attend community facilitated, Shire funded events and activities.

7.2 Review, Monitoring and Reporting

The Principal Environmental Health Officer will continue to liaise with the Chief Executive Officer and relevant managers to review progress on the implementation of strategies identified in the DAIP.

All strategies and actions will be included in the Shire's corporate planning and subject to corporate key performance indicators and reporting.

The *Disability Services Act 1993* (amended 2004) sets out the minimum reporting requirements for public authorities in relation to their DAIPs. The Shire will report on the implementation of the DAIP through its Annual Report and by completing the Department of Communities prescribed progress report template by 30 June each year.

8. Strategies to Improve Access and Inclusion

The seven desired outcomes provide a framework for strategies aimed at improving access and inclusion for people with disability. The following strategies will be reflected in the Shire's 2020-2025 implementation plan, subsequent budgets and Corporate Business Plans.

Outcome 1:

People with disability have the same opportunities as other people to access the services of, and any events organised or sponsored by the Shire of Mt Marshall.

Strategies	Timeline
Ensure that people with disability are provided with an opportunity to comment on access to services.	Ongoing
Monitor the Shire facilities and support services to ensure equitable access and inclusion	Ongoing
Incorporate the objectives of the DAIP into the Authority's strategic business planning, budgeting processes and other relevant plans and strategies.	Ongoing
Ensure that as far as possible and practicable, all events are inclusive to people with disability	Ongoing

Outcome 2

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

Strategies	Timeline
Identify footpaths, playgrounds, parks and public buildings which require upgrade to improve access for people with disability	Ongoing
Ensure that all future premises leased by the Shire are accessible.	Ongoing
Ensure that ACROD parking, whenever required meets the needs of people with disability in terms of quantity and location.	Ongoing
Advocate to local businesses the benefits of providing accessible facilities and amenities and the importance of employing people with disability	Ongoing

Outcome 3

People with disability receive information from the Shire of Mt Marshall in a format that will enable them to access the information as readily as other people are able to access it.

Strategies	Timeline
Improve community awareness that Shire of Mt Marshall information is available in alternative formats upon request.	Ongoing
Ensure the Shire website meets best practice standards for people with disability	Ongoing
Consider the needs of people with disability when producing advertising materials for events and activities	Ongoing

Outcome 4

People with disability receive the same level and quality of service from the staff of the Shire of Mt Marshall as other people receive from the staff of the Shire of Marshall.

Strategies	Timeline
Raise awareness and understanding amongst existing staff, new employees about the disability access and inclusion.	Ongoing
Provide disability awareness training to staff to ensure they have the skills to offer high quality customer services to people with disability.	Ongoing
Encourage the identification of opportunities to improve the quality of service to people with disability	Ongoing
Ensure that staff, agents and contractors are aware of the relevant legislative requirements of the Disability Service Act (1993)	ongoing

Outcome 5

People with disability have the same opportunities as other people to make complaints to the Shire of Mt Marshall.

Strategies	Timeline
Ensure the complaints policy and procedures are accessible to people with disability and available in alternate formats upon request.	Ongoing
Improve staff knowledge so they can facilitate the receipt of complaints from people with a disability.	
Encourage feedback from community to assist with removal of barriers and improvement of access.	Ongoing

Outcome 6

People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Mt Marshall.

Strategies	Timeline
Ensure public consultation is accessible to all people with disability	Ongoing
Ensure consultations is facilitated in an appropriate format to enable all members of the community to comment on the DAIP and disability access issues.	Ongoing
Raise awareness of opportunities for people with disability to participate in the public consultation.	Ongoing

Outcome 7

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

Strategies	Timeline
Commit to using inclusive recruitment practices when advertising new positions.	Ongoing
Ensure the Shire has positive relationships with key disability employment support providers.	Ongoing
Undertake to monitor the needs of any Shire employee with a disability and to address those needs where possible to maintain their employment.	Ongoing
Ensure policies and procedures are regularly reviewed.	Ongoing

Appendix A: Progress and Achievements

Progress since 2008 under the Disability Access and Inclusion Plan.

Outcome 1

People with disability have the same opportunities as other people to access the services of, and any events organised or sponsored by the Shire of Mt Marshall:

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

Outcome 2

People with disability have the same opportunities as other people to access the buildings and other facilities provided by the Shire of Marshall:

- Access ramps from footpaths to road surface have been provided.
- Footpaths have been concreted to ensure smooth accessible surfaces.
- Disabled toilet signage is to appropriate standard.
- Disabled toilets have been installed at Marshall Rock and Billiburning Rock Reserves.
- New Community Resource Centre at Bencubbin is designed with accessibility in mind.
- New Shire Office Extensions in 2013 included installing disability access

Outcome 3

People with disability receive information from Shire of Mt Marshall in a format that will enable them to access the information as readily as other people are able to access it:

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

Outcome 4

People with disability receive the same level and quality of service from the staff of the Shire of Mt Marshall as other people receive from the staff of the Shire of Marshall:

- Shire staff continue to assist persons to help arrange travel to essential service, access books and audio for their enjoyment and to assist in understanding information.
- New office extension in 2013 included installation of a disability friendly customer service counter

Outcome 5

People with disability have the same opportunities as other people to make complaints to Shire of Mt Marshall.

- The Shire provides information through public documents regarding all Council agreed new works;
- The Shire ensures that buildings are accessible to people with disability.
- The Shire staff have proven themselves to be most understanding in providing assistance towards people with disability.

Outcome 6

People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Mt Marshall.

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

Outcome 7

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

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