

**SHIRE OF
MT MARSHALL**



**Local Emergency Management
Committee**

**Minutes of the Mt Marshall Local Emergency
Management Committee meeting held in Council
Chambers, 80 Monger St, Bencubbin on Thursday
21 May 2020,
commencing at 4.08pm.**

Attachment 11.1.1

Cr ARC Sachse Chairman

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**Minutes of the Mt Marshall Local Emergency Management Committee Meeting
held on Thursday 21 May 2020**

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Minutes of the Mt Marshall Local Emergency Management Committee Meeting
held on Thursday 21 May 2020

1.0 Declaration of Opening / Announcement of Visitors

Cr Sachse welcomed committee members to the meeting and declared the meeting open at 4.08pm.

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 Peter Geraghty	SJA Co-ordinator Kununoppin SC
Mrs Leah Boehme (4.14pm)	Principal Bencubbin PS
Mr Garry Halliday	SJA Community Paramedic

Apologies

Mrs Yvette Grigg	DEM Advisor DFES
Ms Sandra Sutton	RAN Beacon Silver Chain
Cr Ian Sanders	Councillor
Mr Noel Miguel	Captain Beacon VESU
Ms Karen Horsley	Operations Manager East WACHS
Mr Daniel Hendriksen	Area Officer DFES
Mr Craig Lewington	Principal Beacon PS
Ms Sue Scully	RAN Bencubbin Silver Chain

3.0 Confirmation of Minutes

3.1 Minutes of the Mt Marshall Local Emergency Management Committee Meeting held Tuesday 25 February 2020 and Special Meetings held on Monday 23 March 2020 and Thursday 23 April 2020 be confirmed as a true and correct record of proceedings

LEMC2020/003 OFFICER RECOMMENDATION / COMMITTEE DECISION:

That the minutes of the Mt Marshall Local Emergency Management Committee meeting held on Tuesday 25 February 2020 and special meetings held on Monday 23 March 2020 and Thursday 23 April 2020 be confirmed as a true and correct record of proceedings.

Moved Ms Rebecca Watson

Seconded Mr Peter Geraghty

Carried 7/0

4.0 Reports of Officers

4.1 Regulatory Officer

4.1.2 Information for the Committee

Proposed meeting Dates:

Proposed meeting dates for the 2020/2021 financial year are as follows:

Tuesday 11th August 2020
Tuesday 10th November 2020
Tuesday 16th February 2021
Tuesday 11th May 2021

Flu Vaccinations:

Flu vaccinations have been delivered to all shire employees who requested the vaccination.

District Emergency Management Committee:

The next meeting will be held on 17th June 2020.

Annual Exercise

The SEMC has indicated that there will be no ramifications this year for local authorities that do not meet its annual exercise commitments.

Shire Buildings

As from Monday 18 May 2020, except for playgrounds, skating rinks & gymnasiums all Shire buildings are open to the public with strict adherence to social distancing and other guidelines. COVID – 19 Safety Plans have been developed and are on display.

Caravan Parks and popular tourist spots are open for business.

Funding Opportunities

As a result of a Special Council meeting the following funding has been available on application:

Community Sporting and Not-For-Profit Group Funding

As a result of the COVID-19 Pandemic the Shire of Mt Marshall has resolved to offer a grant funding scheme for sporting groups and not-for-profit groups who, due to the social distancing requirements will have been unable to raise funds in the normal way.

In order to apply for funding the following requirements are in place:

- The group must be located in the Shire of Mt Marshall
- The group must not be a profit making entity or business type entity
- A completed application form must be received at the Shire Administration Centre by noon on Friday 29 May 2020
- The maximum which can be requested by any group is \$1500

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- The grant fund will require the group to purchase goods or services from businesses located within the Shire of Mt Marshall via the business voucher scheme.
- The group must confirm in advance of application for funding that the good or service is available for purchase prior to the end of June 2020 in line with this requirement
- Successful applicants will receive a voucher to the amount requested. This voucher must be presented to the business they are obtaining the good or service from prior to 30 June 2020. If the voucher is not presented by that date it will no longer be valid

Business Online Presence Funding

As a result of the COVID-19 pandemic the Shire of Mt Marshall is offering a grant funding scheme for businesses located within the Shire.

This is due to many businesses having to close or operate differently due to the COVID-19 restrictions that were put in place.

The purpose of the grant is to assist with making your business on-line friendly.

In order to apply for funding applicants must meet the following criteria:

- The business must be located within the Shire of Mt Marshall
- A completed application form must be received at the Shire Administration Centre by 12.00 pm on Friday 29 May 2020.
- The maximum that will be provided to any business is \$1000.00
- Successful applicants will receive assistance to make their business online friendly; ranging from having their inventory digitised for online sales, revamping their website or having a website created
- Shire staff will also help if required

Beacon Airstrip

Toilet has been ordered for the Beacon airstrip.

5.0 Other Reports

5.1 Chief Bush Fire Control Officer

The Shire of Mt Marshall has received an additional grant of \$15,000 from DFES to replace obsolete fire helmets with the new kevlar made fire helmets. 50 new helmets have been distributed to brigade members.

5.2 St John Ambulance Services

Operations are fairly quiet, there was a sudden increase in transfers but they have also dropped off.

There were four suspected cases where full PPE was required.

Hold on all training.

There is an ample supply of PPE

The sub centre is prepared for anything and there are systems in place that are working well.

The sub centre is in the process of changing defibrillators in nine (9) ambulances at a cost of \$32,000 per unit.

Head office has requested that all non essential expenditure be deferred for now.

5.3 Department of Fire & Emergency Services

5.3.1 Bushfire

Personal protective equipment is being distributed to new members of the Beacon Volunteer Emergency Services Unit.
Extensions to the Beacon Fire Shed are at the planning stage.

5.3.2 Emergency Management

#4 Briefing Note for LEMCs re

Wheatbelt Operational Area Support Group Meeting held on Tuesday 28th April 2020

Attendance:

Regional representatives from;

- WA Country Health Service
- Department of Communities
- WA Police (Wheatbelt)
- WA Police (Great Southern)
- DFES (Goldfields Midlands)
- 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 9 cleared and 1 active. Another 1 waiting on second test.
- Priority vaccination programme commencing, starting with the more vulnerable.
- Inter-regional travel restrictions remain in place and WA Police continue to man VCPS and mobile patrols.
- A “Human and Social Services Subcommittee” has been formed. The intent of the subcommittee will be to ensure continuity of services during the crisis using a collaborative approach to undertake such tasks as identifying potential issues, create flexible strategies and appropriate solutions. The membership of the existing human services group will form the basis of the committee with additional services /agencies as required. Yvette Harrison, Dept of Education will be the chair of the group and act as the conduit to the OASG.
- WAPHA (All Primary Health Networks) have been requested by the Dept. of Health Commonwealth to assist Private Residential Aged Care Facilities with Staff and Immunisations. Working closely with Wheatbelt Mental Health Manager’s group, aged care and those with chronic conditions, identifying issues and sharing ideas and concerns. Key issues and areas of concern

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- access to technology for telehealth and students, given no library access and limited CREC access
- Local Government trying to deal with those that are sleeping rough. New subcommittee will hopefully be able to assist in this space.
- Primary Health Care organisations – business as usual although the platform is mostly telephone/video consults. Majority of Primary Health Care providers have the same complement of staff.
- An additional \$6 million will be provided to support drug and alcohol services.
- Public schools will be open again for pupils on 29 April 2020. Focus is on face to face delivery. Expect 70 – 80% of students to return. Extra cleaners engaged and additional contingencies in place. Boarding colleges are not open at this time.
- Local Government's looking at budgeting re community economic assistance. Economic Incentives beginning to be released.
- Food security Working Group are working with Metcash specifically to address critical supply issues. They have contacted 55 stores on critical issues list and hotspots were identified in the Wheatbelt, Great Southern and Goldfields Esperance regions.
- G2G pass is live and available on apple/google play stores.
<https://www.g2gpass.com.au/>
- Recovery: On a webinar held Friday 24th April – Sharyn O'Neill, State Recovery Controller advised the following:
 - Currently examining the state's recovery legislation/Policies and arrangements. While they look robust some changes may need to be made to ensure suitability for Pandemic.
 - The National Principles for recovery are strong and work will align with these
 - National cabinet is working together to establish a cohesive response and recovery framework. Taking some time as we ensure work across the nation is consistent
 - While still very early days some aspects of this recovery are becoming clear.
 - Response and recovery will happen concurrently, it will not be as linear as in some other events.
 - There will be 2 clear phases of recovery
 - Releasing of measures and measuring the impacts of this
 - Managing the broader issues across the social and economic areas, breaking down into the regional impacts, industry impacts, health impacts as well as mental health and including issues such as domestic violence.
- The COVIDSAFE app is now available, everyone is encouraged to download and start using the app.

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COVIDSafe

Australian Department of Health

3+

 Add to Wishlist

#5 Briefing Note for LEMCs re

Wheatbelt Operational Area Support Group Meeting held on Tuesday 12th May 2020

Attendance:

Regional representatives from;

WA Country Health Service
Department of Communities
WA Police (Wheatbelt)
WA Police (Great Southern)
DFES (Goldfields Midlands)
DFES (Upper Great Southern)
Local Government Avon Country Zone
Local Government Great Eastern Country Zone
Shire of Northam
WA Primary Health Networks
Water Corporation
Department of Education
DPIRD

Key issues and Actions

- As measures are starting to be relaxed, vital we maintain hygiene and social distancing.
- Dept of Health has a new look website with additional information – best accessed through Chrome. Daily snapshot
- Wheatbelt has had no new cases since 27th March.
- Dept of Health is working to embed COVID 19 management into current standard business practices, so it will become part of the usual business of delivery of health services across the region.
- The newly formed “Human and Social Services Subcommittee” will formally meet for the first time on Thursday 14th May 2020. It will report directly to the OASG group.
- The collaboration of agencies across the region as well as the pro-active stance taken by Local Governments was noted as being exceptional. One of the positives to come out of this unprecedented event.

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- Video Conferencing platforms that have been developed in key areas such as health, are likely to continue to be utilised after the event.
- The return to face to face schools has been progressing well with over 70% of students attending in the second week of term. New measures have been well received by parents and the new arrangements in terms of school drop offs etc are working well. Year 11 and 12 students are slowly returning to boarding schools however restrictions still remain in place.
- While there has been a drop in emergency call outs, emergency service agencies are slowly returning to normal with offices open and training being undertaken within social distancing guidelines.
- Food security Working Group are continuing work to ensure adequate supply of food and cleaning materials to remote and regional supermarkets in anticipation of loosening of regional travel restrictions.
- Grains industry specific information in managing COVID 19 is now available on the DPIRD website including "[Practices and principles to reduce the risk of impacts of COVID-19 on a grain business workplace.](#)"
- The COVIDSAFE app is now available, everyone is encouraged to download and start using the app.



Meetings of the Wheatbelt OASG will now be held fortnightly.
The next meeting will be held on Tuesday 26 May 2020.

Emergency Management Procedural Changes

The State Emergency Management Committee has approved the non-compliance of some procedures and a copy of the correspondence has been included as an attachment.

5.4 Department of Communities – Emergency Services Unit

At this stage nothing has changed from the COVID – 19 side of things. We are expecting information from our Director general in the coming weeks and as soon as it is received it will be sent out to each of the LEMCs.

5.5 Bencubbin Police

Everything back to normal.

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Continue to patrol popular Shire facilities and everyone seems to be observing the social distancing rules.

BCP at the Lakes has been removed. We will be assisting at one in Sothern Cross while intrastate borders remain closed.

Crime is down.

Country Police Officers will shortly be issued with body cameras.

5.6 Silver Chain Nursing Association

Except for emergencies all other appointments are still by appointment only.

5.7 Education Department

Bencubbin

Students will be back to school on Monday 25th May 2020.

No parents will be allowed on school grounds

Cleaner on site three times a day

School council meeting will be held on site.

Cleaning supplies in stock

Continue to remove flammable materials from around the “safe building” as part of our standalone Bush Fire safety plan.

Beacon

Still no full time cleaner.

5.8 Community Development

Shire staff continue to keep in contact with vulnerable members of the community.

Economic Development Officer has arranged for a shopping trolley of donated goods to be distributed to needy members of the community.

Propose to hold a community event when restrictions ease.

Most businesses have reopened.

Day care centres reopened

5.9 Beacon Volunteer Emergency Services Brigade

Nil

6.0 General Business

Nil

7.0 New Business of an Urgent Nature Introduced by Decision of the Meeting

Nil

8.0 Next Meeting – Tuesday 11 August 2020 commencing at 4.00pm in Council Chambers, 80 Monger Street, Bencubbin

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9.0 Closure of Meeting

There being no further business the meeting closed at 5.24pm

These Minutes were confirmed at the Local Emergency Management Committee Meeting held on Tuesday 11 August 2020.

Date

Cr ARC Sachse Chair



2nd June 2020

Dear Mount Marshall Shire Councilors,

The Avongro 'Activate The Wheatbelt' project team has been holding tree-planting festival events in the Mount Marshall Shire since 2014, initially on Bob and Ros Huxley's property, and subsequently on Dr Ong's and Tim Stephenson's Gabbin properties, and last year on Stuart and Jane Putt's property creek-line.

In 2020, we plan to plant 22,000 trees (sponsored by Trillion Trees) on the Morgan family's property north of Gabbin on the weekend of 4th and 5th July. All tree plantings over the years have been a part of an initiative to revitalise the region's environment and generate an outcome for participants and landholders alike. We remain enthusiastic in our desire to benefit the local community.

At each tree-planting event, we must create a hygienic environment for our tree-planters, and this year we will need to take extra precautions with the health and safety of all involved. This will involve additional wash stations, toilets and social distancing measures.

We would like to make a request to the Mt Marshall Councilors for Shire support with the costs involved in this year's event – in the form of sponsorship for the two Shire portable toilets. Last year we obtained support from the Lions Club with this cost, for which we were most grateful.

I look forward the hearing back from you.

Regards

A handwritten signature in purple ink, appearing to read "Liz Kington".

Liz Kington

Deputy-Chair Avongro Inc.

**NORTH EASTERN WHEATBELT HEALTH SCHEME COMMITTEE AGREEMENT BETWEEN THE SHIRES OF
KOORDA, MT MARSHALL, MUKINBUDIN, NUNGARIN, TRAYNING AND WYALKATCHEM**

THIS AGREEMENT is made the first day of July 2016 BETWEEN THE COUNCIL OF THE SHIRE OF KOORDA of Koorda in the State of Western Australia (hereinafter referred to as "the Koorda Shire Council") of the first part: THE COUNCIL OF THE SHIRE OF MT MARSHALL of BENCUBBIN in the said state. (hereinafter referred to as "the Mt Marshall Shire Council") of the second part: THE COUNCIL OF THE SHIRE OF MUKINBUDIN of MUKINBUDIN in the said State (hereinafter referred to as 'the Mukinbudin Shire Council') of the third part: THE COUNCIL OF THE SHIRE OF NUNGARIN of NUNGARIN in the said State (hereinafter referred to as 'the Nungarin Shire Council') of the fourth part: THE COUNCIL OF THE SHIRE OF TRAYNING of TRAYNING in the said state (hereinafter referred to as "the Trayning Shire Council") of the fifth part: and THE COUNCIL OF THE SHIRE OF WYALKATCHEM of WYALKATCHEM in the said State (hereinafter referred to as 'the Wyalkatchem Shire Council') of the sixth part WHEREBY IT IS AGREED:-

1. That the parties to this agreement shall conduct a joint Health Scheme for the purpose of employing or engaging officers and contractors and purchasing and maintaining such plant and equipment as from time to time may be necessary for the proper conduct of the scheme.
2. That the Group Scheme hereby agreed to, shall be known as "The North Eastern Wheatbelt Health Scheme" and the joint Committee referred to in clause three (3) hereof, shall be known as "The North Eastern Wheatbelt Health Scheme Committee."
3. That a joint committee be formed as a body in its own right to consist of twelve (12) members being two elected voting members (2) delegates from each of the Councils of the Shires of Koorda, Mt Marshall, Mukinbudin, Nungarin, Trayning and Wyalkatchem. All decisions pertaining to the operation of the North East Wheatbelt Health Scheme are to be made by this body of twelve (12) members only. Voting at the meetings shall be by show of hands and each Council Delegate shall have one (1) vote only, and in the event of an equality of votes, the "status quo" will apply.
4. That the Scheme Committee shall meet at such times as required by the committee or the Chairman of the Committee or when requested to do so by any of the participating Councils, and such meetings shall be held at the Offices of the six(6) participating Council in rotation or as decided by the Committee or Chairman.
5. That the Scheme Committee shall elect its own Chairman, the Chairman being elected from the council of the administrating Shire, and in all other respects proceedings at meetings shall be in conformity with the provisions of the Local Government Act 1995.
6. That the Chairman of the Scheme Committee shall be elected annually at the first meeting of the group committee held in each financial year.
- 6a. The Administration of the group shall be on a rotating basis with each Shire Council administering the group for a maximum of three (3) years only and then the control of the group passing onto another Council Group member. Despite this should an agreement to an extension of the three (3) years be agreed to by the current

administering Shire Council and by vote by the Scheme Committee then the current administering Shire can continue the administration of the group.

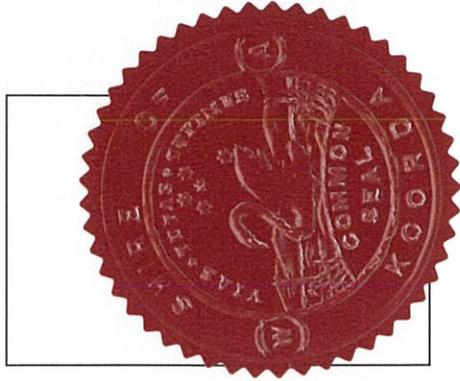
7. That the Scheme Committee shall have power to act in all matters under its jurisdiction except that it may refer matters to the participating council for individual consideration and recommendation if it so wishes.
8. That the care, control and management of the group shall be vested in the administering Shire Council, which will pay all salaries, wages, allowances, superannuation contributions, purchase and maintain plant and equipment and make all payments on behalf of the Scheme for all other incidental items necessary for the proper conduct of the group, provided that each participating Shire will be responsible for the preparation and issue of summonses and other legal documents relating to prosecutions for offences and other such matters occurring within the boundaries of that Shire and for collection of fines and costs relating thereto.
9. That the accounts relating to the operation of the Scheme shall be kept by the council vested with care, control and management of the Schemes affairs.
10. That the expenses and operating costs of the Scheme shall be divided among the six(6) participating parties in the Scheme in proportion to the days allocated per annum and detailed accounts for the scheme's operating expenses shall be rendered to each of the participating Shire Councils, monthly or alternatively, not less than four times per annum, providing of course that each of the participating Councils shall be liable for the full cost of overtime payments to the group employees for such overtime worked in the respective Shire districts and authorised by the Chief Executive Officer of that Shire.
11. That the officers employed under this agreement shall be appointed by the joint Committee formed under clause three (3) of this agreement and shall as near as practicable spend 35 days per annum at each of the Shires of Koorda, Mt Marshall, Mukinbudin, Trayning and Wyalkatchem with each council allocation to be divided as evenly as possible per month and 12 days per annum at Nungarin over each 12 monthly period.
12. That the duties of Officers appointed by this Scheme in each Shire shall be as directed by the Council of the respective Shire and the Officers employed under the scheme as required by that council.
- 13a. The officers employed by this scheme shall be employed in accordance with the terms and conditions of the Local Government Officers' (Western Australia) Award (as amended from time to time)
- 13b. The contractors engaged by this scheme will be in accordance with terms agreed to by the contractor and the majority of four (4) of participating Shires
- 13c. That the Administering Council of the Scheme be empowered to call quotes for the replacement of the Scheme's vehicle when considered necessary and the acceptance of quotes of such vehicle be decided co-jointly by the CEO's of the six(6) participating Shires in the group with the requirement of the decision being carried by a majority of four (4).
14. That all matters not specifically covered by this agreement shall be referred to the Scheme Committee for determination.

15. That any disputes between the participating Councils arising out of this agreement, shall be referred to the Minister for resolution in accordance with Section 9.63 (1) of the Local Government Act 1995 as amended.
16. That any party wishing to amend or vary the terms of the agreement or the conditions of employment of Officers provided for under this agreement, shall give to all other parties to this agreement, at least two (2) calendar months notice in writing of the text of the proposed amendment and suggested implementation date and such amendments shall be required to be carried by a majority of four (4) Councils, at an ordinary Meeting of the Scheme Committee.
17. That this agreement shall not be terminated by any party hereto without the party having first given to all other parties to this agreement, at least two (2) calendar months notice in writing of its intention to do so. This requirement may be waived if the remaining parties to the agreement agree unanimously.
18. That individual member Shires are to provide administration support the Principal Environmental Health Officer and Building Surveyor Contractor.
19. Consultancy for Building Services will be charged out based on the work required for each individual Shire. A general consultancy charge will be allocated out following the same ration for other charges.

EXECUTED by the parties

THE COMMON SEAL of the Shire

of Koorda was hereunto affixed
in the presence of:





Cr F Storer



Mr D Burton

President

Name of President

Chief Executive Officer

Name of Chief Executive Officer

And

THE COMMON SEAL of the Shire

of Mt Marshall was hereunto affixed
in the presence of:





Cr R Kirby



Mr E Piper

President

Name of President

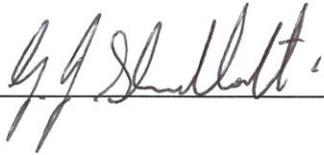
A/Chief Executive Officer

Name of A/Chief Executive Officer

And

THE COMMON SEAL of the Shire

of Mukinbudin was hereunto affixed
in the presence of:



Cr G Shadbolt



Mr S Billingham

And

THE COMMON SEAL of the Shire

of Nungarin was hereunto affixed
in the presence of:



Cr E O'Connell



Mr W Fensome

And

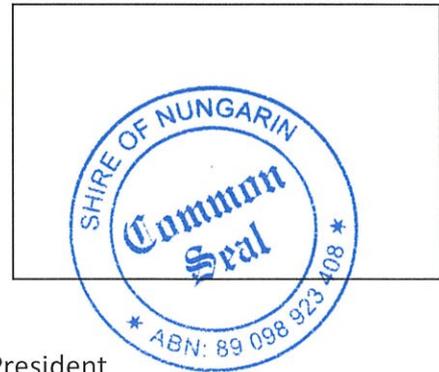


President

Name of President

Chief Executive Officer

Name of Chief Executive Officer



President

Name of President

Chief Executive Officer

Name of Chief Executive Officer

THE COMMON SEAL of the Shire

of Trayning was hereunto affixed
in the presence of:



Tarr

President

Name of President

CR F Tarr

A/Chief Executive Officer

[Signature]

Name of A/Chief Executive Officer

Mr D Sellenger

And

THE COMMON SEAL of the Shire

of Wyalkatchem was hereunto affixed
in the presence of:



[Signature]

President

Name of President

CR Q Davies

Chief Executive Officer

[Signature]

Name of Chief Executive Officer

Mr I McCabe

John Nuttall

From: sam halaka <sameh3ring@hotmail.com>
Sent: Tuesday, 2 June 2020 3:24 PM
To: John Nuttall
Subject: Re: Sam halaka (offer letter) : land numberLot 233, Baxter Street Bencubbin

Dear Mr John Nuttall/

I would like to make an offer on (address): Lot 233, Baxter Street Bencubbin, ___WA___ State for \$
2500 \$

My preferred settlement time would be in cash 2500\$ Tow thousand and five hundred dollar in cash,
or money order

This offer is subject to finance approval, my solicitor reviewing the contract, any Strata reports, and/
or building and pest inspections to be carried out.

Yours Sincerely,

(Sameh Fathy Hafez Halaka

Contact details : Address 6 trotman Ct WA 6112

mobile number : 0426840005

From: John Nuttall <ceo@mtmarshall.wa.gov.au>
Sent: Thursday, 28 May 2020 8:03 AM
To: sam halaka <sameh3ring@hotmail.com>
Cc: Sarah Moug <edo@mtmarshall.wa.gov.au>; Nadine Richmond <ea@mtmarshall.wa.gov.au>
Subject: RE: Sam halaka (offer letter) : land numberLot 233, Baxter Street Bencubbin

Good morning Sam,

Many thanks for your email offer for Lot 233 Baxter Street Bencubbin.

I am not sure if you are aware but as the land is owned by the Shire a decision whether to accept your offer has to take
the following steps:

1. Presented to Council in an agenda item
2. If offer accepted the details be published in the local papers for public comment
3. The matter return to council with any public comment for final decision

As you will understand that process can take a couple of months.

That being the case I would wish you to have the best opportunity to be successful. It is incumbent upon me to
therefore inform you of the following:

- Council have already rejected an offer of \$2000 for this piece of land indicating that offer was too low
- Council indicated that any disposal of land would likely be subject to a requirement that a house/unit would be built relatively quickly on the land

On the basis of the above will you please confirm:

1. If the offer you have made still stands and you want me to present it to council, or would wish to increase the offer?
2. What you intend to do with the land – hopefully with an indication of what timeframe?

Please note that the next council meeting is on 6 June 2020 so I would need to have all of this detail by 8 June so that I can prepare an item for council.

I would be happy to discuss the matter with you should you require.

Regards,

John



John Nuttall

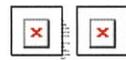
Chief Executive Officer

80 Monger Street

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M: 0427 851 202 E: ceo@mtmarshall.wa.gov.au



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From: sam halaka <sameh3ring@hotmail.com>

Sent: Wednesday, 27 May 2020 6:18 PM

To: John Nuttall <ceo@mtmarshall.wa.gov.au>

Subject: Sam halaka (offer letter) : land number Lot 233, Baxter Street Bencubbin

To whom it may concern,

Dear Sir / Madam

I would like to make an offer on (address): Lot 233, Baxter Street Bencubbin, ___WA__ State for \$ __1250 \$

My preferred settlement time would be in cash 1250\$ one thousand dollars in cash, or money order

This offer is subject to finance approval, my solicitor reviewing the contract, any Strata reports, and/or building and pest inspections to be carried out.

Yours Sincerely,

(Sameh Fathy Hafez Halaka

Contact details : Address 6 trotman Ct WA 6112



4 June 2020

Mr John Nuttall
Chief Executive Officer
Shire of Mt Marshall
PO Box 20
BENCUBBIN WA 6477

To John,

Re: Request for support for Bencubbin Truck N Auto's (BTNA's) grant application to Round 3 of the Regional Economic Development (RED) Grant program

I am writing to you following our discussions at the meeting held with yourself, Cr Sachse and Sarah on 26 May 2020 regarding BTNA's future expansion, diversification and submission to round 3 of the RED Grant program.

We have meet with the Wheatbelt Development Commission (WDC) to discuss the project and the grant guidelines. WDC are supportive of the project concept, especially the diversification of the business. They were also happy to learn that the Shire is supportive and actively involved in the project and planning. This relationship will be valuable to the assessment of our application. In-kind and cash contributions from the proponent are essential. Contributions both cash and in-kind from third parties will be looked upon very favourably.

For this project to progress Bencubbin Truck N Auto's would need to take ownership of 40 Monger Street, Bencubbin (block next door) which the Shire currently owns. 39 and 40 Monger Street, Bencubbin would need to be amalgamated and I have been in discussions and received quotes from Mark at F.M. Surveys (Licenced Surveyors) in Northam.

BTNA has been planning and working towards an extension of the current premises for many years now as the current premises is simply not big enough for the work that Craig currently undertakes and for our business expansion and diversification plans.

The State Government RED Grants program will support projects that contribute to the economic growth and development in regional Western Australia. Our project aligns with the key objectives of the program and also aligns with the Shires local planning. The expansion will create a workspace that will be suitable for another fulltime mechanic and apprentice. The additional floor space will allow the business to further diversify and employ a part-time administration person which meets the Shires Strategic Community Plan Objective 2 - *A diverse and innovative economy with a range of local employment opportunities*. The project also meets Outcome 2.1 of the Shires Strategic Community Plan to *actively support and develop local and new business*.

We are currently working hard to collate all the information and quotes required to form the budget and elements required for the application including possible power upgrades required at 39 Monger Street. Applications close on the 7 July.

Attachment 12.1.16

We would like to formally request that Council make provisions in the 20/21 budget for the below monetary and in-kind support to assist with the success of the project:

- 1) The \$9945.22 from the Economic Development Fund 2020 secured by Bencubbin Truck N Auto's for the purpose of building a shelter:
 - a. be carried over to the 2020/21 budget
 - b. be repurposed to align with the new project to build a 30m x 12m x 5.4m (exact size to be confirmed) shed and the funds be used as leverage funding in the RED application; and
 - c. the amount of \$9945.22 be increased to \$15,000 as the revised project cost has increased from \$28,835.65 to approximately \$180,000.
- 2) Ownership of 40 Monger Street, Bencubbin be given to Bencubbin Truck N Auto's. No costs for the transfer of the land to be incurred by the Shire of Mt Marshall. Bencubbin Truck N Auto's will cover all the costs associated with the property settlement. A quote has been received from Mas Ronson Conveyancers and will cost is estimated to be between \$1850.00 - \$2000.00. The blocks would need to be amalgamated which has been estimated at just over \$4700.00.
- 3) The Shire fill-in the existing leach drain at 40 Monger Street, Bencubbin – remains from residential property that was demolished by the Shire some years ago, the tanks have been removed.
- 4) The Shire undertake the clearing (minimal required) of Lot 40 Monger Street, Bencubbin, supply gravel / fill sand and undertake some levelling as required for shed pad preparation in liaison with the concrete company. The concrete company will complete the complete the final works on the pad preparation.
- 5) Provide a letter of support for the application outlining the Shires in-kind and monetary support and the benefits the project will have to the Shire and community.

We have held discussions with the Bencubbin Sports Club regarding the use of the carpark and removal of existing garden bed. The committee are yet to approve access, however initial discussions were received quite positively. This approval however is critical to the project proceeding.

The RED Grant program is a very competitive funding but is a unique opportunity for BTNA to secure funds to allow the business to expand, diverse and become aesthetically more pleasing to locals and visitors. We hope that Council will look favourably upon our request for assistance as your support is vital to the success of the project.

Kind regards



Craig Sachse
Owner

- 8 JUN 2020

File No 4.0218

Officer CEO

Copy

Please circle YES or NO and add a comment if you wish

1. Are the services and events organised by the Shire accessible for you?

No

Yes

COMMENT

2. Are the Shire buildings and facilities easy to get into and out of?

No

Yes

COMMENT

The Shop is good.

3. Is information from the Shire provided in a way that enables you to access it readily?

No

Yes

COMMENT

4. Does the Shire's staff give quality services that meet your expectations and needs?

No

Yes

COMMENT

Always good.

5. Are complaints about the Shire easy to lodge?

No

Yes

COMMENT

6. Is public consultation by the Shire done in a format and/or place to enable your attendance?

No

Yes

COMMENT

7. Does the Shire have equal employment opportunities for people with disability?

No

Yes

COMMENT

<i>All pretty good with me, I enjoy my life in the Shire.</i>

The Shire of Mt Marshall thank you in anticipation for completing this questionnaire.

Please return to Shire of Mt Marshall

Post to: Shire of Mt Marshall
PO Box 20
BENCUBBIN WA 6477

Deliver to: 80 Monger Street Bencubbin

Email to: admin@mtmarshall.wa.gov.au

By no later than 4:00pm, Monday 8 June 2020

**J Bunce –
PO Box 28 –
BEACON WA 6472
0429208175**

8th June 2020

Shire of Mt Marshall
Monger Street
BENCUBBIN WA 6477

Disability Access and Inclusion Plan Review

I present several photographs highlighting the lack of disabled/dual use access points to several street corners in Beacon on Rowlands Street & Shemeld Street. This may not be the forum to present these problem's but it does highlight some of the disability access issues that we have in Beacon.

The Shire of Mt Marshall installed new curbing and foot pathing in Beacon towards the end of 2019, six months or more ago, and since then no completion works or rectification works to the footpaths/curbing has been carried out that was promised by the Shire.

There are no access on-off points at the corner, of Rowlands and Shemeld streets. The style of curbing installed by the Shire removed the existing access points and nothing has been done to reinstall them. There are several residents in Rowlands Street that use a mobility scooter (gopher), I myself being one of them when I had hip replacement surgery and was unable to drive for over 6 weeks and needed to use a gopher during this time and we all had no way of getting on or off these ridiculous curbed footpaths.

- We have a footpath to nowhere, you cannot safely drive off the end of this footpath as the ground is too rough and uneven. The curbing is so high and is not designed for mobility scooters to drive over the edge to get on or off footpaths.
- Local school children have been using the road to get to school on bikes and scooters as they cannot mount the curbed edges, this is very dangerous.
- The disability access footpath installed at Beacon Central by the Beacon Progress Association has been pulled up and left in an unacceptable state by the Shire, there is a photo of this mess attached also. This was done over 6 months ago and has also not been rectified.

The new curbing is still causing angst for motorist, particularly those with standard 2 wheel drive cars, as the curbing is so high and extremely rough to mount into home driveways and even 4WD vehicles find the mount and dismount over these curbs to be very rough also. One elderly resident in Rowlands Street resorts to using his neighbour's driveway to access his car port and unit driveway. Visitors and staff to Beacon Central CRC enter their car park via the Town Hall parking area as only 4WD's can mount the CRC driveway entrance easily and safely.

Yours faithfully

Jenni Bunce



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

SHIRE OF MT MARSHALL

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>

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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 are 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 are 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 Employment 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.

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2020/5-019 May 2020	That Council: <ol style="list-style-type: none">1. Resolve to enter the Supply of Medical Services Deed between KMPC and Olatwhalermedical Pty Ltd on the terms as presented; and2. Resolve, subject to section 9.49A, that the Supply of Medical Services Deed between KMPC and Olatwhalermedical Pty Ltd be signed and sealed with the common seal of the Shire of Mt Marshall.	Complete		
2020/5-008 May 2020	That Council: <ol style="list-style-type: none">1. Notes the consultation undertaken and information provided by the Department of Local Government, Sport and Cultural Industries in regarding the National Redress Scheme and the participation of WA local governments;2. Notes that the Shire of Mt Marshall will not be included in the WA Government's amended participation declaration (and afforded the associated financial and administrative coverage), unless the Shire of Mt Marshall makes a specific and formal decision to be included;3. Endorses the participation of the Shire of Mt Marshall in the National Redress Scheme as a State Government institution and included as part of the State Government's declaration;4. Grants authority to the Chief Executive Officer to execute a service agreement with the State, if a Redress application is received;5. Notes that a confidential report will be provided if a Redress application is received by the Shire of Mt Marshall	Complete		

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2020/3-011 March 2020	<p>That Council:</p> <ol style="list-style-type: none">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; and3. 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
2020/3-009 March 2020	<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	Delayed due to COVID-19 crisis. Will undertake further work in the near future.	

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	Complete		
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. Beacon tank awaiting connection	July 2020

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2019/3-003 April 2019	That Council: 1. Direct the Chief Executive Officer to arrange for the preparation of an agreement between the Shire of Mt Marshall and the Bencubbin Golf Club for the use of the Bencubbin Golf Course. The agreement is to set the annual lease fee at \$1 payable on demand; and 2. Authorise the Chief Executive Officer to undertake the necessary arrangements to effect and complete the agreement, including the use of the Shire Common Seal if necessary.	Ongoing	Discussions with lawyers are being had.	October 2019
2019/1-008 February 2019	That Council: 1. Subject to section 3.58(2)(a) Local Government Act 1995 award the tender for the lease of Bencubbin Town Hall as a grocery store to Ms Jacinta Smith at the weekly rental of \$75 for a period of five (5) years; and 2. Authorise the Chief Executive Officer to undertake the necessary negotiations and arrangements to effect and complete a lease of the Bencubbin Town Hall to Ms Jacinta Smith, including the use of the Shire Common Seal on any necessary contract documentation.	Complete Ongoing	Lease being drafted. Building being vacated and cleaned by current tenant. Vacating inspection completed with previous tenant. Minor maintenance being carried out before new tenant goes in. Negotiations are continuing with Department of Lands regarding the use of the building.	December 2019
2018/11-004 December 2018	That Council accept the offer from Water Corporation of the transfer of ownership from the Water Corporation to the Shire of Mt Marshall of the following AA Dams: <ul style="list-style-type: none"> • Warkutting Tank • Gabbining Tank • Marindo Rocks • Beebeegnying Tank • Sand Soak Dam • Snake Soak Dam 	Ongoing	Application made to the Department of Lands regarding Snake Soak Dam. Awaiting Native Title Clearance	

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2017/022 February 2017	That: <ol style="list-style-type: none">1. Council Acknowledge an historic equity imbalance in the provision of facilities between the towns of Beacon and Bencubbin;2. A desktop review be undertaken on proposed infrastructure upgrades for Beacon and that a further report be made to Council with a view to implementing a 5 year development program for the town;3. That the Shire's Community Development Officer investigate and report on other local government models for the development and support of volunteers in both communities; 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
2020/5-016 May 2020	<p>That Council:</p> <ol style="list-style-type: none"> 1. endorses the Draft Disability Access and Inclusion Plan 2020 – 2025; 2. Directs the Chief Executive Officer to obtain feedback from the community regarding the draft plan; 3. Request community feedback be considered when a final DAIP is being prepared and presented to Council for adoption 	Ongoing	See item in June agenda.	
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
2020/5-015 May 2020	That the following persons be appointed Bush Fire Control Officers / Fire Weather Officers for the Shire of Mt Marshall and all previous appointments be cancelled: <i>See Minutes for details</i>	Completed	All Bush Fire Control Officers have been advised of their appointment. Will purchase any equipment out of next years budget.	
2019/3-013 April 2019	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: (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
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
<p>2020/5-010 May 2020</p>	<p>That a notice specifying the following meeting dates and times for 2020/21:</p> <p>21 July 2020 at 3pm Council Chambers, Bencubbin 18 August 2020 at 3pm Council Chambers, Bencubbin 15 September 2020 at 3pm Council Chambers, Bencubbin 20 October 2020 at 3pm Council Chambers, Bencubbin 17 November 2020 at 4pm Beacon Country Club 15 December 2020 at 3pm Council Chambers, Bencubbin Recess – January 2021 9 February 2021 at 3pm Council Chambers, Bencubbin 16 March 2021 at 3pm Council Chambers, Bencubbin 20 April 2021 at 4pm Beacon Country Club 18 May 2021 at 3pm Council Chambers, Bencubbin 15 June 2021 at 3pm Council Chambers, Bencubbin</p> <p>be approved for advertisement in the Gimlet Newspaper, the Beacon Bulletin, Shire notice boards, and the Shire’s website and social media sites.</p>	<p>Complete</p>	<p>Advertising has taken place and new dates are on the Shire’s website</p>	
<p>2020/5-007 May 2020</p>	<p>That Council, subject to Local Government (Functions and General) Regulations 1996 section 11A (1), adopt the amended policy F&R 2.5 Purchasing Policy as attached, by altering the tender threshold from \$150,000 to \$250,000.</p>	<p>Complete</p>	<p>Policy Manual updated and on the Shire’s website.</p>	

EXECUTIVE ASSISTANT – NADINE RICHMOND

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2019/9-008 Oct 2019	<p>1. That Council endorse dissolving the following committees:</p> <ul style="list-style-type: none">• Bencubbin Multipurpose Complex Steering Committee• Drainage Reference Group <p>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></p> <p>3. Where community positions exist:</p> <ul 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.	Complete	MOU Signed by all parties and copies provided as necessary	
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 : <ol style="list-style-type: none"> 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. 	Ongoing	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. Acquittal from the Beacon Bowling Club and Bencubbin Hockey Club has been received.	

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 Hockey Club have submitted their acquittal document. Bencubbin Football Club to acquit grant by March 29. Bencubbin Football Club have entered an arrangement with the Shire allowing for a late acquittal.</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"> 1. Endorse the recommendations (as detailed above) of the Economic Development Committee by making the following awards, which are subject to any requirements listed: <ul style="list-style-type: none"> a) Beacon Co-Operative \$7489.00 b) The Gimlet Newspaper \$3289.50 c) Bencubbin Truck N Auto's \$9945.22 	Ongoing	<p>All parties have been advised in writing of their successful applications.</p> <p>The Gimlet Newspaper, project completed, acquittal form received, funding awarded.</p>	
2019/9-004 Oct 2019	<p>That Council:</p> <ol style="list-style-type: none"> 2. Receive the minutes from the Economic Development Grant Fund Committee of 15 October 2019 which are at attachment 13.2.1; 3. 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



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

FREEDOM OF INFORMATION STATEMENT

June 2020

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2. ADMINISTRATIVE INFORMATION

Shire of Mt Marshall

Administrative Information

Current Address:

80 Monger St
BENCUBBIN WA 6477

Postal Address:

PO Box 20
BENCUBBIN WA 6477

Telephone:

08 9685 1202

Website:

www.mtmarshall.wa.gov.au

Email:

admin@mtmarshall.wa.gov.au

President:

Cr ARC (Tony) Sachse (Retiring 2023)

Deputy President:

Cr NR (Nick) Gillett (Retiring 2021)

Councillors:

Cr IC (Ian) Sanders (Retiring 2021)

Cr LN (Leeanne) Gobbart (Retiring 2021)

Cr SR (Stuart) Putt (Retiring 2021)

Cr BC (Brendan) Geraghty (Retiring 2023)

Cr TM (Tanya) Gibson (Retiring 2023)

Chief Executive Officer:

Mr John Nuttall

Freedom of Information Officer

Executive Assistant

Internal Review:

Chief Executive Officer

3. INTRODUCTION

The Freedom of Information Act 1992 requires Local Government agencies to cause an up-to-date Information Statement about the agency to be published annually.

The Information Statement must contain:

- a) a statement of the structure and functions of the agency;
- b) a description of the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public;
- c) a description of any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the performance of the agency's functions;
- d) a description of the kinds of documents that are usually held by the agency including —
 - i. which kinds of documents can be inspected at the agency under a written law other than this Act (whether or not inspection is subject to a fee or charge);
 - ii. which kinds of documents can be purchased; and
 - iii. which kinds of documents can be obtained free of charge;
- e) a description of the agency's arrangements for giving members of the public access to documents mentioned in paragraph (d)(i), (ii) or (iii) including details of library facilities of the agency that are available for use by members of the public;
- f) a description of the agency's procedures for giving members of the public access to the documents of the agency under Part 2 including —
 - i. the designation of the officer or officers to whom initial inquiries as to access to documents can be made; and
 - ii. the address or addresses at which access applications can be lodged;
- g) a description of the agency's procedures for amending personal information in the documents of the agency under Part 3 including —
 - i. the designation of the officer or officers to whom initial inquiries as to amendment of personal information can be made; and
 - ii. the address or addresses at which applications for amendment of personal information can be lodged.

This statement is published in accordance with the requirements set out by the Office of the Information Commissioner in accordance with the Freedom of Information Act 1992, for public information, and is correct as at 16 June 2020.

Copies of this document can be obtained by contacting the shire's Freedom of Information (FOI) Officer at the shire office, 80 Monger St, Bencubbin, by telephone on 08 9685 1202, via email to admin@mtmarshall.wa.gov.au or on the shire website at www.mtmarshall.wa.gov.au

4. STRUCTURE

The Shire of Mt Marshall was established under the Local Government Act 1995 and is the administrator of affairs, works and services as set out in that legislation.

Members are elected democratically by the residents and ratepayers of the district to carry out all decision making on behalf of the electorate. Elections are held every two years with Members being elected for a 4 year term, retiring on a rotational basis.

The Elected Members form a corporate body (the Council) working for the community, making decisions on issues affecting the community, but do not have the authority to act or make decisions as individuals. Decisions are made as a consensus of the Council in accordance with the Local Government Act 1995.

The Council appoint a Chief Executive Officer who is responsible for the overall management of the Shire and all employees.

Roles of the Council

The roles of the Council and Elected Members are:

The Council:

- Directs and controls the Local Government's affairs;
- Is responsible for the performance of the Local Government's functions;
- Is to oversee the allocation of the Local Government's finances and resources;
- Is to determine the Local Government's Policies

The Shire President:

- Presides at meetings in accordance with the Local Government Act 1995;
- Provides leadership and guidance to the community in the district;
- Carries out civic and ceremonial duties on behalf of the Local Government;
- Speaks on behalf of the Local Government;
- Performs other functions as set out by the Local Government Act 1995;
- Liaises with the Chief Executive Officer on the Local Government's affairs and the performance of its functions;

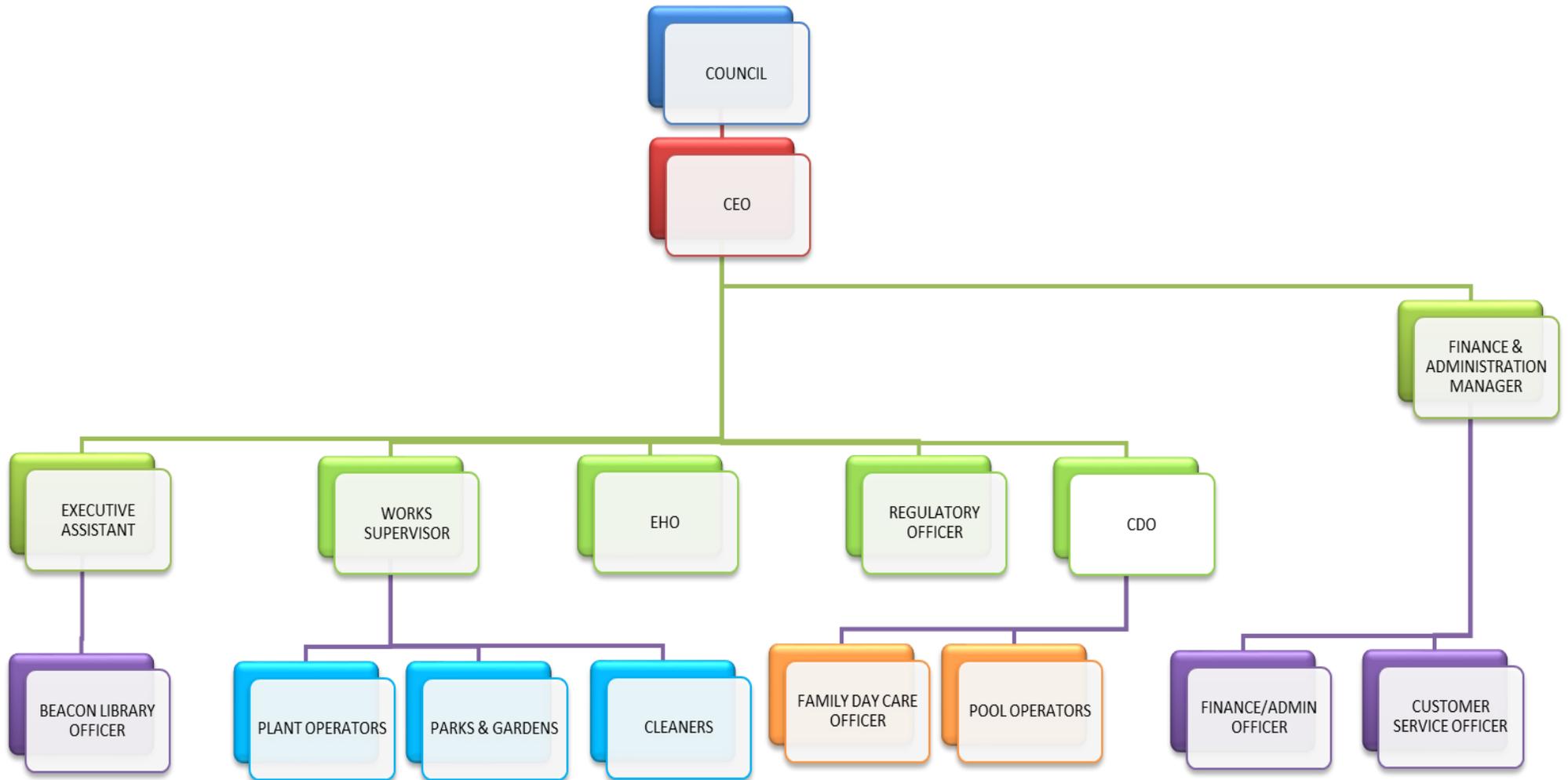
A Councillor:

- Represents the interests of electors, ratepayer and residents of the district;
- Provides leadership and guidance to the community;
- Facilitates communication between the community and the Council;
- Participates in the Local Government's decision making processes at Council and Committee Meetings;
- Performs other functions as set out by the Local Government Act 1995;

The Shire is structured in the following manner:

- The President of the Shire who is elected from the body of Councillors, is the first citizen of the Shire and chairs the meetings of the Council.
- The seven Councillors, elected into office, form the Council and are the governing body of the Shire.
- The Chief Executive Officer and staff, who assist in an advisory capacity, administer the day-to-day affairs of Council and implement the policies of Council.
- The residents and ratepayers who are served by Council and its staff.

SHIRE OF MT MARSHALL ORGANISATION STRUCTURE



5. FUNCTIONS & SERVICES

The general function of the Shire of Mt Marshall is to provide for the good governance of the people of the shire. The Shire of Mt Marshall uses both legislative and executive powers in its government.

Using its legislative powers, the Shire of Mt Marshall may make Local Laws prescribing all matters that are required or permitted to be prescribed by a local law, or are necessary or convenient to be so prescribed for it to perform any of its functions under the Local Government Act 1995.

The Shire of Mt Marshall uses its executive powers to administer the following Local Laws:

- Health Local Law
- Local Law Relating to Dogs and Cats
- Local Law Relating to Fencing
- Local Law Relating to Standing Orders
- Local Law Relating to Repeal Local Laws

In performing its executive functions the Shire provides a wide range of services and facilities to ratepayers, residents and visitors to the Shire. Categories of services provided by the Shire are as follows:

- Provision of services:
 - Governance
 - Law
 - Order
 - Public Safety
 - Health
 - Education
 - Welfare
 - Housing
 - Community Amenities
 - Recreation and Culture
 - Transport (Roadworks, Maintenance and Construction)
 - Economic Services
 - Other Property and Services (Private and Public Works)
 - Finance and Borrowing
- Regulation:
 - Planning
 - Building
 - Parking
 - Dog and Cat Control
 - Public Health
 - Environment

6. COUNCIL MEETINGS & DECISION MAKING

Decisions on issues affecting the community are made at Council meetings. Decisions are made as a consensus of the Council in accordance with the Local Government Act 1995.

Ordinary meetings of Council are held on the third Tuesday of every month in Council Chambers, 80 Monger St, Bencubbin commencing at 3:00pm (unless advertised otherwise).

These meetings are open to the public, with the first 15 minutes set aside as public question time.

An Electors' General Meeting is held each financial year, typically in December, with notification being provided in the local newspapers. The Annual Report, Annual Financial Report and Auditors Report are all presented at the Elector's General Meeting.

From time to time special meetings of the Council may be required and notice will be provided of these meetings as soon as is practicable.

Agendas and Minutes of all Council meetings are available online at www.mtmarshall.wa.gov.au or hard copies are available upon request by contacting the administration centre on 08 9685 1202 or via email to admin@mtmarshall.wa.gov.au. A fee is applicable. Availability is advertised via social media.

7. COMMITTEE MEETINGS & DECISION MAKING

To assist the Shire to achieve its objectives and to provide an avenue for community involvement, the Council has established a number of Council committees and working groups.

Appointment to committees is invited by nomination, considered and voted upon democratically by the Council, and tenure of office is typically for two years with the expiry date being that of the local government elections.

The committees have differing functions and authority but generally make recommendations to Council for consideration. A list of current committees and working groups is as follows:

- Audit Committee
- Mt Marshall Safety Committee
- Bush Fire Advisory Committee
- Local Emergency Management Committee

From time to time Council is requested to nominate a Council member to represent the Council on committees of external organisations. The Shire of Mt Marshall is represented on the following external organisations:

- Great Eastern Zone of WALGA
- North Eastern Wheatbelt Regional Organisation of Councils (NEWROC)
- North Eastern Wheatbelt Travel (NEWTravel)
- Rural Water Council
- North Eastern Wheatbelt Health Group Scheme (NEWHealth)
- Kununoppin Hospital Local Health Advisory Group (LHAG)
- Wheatbelt North Sub-Regional Road Group
- Mt Marshall Land Conservation District Committee (LCDC)
- Wheatbelt Drainage Reference Group
- Wheatbelt Agcare
- Wheatbelt Joint Development Assessment Panel (DAP)
- Eastern Wheatbelt Biosecurity Group
- Central East Aged Care Alliance (CEACA)
- Skeleton Weed Search Program

Hard copies of Agendas and Minutes of all Council committee meetings are available upon request by contacting the administration centre on 08 9685 1202 or via email to admin@mtmarshall.wa.gov.au. A fee is applicable.

8. COMMUNITY PARTICIPATION

Policies are adopted by Council to act as a reference for Shire staff. The Shire of Mt Marshall encourages community participation in the formation of Shire policy and has the following arrangements in place to allow for community participation:

These meetings are open to the public, with the first 15 minutes set aside as public question time.

Public Question Time – Council Meetings

Council meetings are open to the public and Council have set aside 15 minutes at the commencement of meetings to accept questions from the public.

A pro-forma is included at the front of agendas to allow the public to table questions beforehand, enabling a prompt response to be provided. The use of this form is not compulsory.

Deputations

Deputations can be received by the Chief Executive Officer and the Council by prior arrangement.

Petitions

Petitions will be accepted by Council.

Electors Meetings

In accordance with Section 5.27 of the Local Government Act 1995, an Electors' General Meeting is held each financial year, typically in December, with notification being provided in the local newspapers. All residents are encouraged to attend.

Special electors meetings may be called under Section 5.28 of the Act by submitting a request signed by not less than 100 electors or 5% of the number of electors whichever is the lesser number.

Written Requests

Any member of the community may write to the Shire at any time on any matter. Any matter raised will be considered by the Administration and/or the Council and a decision and response provided. Correspondence should be addressed to the:

Chief Executive Officer
Shire of Mt Marshall
PO Box 20
BENCUBBIN WA 6477

Elected Members

Ratepayers and residents may contact the Shire President and/or Councillors to discuss issues or obtain advice on matters relating to the Shire.

Community Forums

From time to time, Council will consult with the community by hosting community forums. Details of community forums including venue, commencement time and forum subject are advertised in local newspapers, Beacon & Bencubbin Public libraries and various retail establishments in the townsites of Beacon and Bencubbin where appropriate.

Advertising

The Shire is committed to advising ratepayers and residents of matters affecting them through regular advertising in local newspapers, on social media and the Shire's website www.mtmarshall.wa.gov.au. The public are able to subscribe to the weekly newsletter by contacting the administration centre during business hours on 08 9685 1202 or via email to admin@mtmarshall.wa.gov.au

Written Invitation

From time to time, where an issue arises affecting a select group within the community, Council may write to affected members inviting their feedback.

Community Consultation Policy

Council have adopted a 'Community Consultation Policy' whereby the Shire will consult with the community on issues affecting the quality of life and services to the residents of the district.

The Shire of Mt Marshall is strongly committed to genuine, effective and timely community consultation on a range of issues, often exceeding the minimum consultation requirements.

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

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

9. DESCRIPTION OF DOCUMENTS HELD

A vast array of documents (listed below) are held by the Shire of Mt Marshall and are available for public inspection or purchase. They can be inspected free of charge upon request at the administration centre located at 80 Monger Street, Bencubbin.

Other documents may be made available upon request, for inspection or purchase, but any exempt matter from those copies may be deleted s.97 (1).

- Confirmed Minutes of Council and Meetings
- Annual Budget
- Schedule of Fees & Charges
- Annual Report
- Annual Financial Report / Statements
- Monthly Financial Statements
- Delegation Register
- Financial Interest Register
- Local Laws
- Policy Manual
- Code of Conduct
- Strategic Plans
- Freedom of Information Statement
- Recordkeeping Plan
- Disability Access and Inclusion Plan
- Electoral Rolls
- Internal Manuals (s.97 (1)(b))
- Local Emergency Management Arrangements
- Workforce Plan

And any other documents as set out in the Local Government Act 1995.

10. ACCESS ARRANGEMENTS

It is the aim of the Shire to make information available promptly and at the least possible cost. Whenever possible documents will be provided outside the FOI process.

Access to information may be granted by way of inspection, provision of hard copy documentation or provision of electronic documentation.

While the Shire endeavours to respond to requests for information informally, it also recognises that some documents require protection including:

- Personal Information
- Information concerning trade secrets
- Other commercially valuable information
- Any other information concerning the business, professional, commercial or financial affairs of a third party who is not the applicant.

Freedom of Information Legislation may be used to request access to information not available by any other means.

All enquiries, including requests to amend personal information are to be by application to the Freedom of Information Officer. An application may be lodged by:

Hand delivery to:

80 Monger St
BENCUBBIN WA 6477

Post to:

PO Box 20
BENCUBBIN WA 6477

Emailed to:

ea@mtmarshall.wa.gov.au

Applications must give enough information to enable the requested documents to be identified; give an address in Australia to which notices under this Act can be sent; give any other information or details required under the regulations; and be lodged at the Shire Office.

Information sought for personal information by the applicant must accompany documentary evidence to support their identity, for example Birth Certificate, Birth Extract, Passport, Driver's License, Marriage Certificate etc.

Applications that are lodged with the Shire will be processed by the aforementioned officer and a decision regarding access or the amendment of personal information of documents will be made under the FOI time frame of 45 days.

No fees or charges apply for applications for personal information or amendment of personal information about yourself.

Applications for other documents which are non-personal in nature require a \$30 application fee to be paid when the application is lodged, and other charges may be imposed as follows:

- \$30 per hour of staff time or pro rata for part of an hour for dealing with an application. (Agencies cannot charge for locating the documents within the scope of your request.)
- \$30 per hour (or pro rata for part of an hour) for supervision by staff when access is given to view documents; or the time taken by staff to prepare a transcript from a tape or make photocopies.
- \$0.20 per photocopy.
- Actual cost incurred by the agency for preparing a copy of a tape, film or computerised information, or arranging delivery, packaging and postage of documents.
- There are no application fees or charges for internal or external reviews.



Shire of Mt Marshall

Monthly Statement of Financial Activity

For the Period 1 July 2018 to 31 July 2020

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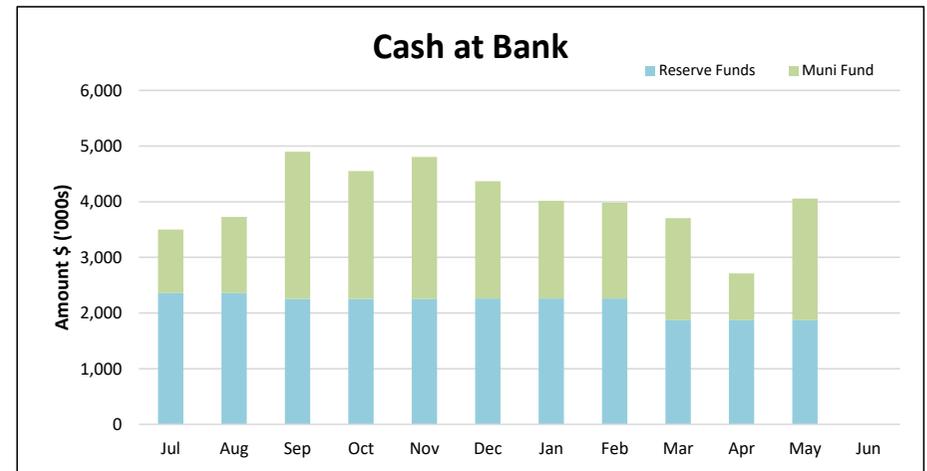
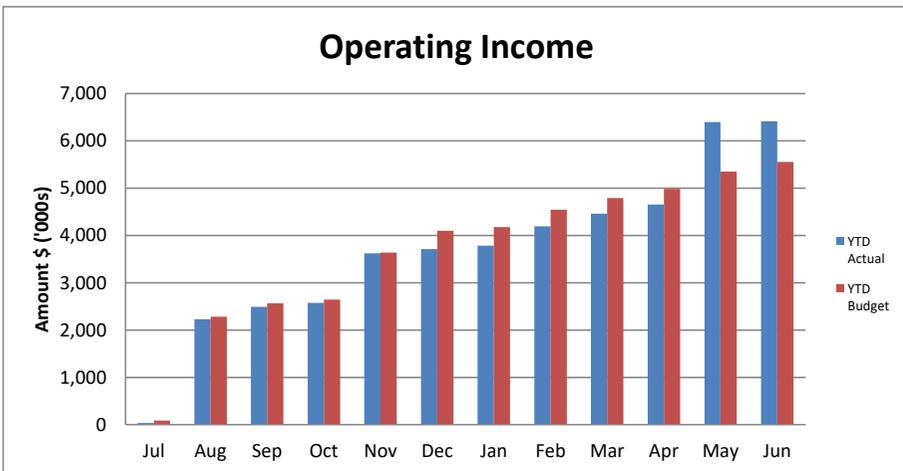
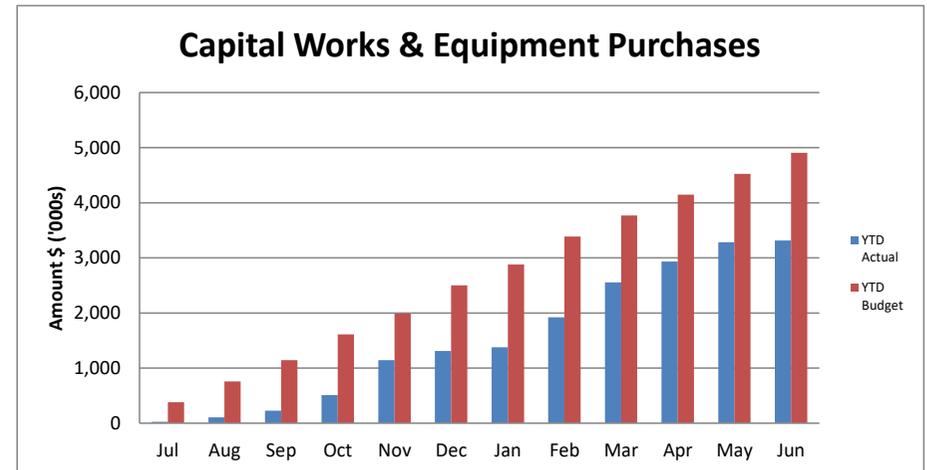
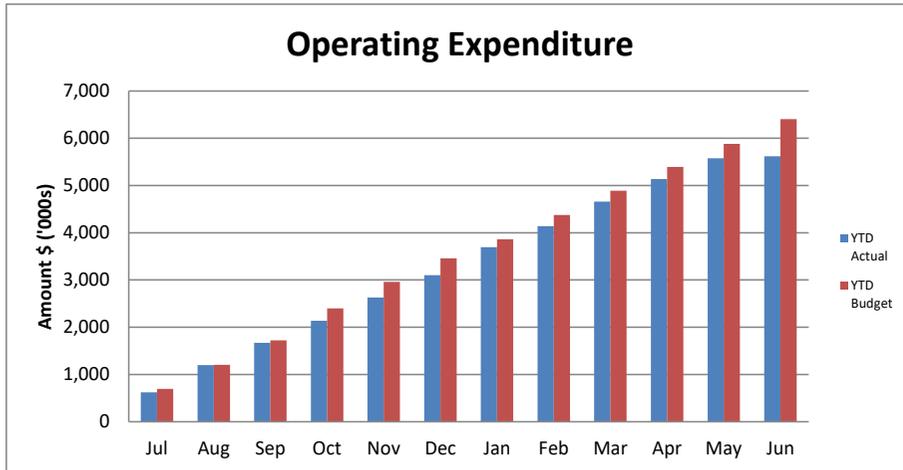
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Shire of Mt Marshall
Statement of Financial Activity
For the period 1 July 2019 to 31 May 2020

	NOTE	Actual YTD 2019/2020	Budget YTD 2019/2020	Original Full Year Budget 2019/2020	Variance Budget to Actual YTD	
					%	\$
Operating Revenue						
Governance		42,185	18,777	20,499	125%	23,408
General Purpose Funding		2,599,543	1,340,521	1,353,203	94%	1,259,022
Law, Order & Public Safety		42,295	28,759	28,933	47%	13,536
Health		141,683	183,997	200,740	(23%)	(42,314)
Education & Welfare		97,515	100,093	105,517	(3%)	(2,578)
Housing		114,915	145,464	158,700	(21%)	(30,549)
Community Amenities		123,849	127,897	129,745	(3%)	(4,048)
Recreation & Culture		167,693	547,781	550,764	(69%)	(380,088)
Transport		1,419,293	1,255,985	1,395,544	13%	163,308
Economic Services		172,740	133,100	145,252	30%	39,640
Other Property & Services		55,331	45,254	49,400	22%	10,077
		4,977,041	3,927,628	4,138,296		
Operating Expenses						
Governance		(321,337)	(392,694)	(416,134)	(18%)	71,357
General Purpose Funding		(68,158)	(86,141)	(93,989)	(21%)	17,983
Law, Order & Public Safety		(170,554)	(163,764)	(177,993)	4%	(6,790)
Health		(245,111)	(290,427)	(323,446)	(16%)	45,316
Education & Welfare		(267,647)	(339,399)	(365,715)	(21%)	71,752
Housing		(235,310)	(227,682)	(248,430)	3%	(7,628)
Community Amenities		(229,302)	(271,237)	(295,379)	(15%)	41,935
Recreation & Culture		(1,002,394)	(1,070,620)	(1,172,464)	(6%)	68,226
Transport		(2,520,854)	(2,566,813)	(2,806,367)	(2%)	45,959
Economic Services		(398,591)	(449,913)	(484,708)	(11%)	51,322
Other Property & Services		(117,995)	(22,917)	(20,638)	415%	(95,078)
		(5,577,254)	(5,881,607)	(6,405,263)		
Adjustments for Non-Cash (Revenue) and Expenditure						
(Profit)/Loss on Asset Disposals	2	5,738	5,738	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		2,578,594	2,475,123	2,700,134		
Capital Revenue and (Expenditure)						
Purchase Property Plant & Equipment	1	(1,612,737)	(2,808,139)	(3,031,342)		
Purchase Infrastructure Assets	1	(1,671,851)	(1,717,518)	(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	163,954	163,954	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	(2,102,765)	600,362	0		
Amount Raised from Rates	6	(1,422,872)	(1,419,357)	(1,419,357)		

Shire of Mt Marshall

For the period 1 July 2019 to 31 May 2020



Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 July 2020

	2019/20 Adopted Budget \$	31-May-20 Actual \$	31-May-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	277,640	414,326
Land & Buildings	70,000	28,873	65,826
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	477,860	1,364,572
<i>Sporting Facilities</i>			
Land & Buildings - Bencubbin Recreation	0	4,697	0
Land & Buildings - Bencubbin Recreation	156,000	89,172	143,000
Transport			
<i>Construction - Roads, Bridges, Depots</i>			
Roads To Recovery Road Works	559,500	534,771	512,699
State Road Projects Grant	948,565	953,936	869,484
Municipal Road Construction	316,000	165,961	289,509
Footpath Construction	20,000	13,614	18,326
<i>Road Plant Purchases</i>			
Plant Purchases	442,200	427,994	405,350
Motor Vehicle Purchases	35,000	30,073	32,076
<i>Airstrips</i>			
.Beacon Airstrip Upgrade	30,000	3,570	27,500
Economic Services			
Buildings	19,000	0	17,413
Beacon Workers Camp - Capital	0	9,418	0
Other Property and Services			
Purchase Land And Buildings - Eng	35,000	11,423	32,076
	4,905,407	3,284,588	4,525,657

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 July 2020

1. ACQUISITION OF ASSETS (Continued)	2019/20 Adopted Budget \$	31-May-20 Actual \$	31-May-20 Budget YDT \$
The following assets have been acquired during the period under review:			
<u>By Class</u>			
Land Held for Resale - Current	0	0	0
Land Held for Resale - Non Current	0	0	0
Land	0	0	0
Land & Buildings	2,336,142	944,427	2,152,713
Furniture & Equipment	0	0	0
Motor Vehicles	253,000	240,315	250,076
Plant & Equipment	442,200	427,994	405,350
Infrastructure - Roads	1,824,065	1,654,667	1,671,692
Infrastructure - Footpaths	20,000	13,614	18,326
Infrastructure - Ovals & Parks	0	0	0
Infrastructure - Other	30,000	3,570	27,500
	4,905,407	3,284,588	4,525,657

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 July 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 \$	May 2020 Actual \$	2019/20 Budget \$	May 2020 Actual \$	2019/20 Budget \$	May 2020 Actual \$
Administration						
Admin Vehicle - Prado	45,000	48,285	40,000	47,273	(5,000)	(1,012)
Admin Vehicle - Landcruiser	70,000	56,128	65,000	65,318	(5,000)	9,190
Health						
NEW Health Vehicle	30,000	37,352	30,000	34,545	0	(2,806)
Education & Welfare						
CDO Vehicle	17,000	16,913	12,000	9,091	(5,000)	(7,822)
Transport						
Mitsubishi Triton MM279	10,000	11,015	10,000	7,727	0	(3,288)
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	169,693	231,000	163,954	(15,000)	(5,738)

<u>By Class of Asset</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2019/20 Budget \$	May 2020 Actual \$	2019/20 Budget \$	May 2020 Actual \$	2019/20 Budget \$	May 2020 Actual \$
Motor Vehicles	192,000	169,693	177,000	163,954	(15,000)	(5,738)
Plant & Equipment	54,000	0	54,000	0	0	0
	246,000	169,693	231,000	163,954	(15,000)	(5,738)

Summary

Profit on Asset Disposals		0	9,190
Loss on Asset Disposals	(15,000)	(14,928)	
	<u>(15,000)</u>	<u>(5,738)</u>	

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 July 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 31 July 2020

	2019/20 Adopted Budget \$	May 2020 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	<u>(73,284)</u>	<u>(73,284)</u>
	<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	<u>0</u>	<u>0</u>
	<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	<u>(400,000)</u>	<u>(400,000)</u>
	<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	<u>0</u>	<u>0</u>
	<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	<u>(50,000)</u>	<u>(50,000)</u>
	<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	<u>(1,000,000)</u>	<u>0</u>
	<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	<u>0</u>	<u>0</u>
	<u>20,641</u>	<u>20,406</u>

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 July 2020

	2019/20 Adopted Budget \$	May 2020 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
	4,288	4,240
(i) Office Equipment Reserve		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	0	0
(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
	79,387	78,483
(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
	3,735	3,692
(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
	8,013	7,922
(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
	299	295
Total Cash Backed Reserves	898,927	1,870,329

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

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 July 2020

	2019/20 Adopted Budget \$	May 2020 Actual \$
4. RESERVES (Continued)		
Cash Backed Reserves (Continued)		
Summary of Transfers To Cash Backed Reserves		
Transfers to Reserves		
Plant Replacement Reserve	10,512	5,005
Aged Care Units Reserve	1,111	591
Community Housing Reserve	0	0
Housing Reserve	10,078	5,369
Employee Entitlements Reserve	2,450	1,305
Public Amenities & Buildings Reserve	5,227	2,379
Mt Marshall Aquatic Centre Development Rese	26,861	14,313
Community Bus Reserve	503	268
Bencubbin Recreation Complex Reserve	105	57
Office Equipment Reserve	0	0
Economic Development Reserve	1,936	1,032
Integrated Planning/Financial Reporting Reserv	0	0
Beacon Accommodation Reserve	91	48
Medical Enhancement Reserve	195	104
Bencubbin Community Resource Centre Reser	7	3
	59,076	30,475
Transfers from Reserves		
Plant Replacement Reserve	(73,284)	(73,284)
Aged Care Units Reserve	0	0
Community Housing Reserve	0	0
Housing Reserve	(400,000)	(400,000)
Employee Entitlements Reserve	0	0
Public Amenities & Buildings Reserve	(50,000)	(50,000)
Mt Marshall Aquatic Centre Development Rese	(1,000,000)	0
Community Bus Reserve	0	0
Bencubbin Recreation Complex Reserve	0	0
Office Equipment Reserve	0	0
Economic Development Reserve	0	0
Integrated Planning/Financial Reporting Reserv	1	0
Beacon Accommodation Reserve	0	0
Medical Enhancement Reserve	0	0
Bencubbin Community Resource Centre Reser	0	0
	(1,523,283)	(523,284)
Total Transfer to/(from) Reserves	(1,464,207)	(492,809)

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 July 2020

4. RESERVES (Continued)

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

Plant Replacement Reserve

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

Aged Care Units Reserve

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

Housing Reserve

- To fund the replacement of housing and any major maintenance

Employee Entitlement Reserve

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

Public Amenities & Buildings

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

Mt Marshall Aquatic Centre Development

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

Community Bus Reserve

- To finance the replacement of the community bus

Bencubbin Recreation Complex

- To provide funding for future extensions to the Bencubbin Complex

Office Equipment

- To replace office equipment as required

Economic Development Reserve

- To set aside funds for Economic Development initiatives.

Beacon Accommodation Reserve

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

Medical Enhancement Reserve

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

Bencubbin Community Resource Centre Reserve

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

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 July 2020

	2019/20 B/Fwd Per Approved Budget \$	2019/20 B/Fwd Per Financial Report \$	May 2020 Actual \$
5. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	1,917,439	1,957,587	2,296,905
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	116,180
Sundry Debtors	175,276	175,276	16,631
Provision for Doubtful Debts	4,716	(7,221)	(7,221)
Gst Receivable	69,670	69,670	24,620
Accrued Income/Payments In Advance	0	4,244	(25,979)
Loans - Clubs/Institutions	0	0	0
Inventories	15,975	11,396	25,038
	<u>4,649,206</u>	<u>4,677,082</u>	<u>4,316,500</u>
LESS: CURRENT LIABILITIES			
Sundry Creditors	(703,381)	(703,381)	(209,050)
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)	(3,631)
Payroll Creditors	(27,159)	(27,159)	(28,052)
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>(442,725)</u>
NET CURRENT ASSET POSITION	3,598,633	3,578,249	3,873,775
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>2,102,765</u>

Shire of Mt Marshall

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

For the Period 1 July 2018 to 31 July 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
Total Rates							(668)	(1,000)
							1,442,852	1,465,964

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

The general rates detailed above have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 July 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 (\$)	May 2020 Balance \$
Police Licensing	0	82,919	(79,727)	3,192
Aged Care Beautification	0	0	829	829
Unclaimed Monies	0	340	900	1,240
Nomination Deposits	0	240	(240)	0
Tree Planting Nursery	0	0	1,000	1,000
Sundry Creditors	0	0	0	0
Housing Bonds	0	(7,520)	8,830	1,310
Staff Social Club	0	3,316	(1,202)	2,114
Portable Toilet Bonds	0	0	0	0
Deposit on Land	0	0	0	0
Rehabilitation Bonds	0	(9,980)	10,320	340
	<u>0</u>	<u>69,315</u>	<u>(59,290)</u>	<u>10,025</u>

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 July 2020

8. OPERATING STATEMENT

	May 2020 Actual \$	2019/20 Adopted Budget \$	2018/19 Actual \$
OPERATING REVENUES			
Governance	42,185	20,499	33,258
General Purpose Funding	4,022,415	2,772,560	3,924,440
Law, Order, Public Safety	42,295	28,933	28,853
Health	141,683	200,740	175,158
Education and Welfare	97,515	105,517	86,948
Housing	114,915	158,700	198,211
Community Amenities	123,849	129,745	148,362
Recreation and Culture	167,693	550,764	62,030
Transport	1,419,293	1,395,544	1,433,626
Economic Services	172,740	145,252	145,016
Other Property and Services	55,331	49,400	62,946
TOTAL OPERATING REVENUE	6,399,914	5,557,653	6,298,849
OPERATING EXPENSES			
Governance	321,337	416,134	384,562
General Purpose Funding	68,158	93,989	84,885
Law, Order, Public Safety	170,554	177,993	179,568
Health	245,111	323,446	294,434
Education and Welfare	267,647	365,715	232,851
Housing	235,310	248,430	383,953
Community Amenities	229,302	295,379	229,599
Recreation & Culture	1,002,394	1,172,464	1,113,544
Transport	2,520,854	2,806,367	2,954,752
Economic Services	398,591	484,708	418,189
Other Property and Services	117,995	20,638	23,557
TOTAL OPERATING EXPENSE	5,577,253	6,405,263	6,299,893
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	<u>822,661</u>	<u>(847,609)</u>	<u>(1,045)</u>

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 July 2020

9. BALANCE SHEET

	May 2020 Actual \$	2018/19 Actual \$
CURRENT ASSETS		
Cash and Cash Equivalents	4,167,231	4,320,722
Trade and Other Receivables	124,230	354,131
Inventories	25,038	11,396
TOTAL CURRENT ASSETS	4,316,499	4,686,249
NON-CURRENT ASSETS		
Other Receivables	294,355	294,355
Inventories	0	0
Property, Plant and Equipment	20,183,589	19,558,836
Infrastructure	89,398,970	89,487,422
Work in Progress	0	0
TOTAL NON-CURRENT ASSETS	109,876,914	109,340,613
TOTAL ASSETS	114,193,413	114,026,862
CURRENT LIABILITIES		
Trade and Other Payables	240,392	813,304
Bonds and Deposits	0	40,148
Long Term Borrowings	0	43,047
Provisions	202,333	202,333
TOTAL CURRENT LIABILITIES	442,725	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	1,515,851	2,171,958
NET ASSETS	112,677,562	111,854,904
EQUITY		
Trust Imbalance	0	0
Retained Surplus	82,015,135	80,699,669
Reserves - Cash Backed	1,870,326	2,363,135
Revaluation Surplus	28,792,100	28,792,100
TOTAL EQUITY	112,677,561	111,854,904

Shire of Mt Marshall

For the Period 1 July 2018 to 31 July 2020

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

Purpose

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

The Materiality variances adopted by Council are:

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

Shire of Mt Marshall
Report on Significant Variances - Operating Income & Expenditure
For the Period 1 July 2018 to 31 July 2020

	31 May 2020		Budget to Actual YTD %	Budget to Actual YTD Favourable/ (Unfavourable) \$	Components of Variance Favourable/ (Unfavourable) \$	
	YTD Actual \$	YTD Budget \$				
Revenues/Sources						
Governance	42,185	18,777	125%	23,408	16,400 9,190 (2,182)	Admin reimbursements over budget Profit on disposal of CEO vehicle <i>Minor Items</i>
General Purpose Funding	2,599,543	1,340,521	94%	1,259,022	(27,322) 1,330,214 (15,416) (23,678) (4,776)	Movement in excess rates, adjusted at year end Early payment of 50% FAGs 2020/21 Debt collection income, offset by expenditure Interest on reserves - timing of investment maturity <i>Minor Items</i>
Law, Order, Public Safety	42,295	28,759	47%	13,536	12,956 580	Unplanned DFES grant for PPE <i>Minor Items</i>
Health	141,683	183,997	0%	(42,314)	(42,447) 132	NEW Health recoups not processed for April <i>Minor Items</i>
Education and Welfare	97,515	100,093	(3%)	(2,578)	0 (2,579)	<i>Minor Items</i>
Housing	114,915	145,464	(21%)	(30,549)	(14,820) (17,417) 1,688	Staff housing reimbursements under budget - timing Other housing rent under budget - vacancies at 86 Dunne, 97A Monger <i>Minor Items</i>
Community Amenities	123,849	127,897	(3%)	(4,048)	(4,048)	<i>Minor Items</i>
Recreation and Culture	167,693	547,781	(69%)	(380,088)	(366,482) (16,667) 12,797 (10,000) 264	Swimming Pool Grant not yet received in full - project underway Bencubbin Hall Roof Grant - not applied for Reimbursements - Sporting Facilities over budget. Insurance Bencubbin dam pump. Bencubbin Rec Centre Ramp Grant - applied for through Ag Society, grant approved <i>Minor Items</i>
Transport	1,419,293	1,255,985	13%	163,308	139,047 26,099 (1,838)	R2R Funding over budget - timing Proceeds on disposal of asset, transaction to be finalised in asset register <i>Minor Items</i>
Economic Services	172,740	133,100	30%	39,640	8,093 22,820 8,887 (160)	Beacon Cabins - over budget Bencubbin Workers Camp - over budget Paid parental leave - offset by expenditure <i>Minor Items</i>
Other Property and Services	55,331	45,254	22%	10,077	15,313 (5,236)	Workers Comp Reimbursement - offset by expenditure <i>Minor Items</i>
Total Revenues excl Rates	4,977,041	3,927,628	27%	1,049,413		
Amount Raised from Rates	1,422,872	1,422,872	0%	1	1 -	Rounding <i>Minor Items</i>

Shire of Mt Marshall
Report on Significant Variances - Operating Income & Expenditure
For the Period 1 July 2018 to 31 July 2020

(Expenses)/(Applications)	31 May 2020		Budget to Actual YTD %	Budget to Actual YTD Favourable/ (Unfavourable) \$	Components of Variance Favourable/ (Unfavourable) \$	
	YTD	YTD				
	Actual \$	Budget \$				
Governance	(321,337)	(392,694)	18%	71,357	18,186	Elected Member Training under budget - timing Computer Equipment Mtc over budget. Includes Crisp battery back up as per resolution 2020/3-009
					(2,102)	Audit Fees under budget - this is likely to be used when Auditor General commences
					26,916	Admin Consultants under budget - timing
					24,484	Legal expenses under budget - timing
					17,599	Election expenses under budget - Councillors elected unopposed
					7,245	
					(11,437)	Subscriptions over budget, offset by OSH budget
					(5,031)	Debt write off expenditure as per Feb decision of Council. This will be adjusted against provisions at year end.
					(4,503)	Minor Items
General Purpose Funding	(68,158)	(86,141)	21%	17,983	8,225	Rates Debt Collection under budget - offset by income
					1,728	Valuation expenses under budget
					8,031	Admin allocation under budget - timing
					-	Minor Items
Law, Order, Public Safety	(170,554)	(163,764)	(4%)	(6,790)	(4,407)	Fire equipment mtc over budget
					(2,384)	Minor Items
Health	(245,111)	(290,427)	16%	45,316	4,576	Health Legal exp under budget - Local Law not yet gazetted
					4,581	Admin allocation under budget - timing
					3,532	Beacon Silver Chain House Mtc under budget
					28,860	NEW Health exp under budget
					3,767	Minor Items
Education and Welfare	(267,647)	(339,399)	21%	71,752	20,357	Donation to CEACA - not required
					15,139	Little Bees Salaries under budget - relief staff not used to date
					4,173	Little Bees general exp under budget
					5,095	Masonic Lodge mtc under budget - carry over to 2020/21
					5,142	CDO Salary under budget
					1,963	CDO conferences and training under budget
					11,943	Aged Care Units under budget - timing
					4,814	Admin allocation under budget - timing
					3,127	Minor Items
Housing	(235,310)	(227,682)	(3%)	(7,628)	(7,628)	Staff Housing mtc over budget - timing
					-	Minor Items
Community Amenities	(229,302)	(271,237)	15%	41,935	12,274	Community Greenhouse under budget
					5,670	Landcare Exp under budget
					10,774	Refuse Collection under budget
					3,850	Community Buses under budget
					7,057	Cemeteries under budget
					2,728	Tree Planting/Gravel Pit rehab over budget
					(419)	Minor Items
Recreation & Culture	(1,002,394)	(1,070,620)	6%	68,226	20,169	Museum under budget - resolution 2019/9-012
					39,511	Swimming Pool Operations under budget - project behind
					8,026	Bencubbin Hall maintenance under budget
					519	Minor Items
Transport	(2,520,854)	(2,566,813)	2%	45,959	48,536	Town Streets under budget
					(7,438)	Road Mtc over budget
					4,861	Minor Items
Economic Services	(398,591)	(449,913)	11%	51,322	34,489	Economic Development Fund - Round one not utilised
					9,966	Area Promotion under budget - not promoting the region due to Covid-19
					4,069	Sandalwood Shops under budget
					2,798	Minor Items
Other Property and Services	(117,995)	(22,917)	(415%)	(95,078)	(78,143)	Overheads - Timing
					(22,354)	Workers Comp Claim over budget, to be offset by income once finalised
					5,419	Minor Items
Total Expenses/Applications	(5,577,254)	(5,881,607)	(6%)	48,980		

Shire of Mt Marshall
Capital Expenditure Report on Significant Variances
For the Period 1 July 2018 to 31 July 2020

	Full Year Budget	31 May 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)	Offset by book profit on disposal of previous vehicle
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	277,640	414,326	33%	136,686	Timing - CEO house anticipated to be 90% completed by 30 June 2020
Land & Buildings	70,000	28,873	65,826	56%	36,953	Timing - 86 Dunne St, completed. Invoiced early June.
Community Amenities						
Land & Buildings - Community Amenities	29,500	13,922	29,500	53%	15,578	Bencubbin War Memorial Works to be carried over to 2020/21
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	477,860	1,364,572	65%	886,712	Timing
Land & Buildings - Bencubbin Recreation Complex Redevelopment	-	4,697	-	100%	(4,697)	Unbudgeted expenditure
Bencubbin Rec Complex	156,000	89,172	143,000	38%	53,828	Timing - some works now covered by Ag Society grant
Transport						
Road Construction	1,824,065	1,654,667	1,671,692	1%	17,025	Timing
Footpath Construction	20,000	13,614	18,326	26%	4,712	Timing
Plant Purchases	442,200	427,994	405,350	(6%)	(22,644)	Over budget
Beacon Airstrip Upgrade	30,000	3,570	27,500	87%	23,930	Timing
Motor Vehicle Purchases	35,000	30,073	32,076	100%	2,003	
Economic Services						
Bencubbin CRC	19,000	-	17,413	0%	17,413	Not commenced - to be carried over to 2020/21
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	32,076	64%	20,653	Gates under budget
Total Capital Expenditure	4,905,407	3,284,588	4,525,657	27%	1,241,069	