

| System or Procedure | Assessment | Comments and Recommendations | Area |
|-----------------------------------|--|---|---|
| Corporate Credit Cards | Having reviewed this procedure and audit comments regarding use of the corporate credit cards this procedure is deemed appropriate and effective | No further action necessary | Risk Management, internal control |
| Office Emergency Management | When reviewed there was a lack of procedure, appropriate documentation (including escape plan maps) and insufficient information regarding chain of command | Subsequent to the review the necessary documentation has been prepared, including escape plans for relevant buildings. Training has been undertaken by necessary personnel | Risk Management, internal control |
| IT Disaster & Business Continuity | On review there was no policy or plan, and it was not clear what and how the Shire would deal with any type of disaster. | Subsequent to the review we were hit with the Covid-19 pandemic. Although not leading to an IT disaster, the ability for the Shire to be able to deal with this kind of crisis was exposed. A document dealing with both IT disaster and general disaster has therefore been prepared and is in the process of being reviewed against the actual Covid-19 outcomes. It will then be presented to council. | |
| Cemetery Procedure | There was no written procedure as this was an area undertaken by a long serving officer and the procedure was 'known'. This area was therefore deemed not effective and its appropriateness could not be tested. | Following the review the officer has prepared a written procedure. This procedure has been 'tested' and other members of staff are now able to undertake necessary work by following the procedure. It is now deemed appropriate and effective | Internal control, legislative compliance |
| Purchasing Policy | This policy is regularly reviewed and has been presented to council on a number of occasions for necessary alterations and improvements. Given the regular review and its successful implementation it is deemed appropriate and effective | No further action necessary, but the policy will be subject to regular review | Risk Management, internal control, legislative compliance |
| Emergency Management Procedure | There was no written procedure as this was an area undertaken by a long serving officer and the procedure was 'known'. This area was therefore deemed not effective and its appropriateness could not be tested. | A written procedure has been prepared by the responsible officer. This procedure will be followed and assessed over the next few months in relation to Emergency Management meetings in order to continue to monitor its effectiveness | Risk Management, internal control, legislative compliance |

| System or Procedure | Assessment | Comments and Recommendations | Area |
|--|---|--|---|
| Contract, Licence & Agreement Management | Whilst there is a 'system' of sorts in place it is not documented, nor actually able to adequately ensure that expiry dates are not missed, rent increases are properly monitored and similar | A central calendar needs to be set up allowing for dates to be recorded and monitored in order to ensure compliance | Risk Management, internal control, legislative compliance |
| Employee Induction | Procedure and documentation in place but limited, old and needs to be updated | New procedure and updated documentation has been produced and is now being used. Needs regular review in order to ensure it remains up to date | Risk Management, internal control |

Shire of Mt Marshall - Systems and Procedures Profile

This Systems and Procedures Profile is to be used by a local government as part of Project Aware, Civic Legal's governance support service. The questions contained in this profile have been developed from Civic Legal's experience in this area, and by reference to the Local Government Operational Guidelines Number 09 (2013). The CEO should answer the questions as accurately as possible and provide additional comments to provide context or further information. The profile is intended to assist the CEO in identifying some of the key governance structures in place in the organisation.

Risk Management

Risk management systems and procedures assist a local government to identify, evaluate and minimise risk. Types of risk may include financial risks, occupational health and safety, legislative non-compliance, environmental health and community wellbeing. The risk management systems and procedures of a local government are a strong indication of its attitude towards managing the risks that it faces in conducting its business.

| | Yes | No | Unsure | Status - Under consideration | Status - Partially implemented | Status - Planned | Comments |
|--|-----|----|--------|------------------------------|--------------------------------|------------------|--|
| Does the local government have a risk management policy? | | | | | | | The policy is likely to need review subject to this exercise |
| Does the local government have a risk register? | | | | | | | |
| Is the risk register regularly reviewed? | | | | | | | Procedure required |
| Are strategic risks considered, evaluated and reviewed in annual planning procedures? | | | | | | | |
| Is there a procedure for management to consider and manage operating risks with regards to the local government's projects? | | | | | | | Procedure required |
| Are risk management issues brought to the attention of councillors through agenda items for council meetings? | | | | | | | |
| Are risk management issues brought to the attention of staff and stakeholders during relevant meetings? | | | | | | | |
| Is risk management a key performance indicator on all senior management position descriptions? | | | | | | | |
| Does the local government have a regular risk identification, review and reporting procedure overseen by senior | | | | | | | |
| Does the local government have a business continuity plan? | | | | | | | Require plan (or update) |
| Is the business continuity plan tested from time to time? | | | | | | | |
| Does the local government have a disaster recovery plan? | | | | | | | |
| Is the disaster recovery plan tested from time to time? | | | | | | | |
| Does the local government have a procedure to deal with claims and litigation? | | | | | | | Procedure required |
| Does the local government have procedures to prevent or uncover misconduct, fraud and theft? | | | | | | | |
| Does the local government have procedures to address occupational safety and health risks? | | | | | | | |
| Does the local government have a procedure to manage insurable risks and ensure the adequacy of insurance? | | | | | | | |
| Does the local government management team have controls for unusual types of transactions or transactions that might carry more than acceptable degrees of risk? | | | | | | | |
| Are there formal induction procedures in place? | | | | | | | Believe they could be improved |
| Is the risk management policy included in the induction procedure? | | | | | | | |
| Are the occupational safety and health risk procedures included in inductions? | | | | | | | |
| Does the induction procedure involve a Code of Conduct component? | | | | | | | |
| Does the local government have an appropriate fitness for work policy? | | | | | | | |
| Does the local government have an environmental risk management plan with regard to its land, buildings and other assets? | | | | | | | |
| Does the local government maintain Hazardous Substance and Dangerous Goods registers? | | | | | | | |
| Do local government buildings have effective security access controls? | | | | | | | |
| Does the local government have sufficient IT security controls/systems (e.g. security access protocols and | | | | | | | |
| Does the local government have an IT management plan including a data recovery procedure? | | | | | | | |
| Does the local government have an emergency evacuation procedure for each of its occupiable buildings? | | | | | | | |
| Are the emergency evacuation procedure/s tested from time to time? | | | | | | | |
| Does the local government maintain a register for incidents involving the public on local government property? | | | | | | | |

Attachment 11.1.1b

| | | | | | | | |
|--|--|--|--|--|--|--|---------------------|
| Does the local government undertake regular physical inspections to ensure performance of contracts? | | | | | | | |
| Does the local government inspect community assets regularly (e.g. buildings, roads and playgrounds)? | | | | | | | |
| Does the local government review supplier contracts regularly? | | | | | | | |
| Does the local government provide on-going staff training and education opportunities? | | | | | | | |
| Does the local government have a procedure for ensuring that its external auditor is independent (i.e. not performing other work or audits at the local government)? | | | | | | | No formal procedure |

Internal Control

Internal controls involve systems and procedures which optimise the efficiency of the local government's objectives and safeguard assets. Internal controls may include financial reporting, compliance with policies and standards, human resource management and asset management. Internal control is a key component of a sound governance framework, in addition to leadership, long-term planning, compliance, resource allocation, accountability and transparency.

| | Yes | No | Unsure | Status - Under consideration | Status - Partially implemented | Status - Planned | Comments |
|---|-----|----|--------|------------------------------|--------------------------------|------------------|---|
| Does the local government have a procedure for managing the delegations register? | | | | | | | |
| Does the local government have a policy manual? | | | | | | | |
| Is the policy manual reviewed as per council direction? | | | | | | | |
| Does the local government have a procedure for communicating policies to all staff? | | | | | | | |
| Are all policies available to the public on the local government website and from the local government office? | | | | | | | |
| Are all local government staff qualified and trained in the areas of their principal responsibility? | | | | | | | |
| Does the local government document all risk identification and assessment activities? | | | | | | | |
| Does the local government conduct regular internal audits or reviews? | | | | | | | |
| Does the local government have a procedure for checking that the auditor's contractual obligations meet the minimum standard audit specification requirements of Appendix 2 of Operational Guideline No. 9 or any other guidelines published by the Department? | | | | | | | |
| Does the local government liaise regularly with its auditors? | | | | | | | |
| Does the local government liaise regularly with its legal advisers? | | | | | | | On an as needs basis |
| Does the local government separate the roles and functions of staff who handle monetary transactions? | | | | | | | |
| Is there a separation of roles and functions when processing transactions relating to acquisition or disposal of assets? | | | | | | | |
| Is there a system of authorising documents, letters, emails and financial records? | | | | | | | |
| Is physical access to assets and records restricted to appropriately authorised staff? | | | | | | | |
| Is access to electronic documents and records restricted to appropriately authorised staff? | | | | | | | |
| Is there a system for authorising changes to data files and systems? | | | | | | | |
| Does the local government have a records management policy or procedure? | | | | | | | Requires updating |
| Does the local government undertake regular maintenance and reviews of financial control accounts and trial balances? | | | | | | | |
| Is there a procedure to regularly compare and analyse financial results against budgeted amounts? | | | | | | | |
| Is there a procedure to review and report on the approval of financial payments and reconciliations? | | | | | | | |
| Is there a procedure to compare inventory counts with accounting records? | | | | | | | |
| Does the local government have a system for reviewing the accuracy of its asset register? | | | | | | | |
| Does the local government have an asset management plan? | | | | | | | Out of date and requires updating |
| Does the local government have procedures to ensure all engagements with community groups and events are managed to comply with relevant legislation and council policies. | | | | | | | |
| Is there a system of regular communication between all departments (e.g. road works, retic, catering, maintenance and traffic management) in regard to community events? | | | | | | | But informal and not written |
| Does the audit committee comprise only a selection of council members, not all? | | | | | | | Discussions already held regarding reducing numbers |
| Does the audit committee include any persons who are not council members? | | | | | | | |
| Does the local government have a procedure for bringing the element of objectivity into council deliberations of audit committee recommendations? | | | | | | | |
| Does the local government have a procedure for identifying, studying and reporting adverse trends in its financial position to the audit committee for its guidance or assistance? | | | | | | | |
| Does the local government have a procedure to address accounting judgements or estimates that prove to be wrong? | | | | | | | |

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| Does the local government have a formal tender and procurement procedure? | | | | | | | |
| Is the tender and procurement procedure being followed? | | | | | | | |
| Does the local government have a procedure for addressing control weaknesses brought to its attention by its external auditor or, if it has one, its internal auditor? | | | | | | | |
| Does the local government have a procedure for informing each person who receives an unfavourable decision from officers exercising delegated authority (that is appealable) of their right to appeal it? | | | | | | | |
| Does the local government have a procedure whereby the CEO appoints in writing all employees who represent the local government in proceedings conducted by any court, tribunal or other regulatory authority? | | | | | | | |

Legislative Compliance

Legislative compliance ensures that a local government is aware of and in compliance with all relevant legislation and regulations. The compliance systems and procedures of a local government are a strong indication of attitude towards meeting legislative requirements.

| | Yes | No | Unsure | Status - Under consideration | Status - Partially implemented | Status - Planned | Comments |
|--|-----|----|--------|------------------------------|--------------------------------|------------------|----------|
| Does the CEO report regularly to the audit committee on the effectiveness and appropriateness of the Local Government's systems and procedures (including risk management, internal controls and legislative compliance)? | | | | | | | |
| Does the local government have a procedure for raising the skills and knowledge of the audit committee about how to discharge their functions under Part 6 of the <i>Local Government Act 1995</i> (WA) and the <i>Local Government Audit Regulations 1996</i> (WA)? | | | | | | | |
| Does the local government have a procedure for communicating to each officer their respective legislative heads of power? | | | | | | | |
| Are all local laws available to the public on the local government website and from the local government office? | | | | | | | |
| Is the delegations register reviewed annually? | | | | | | | |
| Does the local government have a procedure to review the annual Compliance Audit Return and report the results of that review to council? | | | | | | | |
| Does the CEO inform the audit committee about how the local government is monitoring its financial management? | | | | | | | |
| Does the local government have procedures to receive, record and address complaints, including confidential and anonymous employee complaints? | | | | | | | |
| Does the local government have a procedure for checking that the external and/or internal auditors consider ethics and compliance risks during their audits? | | | | | | | |
| Does the local government have a Community Strategic Plan? | | | | | | | |
| Are the relevant elements of the Community Strategic Plan brought to the attention of the council? | | | | | | | |
| Does the local government communicate with the community through the local government website, local papers and other public notices when appropriate/required? | | | | | | | |
| Is there a process in place for monitoring compliance with legislation and regulations in regard to tendering and procurement? | | | | | | | |
| The profile of operations varies from local government to local government, which may or may not include camping, cemeteries, trading enterprises, swimming pools, youth centres, museums, airports etc. Does your local government have systems or procedures to manage those operations? | | | | | | | |

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Our Ref: 8661

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

| | |
|-------------------------|--------|
| SHIRE OF MT MARSHALL | |
| Received | |
| 25 JUN 2020 | |
| File No | 4-0187 |
| Officer | CEO |
| Copy | |

OAG
Office of the Auditor General
Serving the Public Interest

7th Floor, Albert Facey House
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PO Box 8489
PERTH WA 6849

Tel: 08 6557 7500
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Dear Mr Nuttall

**ANNUAL FINANCIAL REPORT
INTERIM AUDIT RESULTS FOR THE YEAR ENDING 30 JUNE 2020**

We have completed the interim audit for the year ending 30 June 2020. We performed this phase of the audit in accordance with our audit plan. The focus of our interim audit was to evaluate your overall control environment, but not for the purpose of expressing an opinion on the effectiveness of internal control, and to obtain an understanding of the key business processes, risks and internal controls relevant to our audit of the annual financial report.

Management Control Issues

I would like to draw your attention to the attached listing of deficiencies in internal control and other matters that were identified during the course of the interim audit. These matters have been discussed with management and their comments have been included on the attachment. The matters reported are limited to those deficiencies that were identified during the interim audit that we have concluded are of sufficient importance to merit being reported to management. Some of the matters may be included in our auditor's report in accordance with section 7.9(2) of the *Local Government Act 1995* or regulation 10(3)(a) and (b) of the *Local Government (Audit) Regulations 1996*. If so, we will inform you before we finalise the report.

An audit is not designed to identify all internal control deficiencies that may require management attention. It is possible that irregularities and deficiencies may have occurred and not been identified as a results of our audit.

This letter has been provided for the purposes of your local government and may not be suitable for other purposes.

We have forwarded a copy of this letter to the President. A copy will also be forwarded to the Minister for Local Government when we forward our auditor's report on the annual financial report to the Minister on completion of the audit.

Feel free to contact me on 6557 7683 if you would like to discuss these matters further.

Yours faithfully

KIEN NEOH
DIRECTOR
FINANCIAL AUDIT
22 June 2020

Attach

Attachment 11.1.2

SHIRE OF MOUNT MARSHALL

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2020

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

| INDEX OF FINDINGS | RATING | | |
|---|-------------|----------|-------|
| | Significant | Moderate | Minor |
| 1. Revenue Not Recognised in Accordance with AASB 15 or AASB 1058 | ✓ | | |
| 2. Operating Lease Not Recognised in Accordance with AASB 16 | | ✓ | |
| 3. Rates Revenue Recognised on Shire Owned Property | | ✓ | |
| 4. Omitted and Unsigned Letter of Offers for 3 Employees | | ✓ | |
| 5. Timesheet not Signed by the Employee | | | ✓ |
| 6. No Independent Review of End of Day Takings | | ✓ | |

KEY TO RATINGS

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly.
- Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.

SHIRE OF MOUNT MARSHALL

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2020

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

1. Revenue Not Recognised in Accordance with AASB 15 or AASB 1058**Finding**

Two new accounting standards, AASB 15: Revenue from contracts with customers and AASB 1058: Income of not-for-profit entities became effective for the Shire from 1 July 2019 which supersede the previous revenue accounting standards. Our sample testing of revenue transactions (grants and fees and charges) noted that waste collection revenue and the family support service grant revenue have not been recognised in accordance with the requirements of AASB 15 or AASB 1058.

Furthermore, the impact of the initial application of AASB 15 and AASB 1058 has not been recognised at 1 July 2019.

Rating: Significant**Implication**

Non-compliance with AASB 15 and/or AASB 1058. As these standards generally result in delayed income recognition, the Shire's revenue may be overstated for the 2019-20 financial year. In addition, monthly financial information that is presented to Council may not be in compliance with the current accounting standards.

Recommendation

The Shire should complete a detailed revenue recognition assessment of all revenue streams in order to conclude if a particular revenue stream or transaction arises from an enforceable contract with a customer and has sufficiently specific performance obligations. The assessment will trigger the revenue recognition requirements under AASB 15, or if it falls outside this scope, under AASB 1058.

The Shire should also measure the impact of the application of AASB 15 and AASB 1058 at 1 July 2019 and process appropriate adjustments in the accounts, as well as considering the required disclosures and amended accounting policies that will need to be disclosed in the 30 June 2020 financial report in advance of year-end.

Management Comment

The comments are noted, and arrangements are already in place to undertake the necessary work at the end of the current financial year.

Additionally, we will also be amending the format of our monthly reports to council (from July 2020) to ensure compliance.

Responsible Person: John Nuttall
Completion Date: 11 June 2020

SHIRE OF MOUNT MARSHALL

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2020

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

2. Operating Lease Not Recognised in Accordance with AASB 16**Finding**

The new accounting standard AASB 16:- Leases came into effect for the Shire from 1 July 2019 and replaced the previous requirements of AASB 117:- Leases. We noted the Shire has not recognised the lease liabilities and right-of-use of assets for one office equipment rental agreement and two rental agreements in relation to landfill sites as required by AASB 16.

Furthermore, the impact of the initial application of AASB 16 has not been recognised at 1 July 2019.

Rating: Moderate**Implication**

Non-compliance with AASB 16 can result in depreciation and interest expense being understated and the overstatement of lease expenses for the 2019-20 financial year. In addition, there is a risk that non-current assets and the corresponding liabilities be understated.

Recommendation

The Shire should consider all its operating leases to determine if they fall within the scope of AASB 16. For those that do, the Shire should ensure they are correctly accounted for in accordance with AASB 16. This will help ensure the financial position of the Shire is not misstated for the 2019-20 financial year.

Management Comment

The calculations raised above were undertaken in June 2019 and deemed as immaterial due to the amounts involved. This was approved during audit and is reflected in note 26B of the 2018/19 annuals.

New leases have been signed and the calculations will be undertaken again at the end of June 2020. Given the amounts are not significantly different we expect the amounts to be immaterial again.

Responsible Person: John Nuttall
Completion Date: 11 June 2020

SHIRE OF MOUNT MARSHALL

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2020

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

3. Rates Revenue Recognised on Shire Owned Property

Finding

We noted some instances where the Shire recognised rateable rates revenue on its own land.

Rating: Moderate

Implication

This can result in rates revenue and corresponding rates expenditure being overstated for the 2019-20 financial year.

Recommendation

To ensure that rates revenue and corresponding expenditure are not overstated, the Shire should not recognise rates revenue on its own land.

In addition, the rates module should be updated to exclude all Shire owned land when calculating rates revenue for future years.

Management Comment

We will adjust the revenue and expenses relating to the Shire's rateable land at year end and ensure that this is done in the future.

Responsible Person: John Nuttall
Completion Date: 11 June 2020

SHIRE OF MOUNT MARSHALL

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2020

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

4. Omitted and Unsigned Letter of Offers for 3 Employees**Finding**

We noted 2 instances where the letter of offers have not been signed by the supervisor. In addition, there was 1 instance where there was no signed letter of offer for an employee.

Rating: Moderate**Implication**

There is risk that the terms and conditions for three employees has not been approved by the Shire's management. With no formal agreement in place, resolution of disputes becomes more complicated and there is a risk incorrect pay rates are used.

Recommendation

To help ensure all terms and conditions have been accepted, all letters of offer should be signed by Shire management and filed in the employee file. A letter of offer should also be given to all new staff and filed in the employee file.

Management Comment

This is noted. It pertains to staff who have been employed for a number of years and well before the current Chief Executive Officer was employed. We are unable to rewrite history. We strive to ensure that anyone employed by the Shire now receives all of the necessary documentation

Responsible Person: John Nuttall
Completion Date: 11 June 2020

SHIRE OF MOUNT MARSHALL

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2020

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

5. Timesheet Not Signed By the Employee

Finding

We noted one instance where a timesheet has not been signed by an employee.

Rating: Minor

Implication

There is a risk the timesheet is not accurate.

Recommendation

To help ensure the accuracy of timesheets, they should be signed by the employee. In addition, all timesheets should be reviewed by an independent senior person prior to processing.

Management Comment

Noted. We assume this to be a 'one-off' and endeavour to ensure it is not repeated.

Responsible Person: John Nuttall
Completion Date: 11 June 2020

SHIRE OF MOUNT MARSHALL

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2020

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

6. No Independent Review of End of Day Takings

Finding

We noted no evidence of daily cash count reconciliations between the physical cash count and daily takings report being verified and reviewed by a person independent of the front counter.

Rating: Moderate

Implication

Risk that sales and collection of receipts are not complete and recorded properly.

Recommendation

To help ensure sales are properly recorded and amounts banked are complete and accurate, a reconciliation between the daily takings report and cash count should be reviewed and signed off by an independent person.

Whilst any differences between physical cash amounts and system reported amounts would be identified through the bank reconciliation process, a daily independent review would serve as a preventive control as opposed to a detective control.

Management Comment

Noted, and the suggested recommendation has already been implemented.

Responsible Person: John Nuttall
Completion Date: 11 June 2020

WALGA Quarterly Overview Report

2020 Q2 (April - June)



Shire of Mount Marshall

Much of this quarter's activity focuses on support and advocacy provided to the sector in relation to the COVID-19 public health emergency.

WALGA has continued to update sector representatives during this time with daily email updates and webinars, and we have been extremely active in our advocacy and liaison with different State Government agencies and Members of Parliament. In addition to policy achievements, resources and individual activity outlined in greater detail in this report, WALGA has supported LGIS in approving \$7 million in insurance savings to be passed on to Members. Our State Councillors have engaged with Elected Members at the Zone level through regular video updates and WALGA State Council met on a number of occasions to determine urgent business for the sector.

WALGA is currently advocating to enable the sector the greatest possible scope to contribute to the recovery process, with sector representation across the many Ministerial Roundtables and State Advisory Group informing the State Recovery plan, and the Rebooting Local Economies document presented to Government outlining the ways in which Local Government can contribute to

economic recovery, and how the State can assist in this process.

MEMBER SERVICES



1

One training session was undertaken by a participant from the Shire of Mount Marshall



1

Employee Relations advice was provided once to the Shire of Mount Marshall



1

One Roadwise activity was conducted in the Shire of Mount Marshall this quarter

LGMAP USER UPDATE

LGmap subscribers were emailed information about new functionality extensions available through the tool, including Urban Heat Island mapping and a link to the new User Guide.

EMPLOYEE RELATIONS SUPPORT

WALGA's Employee Relations service provided support to all Local Governments during this period in

recognition of the severe impact COVID-19 issues have had on Local Government workforces. Issues included working from home, stand down, enterprise agreement variations and leave entitlements. In addition the Employee Relations service has published information to the sector about stand down, leave entitlements and working from home; and with easing of restrictions, further advice on transitioning employees back to the workplace.

SECTOR ADVOCACY

LOCAL GOVERNMENT CLEARING APPLICATIONS - DWER TEAM

Following discussions with the Association, the Department of Water and Environmental Regulation has established a special team to specifically deal with Local Government's clearing of native vegetation applications. WALGA has been working with this team to facilitate a webinar to provide an introduction, explanation of their role, the type of support they will offer and provide an opportunity for questions from Local Government. The webinar is planned for August.

ELECTRONIC COUNCIL MEETINGS

WALGA successfully advocated for amendments to the Regulations to allow for Council meetings to be held electronically in order to ensure Members are able to continue with necessary decision making processes both in responding to the COVID-19 public health emergency and in continuing to administer Local Government functions.

TENDER AMENDMENTS

WALGA advocated to establish the benefit of increased flexibility in purchasing arrangements for the sector, with the tender threshold being raised in March to \$250,000 in line with State Government. To further assist during the COVID-19 emergency period, relaxed public tender requirements were introduced to permit a wider range of procurement activities under Purchasing Policies in order to assist Members in their response and recovery activities.

LONG SERVICE LEAVE REGULATIONS

With Local Government staff arrangements severely impacted by facility shutdowns and changed service

WALGA Quarterly Overview Report

2020 Q2 (April - June)



provision, WALGA successfully advocated for amendments to Long Service Leave Regulations to provide greater flexibility in how leave can be taken and its accrual during periods of absence during a state of emergency.

PENALTY AND INSTALMENT INTEREST RATES

WALGA successfully advocated to amend a proposed change to interest on overdue or instalment-paid rates in order to protect Local Governments cash flow for the next financial year.

To support the requirements under the amended Ministerial Order, WALGA has created a template Financial Hardship Policy and Implementation Guide to assist in administration of policy and a consistent approach to hardship assessment across the sector.

PLANNING REGULATION CHANGES FEEDBACK

WALGA and Members provided feedback to the Minister for Planning to assist in the development of a Notice during a Declared Emergency to suspend certain planning requirements and temporary exemptions for some businesses and operations to assist with the COVID-19 response.

CASH IN LIEU OF PUBLIC OPEN SPACE FEEDBACK

WALGA and Members provided feedback on urgent amendments to the Position statement on cash-in-lieu of Public Open Space in order to assist Local Governments in combining Public Open Space Projects when seeking the WAPC endorsement of money held in trust. The changes implemented are in line with WALGA advocacy to allow use of Developer contributions funds for Public Open Space and further changes are being considered to improve the effectiveness of this process.

RATES CAMPAIGN

At the request of State Council, WALGA has commenced a rates campaign to help Local Governments to communicate the basics of a rates freeze and how rates are calculated – particularly in the context of revaluations being applied across the Perth metropolitan area this year. Two 30 second advertisements promoted online and print ads in the West Australian form the basis of the eight week campaign which started on Saturday, 20 June, with summary campaign data provided in the next report.

BUSINESS NEWS SECTOR PROMOTION LIFTOUT

As part of the Association's commitment to promote a positive profile for the sector, WALGA underwrote a joint liftout with WA Business News, The Business of Local Government.

The liftout provided Members with the opportunity to promote to the business community the role of Local Government and the benefits available to them from the sector. In addition to articles in the printed liftout, WALGA CEO and President featured in an online launch event and contributor blog articles were distributed via the Business News email news.

STATE RECOVERY PLAN

WALGA and Members are providing sector representation in the State Recovery Plan engagement process, with WALGA President, Mayor Tracey Roberts appointed to the State Recovery Advisory Group, which met on Thursday, 11 June. The WALGA President, CEO, State Councillors and key staff all contributed to a Local Government Leadership Ministerial Roundtable, with further sector representation on Roundtables for the following topics:

Sport, Recreation and Volunteering; Older People/seniors; Transport and Logistics; Housing and Planning.

COUNCILS IN THE COMMUNITY

During the reporting period, West Australian print ad placements previously used for promotion of YourEveryday content were transitioned to instead promote Council initiatives introduced to support local communities. Topics included online resources for libraries, fitness and school holiday activities, neighbour to neighbour connection programs, buy local initiatives, rates freeze and fees and charges relief, capital works programs and economic stimulus activities.

FOOD SUPPLY TO REGIONAL WESTERN AUSTRALIA

Advocated the logistics of food supply to regional Western Australia while the intrastate travel restrictions were in place.

WALGA Quarterly Overview Report

2020 Q2 (April - June)



MEETINGS AND EVENTS

EMERGENCY MANAGEMENT LOCAL GOVERNMENT SHOWCASE

WALGA hosted a webinar on Wednesday, 22 April to provide an update to Local Governments about strategies going forward with COVID-19. The webinar included a presentation from the Shire of Bruce Rock on how their Local Government and community overcame the challenge of losing their general store to fire at the beginning of the pandemic. The City of Joondalup and Shire of Denmark presented on the changes their Local Governments have made to continue to serve their community throughout this crisis.

2 Local Government Officers from the Shire of Mount Marshall attended via webinar.

COVID-19 UPDATE FOR ENVIRONMENTAL HEALTH AND EMERGENCY MANAGEMENT OFFICERS

WALGA hosted a webinar on Friday, 27 March to provide an update to Local Government Emergency Health and Emergency Management Officers during the pandemic.

1 Local Government Officer from the Shire of Mount Marshall attended via webinar.

LOCAL GOVERNMENT SHOWCASE COMMUNICATIONS

WALGA hosted a webinar on Thursday, 4 June to showcase Local Government essential health communications. The Cities of Gosnells and Canning and the Shire of Dundas presented on how their Local Governments have shared essential health and operational information with local communities and maintained local connections over periods of physical distancing.

1 Local Government Officer from the Shire of Mount Marshall attended via webinar.

COVID-19 STATE BRIEFING TO SECTOR WEBINARS

As key partners in the response to COVID-19, the sector received a weekly briefing on the most recent advice from the Commonwealth and State Government. Mayors, Presidents, State Councillors and Local Government CEOs were able to attend the webinars, which each week featured the Minister

for Local Government, Hon David Templeman MLA, who provided updates on the pandemic response. Over the course of this series of webinars, Minister Templeman was joined by a number of other presenters, including the Deputy Premier and Minister for Health, Hon Roger Cook MLA; other Ministers relevant to Local Government portfolios and representatives from State Emergency agencies.

18 Representatives from your Council attended 10 of the 11 briefings held between April and June.

HAVE YOU CONSIDERED?

VENDORPANEL MARKETPLACE

Due to the impacts that COVID-19 has had on the economy, WALGA has underwritten member access to the VendorPanel Marketplace Platform to further enable Local Governments' support for local businesses. This technology enables Local Governments to identify local suppliers and invite them to submit quotes and proposals for their minor purchasing and project activity. For more information on the platform, go to www.walga.asn.au/marketplace.

RESOURCES

- 2018-19 Local Government Road Assets and Expenditure Report finalised and distributed.
- Electronic Council Meeting (eMeeting) Guide.
- Template Financial Hardship Policy.
- Financial Hardship Policy Implementation Guide.

WALGA Quarterly Overview Report

2020 Q2 (April - June)



CONTACTS

Chief Executive Officer

Nick Sloan
9213 2025

Executive Manager**Strategy, Policy and Planning**

Mark Batty
9213 2078

Executive Manager**Commercial and Communication**

Zac Donovan
9213 2038

Executive Manager**Governance and
Organisational Services**

Tony Brown
9213 2051

Executive Manager**Infrastructure**

Ian Duncan
9213 2031



Shire of Mt Marshall
— THE SANDALWOOD SHIRE —

DELEGATION REGISTER

2020

I certify that this Delegation Register was reviewed by Council at its Ordinary Meeting held 21 July 2020, by Resolution XXXXX.

Cr ARC (Tony) Sachse President

Attachment 12.1.19a

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TABLE OF CONTENTS

ADMINISTRATION

| | | |
|-----------|--|---|
| ADMIN 001 | EXERCISE OF POWERS UNDER PART 3, LOCAL GOVERNMENT ACT 1995..... | 2 |
| ADMIN 002 | MINOR VARIATIONS TO APPROVED CONTRACTS | 3 |
| ADMIN 003 | APPOINTMENT OF AUTHORISED PERSONS UNDER PART 9, DIVISION 2, LG ACT 1995..... | 4 |
| ADMIN 004 | SHIRE OF MT MARSHALL AUDIT COMMITTEE | 5 |
| ADMIN 005 | EXECUTION OF DOCUMENTS | 6 |

PROPERTY

| | | |
|----------|--|---|
| PROP 001 | ACQUIRING OR DISPOSING OF SHIRE PROPERTY TO A VALUE..... | 7 |
| PROP 002 | SALE OF ITEMS OF SURPLUS EQUIPMENT, MATERIALS, TOOLS ETC. HELD AT SHIRE DEPOT | 8 |

BUILDING

| | | |
|----------|--|----|
| BLDG 001 | PERMITS..... | 9 |
| BLDG 002 | OCCUPANCY PERMIT/BUILDING APPROVAL CERTIFICATE | 11 |
| BLDG 003 | AUTHORISED PERSONS | 12 |
| BLDG 004 | BUILDING ORDERS | 13 |

CARAVANS & CAMPING

| | | |
|----------|----------------------------|----|
| CARA 001 | CARAVANS AND CAMPING | 14 |
|----------|----------------------------|----|

FINANCE

| | | |
|---------|--|----|
| FIN 001 | PAYMENTS FROM MUNICIPAL AND TRUST FUND | 15 |
| FIN 002 | WRITE OFF MONEY OWED TO THE SHIRE | 16 |
| FIN 003 | RATING | 17 |
| FIN 004 | PURCHASING – RAISING A PURCHASE ORDER | 18 |

FIRE CONTROL

| | | |
|----------|---|----|
| FIRE 001 | APPROVAL TO PERFORM BUSH FIRE CONTROL FUNCTIONS | 20 |
| FIRE 002 | VARYING PROHIBITED BURNING TIMES | 21 |

HEALTH

| | | |
|------------|---|----|
| HEALTH 001 | ADMINISTRATION OF THE HEALTH ACT | 22 |
| HEALTH 002 | APPROVAL OF APPLICATIONS UNDER HEALTH LOCAL LAWS..... | 23 |
| HEALTH 003 | ADMINISTRATION OF THE FOOD ACT | 24 |
| HEALTH 004 | APPOINTMENT OF ENVIRONMENTAL HEALTH OFFICERS..... | 25 |

ROADS & THOROUGHFARES

| | | |
|-----------|---|----|
| ROADS 001 | TEMPORARY ROAD CLOSURES | 26 |
| ROADS 002 | TEMPORARY CLOSURE OF ROADS FOR REPAIRS OR MAINTENANCE | 27 |
| ROADS 003 | CLOSURE OF ROADS FOR A PERIOD NOT EXCEEDING FOUR WEEKS | 28 |
| ROADS 004 | CLOSURE OF ROADS FOR A PERIOD EXCEEDING FOUR WEEKS | 29 |
| ROADS 005 | GATE OR OTHER DEVICE ACROSS THOROUGHFARE | 30 |
| ROADS 006 | CONSTRUCTION OF CROSSING FROM THOROUGHFARE TO PRIVATE LAND..... | 31 |
| ROADS 007 | NOTICE TO CONSTRUCT OR REPAIR CROSSING | 32 |

SWIMMING POOLS - PRIVATE

| | | |
|----------|---|----|
| SWIM 001 | NOTICE ON NON-COMPLYING PRIVATE SWIMMING POOLS..... | 33 |
|----------|---|----|

DOGS

| | | |
|----------|------------------------------|----|
| DOGS 001 | ADMINISTER THE DOG ACT | 34 |
|----------|------------------------------|----|

CATS

| | | |
|----------|------------------------------|----|
| CATS 001 | ADMINISTER THE CAT ACT | 35 |
|----------|------------------------------|----|

ADMINISTRATION

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

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

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

DETAIL OF DELEGATION:

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

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

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

Written notices to be recorded in the appropriate file.

REPORTING REQUIREMENTS:

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

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

ADMINISTRATION

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

ADMIN 002 Minor Variations to Approved Contracts

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

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

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

RECORDING REQUIREMENTS:

Record of variation to be recorded on appropriate file

REPORTING REQUIREMENTS:

Council to be informed at its following Ordinary Meeting.

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

ADMINISTRATION

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

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

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

DETAIL OF DELEGATION:

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

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

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

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

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

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

ADMINISTRATION

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

ADMIN 004 Shire of Mt Marshall Audit Committee

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

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

Nil

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President
Date:

Chairman, Mt Marshall Audit
Committee
Date:

ADMINISTRATION

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

ADMIN 005 Execution of Documents

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

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

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

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

PROPERTY

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

PROP 001 Acquiring or Disposing of Shire Property To A Value

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

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

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

RECORDING REQUIREMENTS:

Issue of signed Purchase Order.

REPORTING REQUIREMENTS:

Nil.

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

PROPERTY

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

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

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

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

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

RECORDING REQUIREMENTS:

Sale to be recorded.

REPORTING REQUIREMENTS:

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

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

BUILDING

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

BLDG 001 Permits

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

DETAIL OF DELEGATION:

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

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

CONDITIONS IMPOSED:

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

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

Environmental Health Officer
Date:

BUILDING

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

BLDG 002 Occupancy Permit/Building Approval Certificate

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

DETAIL OF DELEGATION:

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

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

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

Environmental Health Officer
Date:

President
Date:

Chief Executive Officer
Date:

BUILDING

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

BLDG 003 Authorised Persons

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

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

All designations are to be retained in the appropriate file.

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

Environmental Health Officer

Date:

President

Date:

Chief Executive Officer

Date:

BUILDING

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

BLDG 004 Building Orders

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

DETAIL OF DELEGATION:

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

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

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

Environmental Health Officer

Date:

President

Date:

Chief Executive Officer

Date:

CARAVANS AND CAMPING

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

CARA 001 Caravans and Camping

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

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

The appointment be authorised in writing.

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

FINANCE

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

FIN 001 Payments from Municipal and Trust Fund

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

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

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

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

RECORDING REQUIREMENTS:

Record each payment on a list and include in minutes.

REPORTING REQUIREMENTS:

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

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

FINANCE

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

FIN 002 Write Off Money Owed To The Shire

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

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

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

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

RECORDING REQUIREMENTS:

Nil

REPORTING REQUIREMENTS:

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

DATE REVIEWED:

Annually

President

Date:

Chief Executive Officer

Date:

FINANCE

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

FIN 003 Rating

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

DETAIL OF DELEGATION:

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

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

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President

Date:

Chief Executive Officer

Date:

FINANCE

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

FIN 004 Purchasing – Raising Of Purchase Orders

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

DETAIL OF DELEGATION:

1. Raising of Purchase Orders

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

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

CONDITIONS IMPOSED:

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

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

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President

Date:

Chief Executive Officer

Date:

FIRE CONTROL

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

FIRE 001 Approval to Perform Bush Fire Control Functions

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

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

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

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

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

FIRE CONTROL

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

FIRE 002 Varying Prohibited Burning Times

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

DETAIL OF DELEGATION:

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

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

CONDITIONS IMPOSED:

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

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

Variation to be advertised within the Shire.

DATE REVIEWED:

Annually

President
Date:

Chief Bush Fire Control Officer
Date:

HEALTH

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

HEALTH 001 Administration of the Health Act

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

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President
Date:

Environmental Health Officer
Date:

HEALTH

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

HEALTH 002 Approval of Applications under Health Local Laws

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

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

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

DATE REVIEWED:

Annually

President

Date:

Chief Executive Officer

Date:

HEALTH

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

HEALTH 003 Administration of the Food Act

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

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

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

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

HEALTH

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

HEALTH 004 Appointment of Environmental Health Officers

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

DETAIL OF DELEGATION:

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

S17 - Appoint authorised officers

S21 – Issue authority cards to authorised officers

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

Council to be advised of authorisations under s17

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

ROADS AND THOROUGHFARES

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

ROADS 001 Temporary Road Closures

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

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

Approval shall contain the following conditions:

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

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

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

Advertising in line with legislation required.

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

ROADS AND THOROUGHFARES

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

ROADS 002 Temporary Closure of Roads for Repairs or Maintenance

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

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

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

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

Councillors to be informed of any significant temporary road closures.

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

ROADS AND THOROUGHFARES

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

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

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

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

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

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

Councillors to be informed of any significant road closures.

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

ROADS AND THOROUGHFARES

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

ROADS 004 Closure of Roads for a Period Exceeding Four Weeks

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

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

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

DATE REVIEWED:

Annually

President

Date:

Chief Executive Officer

Date:

ROADS AND THOROUGHFARES

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

ROADS 005 Gate or Other Device across Thoroughfare

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

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

Permissions granted:

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

RECORDING REQUIREMENTS:

Register to be kept of gates or other devices approved.

REPORTING REQUIREMENTS:

Council to be advised of approvals given.

DATE REVIEWED:

Annually

President

Date:

Chief Executive Officer

Date:

ROAD AND THOROUGHFARES

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

ROADS 006 Construction of Crossing from Thoroughfare to Private Land

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

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

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

RECORDING REQUIREMENTS:

Approvals and refusals to be recorded in the appropriate file.

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President

Date:

Chief Executive Officer

Date:

ROAD AND THOROUGHFARES

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

ROADS 007 Notice to Construct or Repair Crossing

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

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

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

RECORDING REQUIREMENTS:

Notices given to be recorded in the appropriate file.

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

SWIMMING POOLS - PRIVATE

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

SWIM 001 Notice on Non-Complying Private Swimming Pools

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

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

Notices issued are to be placed on appropriate file.

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President

Date:

Chief Executive Officer

Date:

DOGS

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

DOGS 001 Administer the Dog Act

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

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President

Date:

Chief Executive Officer

Date:

CATS

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

CATS 001 Administer the Cat Act

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

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President

Date:

Chief Executive Officer

Date:



Shire of Mt Marshall
— THE SANDALWOOD SHIRE —

SUB-DELEGATION REGISTER 2020

I certify that this Sub-Delegation Register was reviewed on 21 July 2020

Mr John Nuttall - Chief Executive Officer

Attachment 12.1.19b

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SUB-DELEGATION REGISTER

TABLE OF CONTENTS

ADMINISTRATION

| | | |
|-------------|---|---|
| ADMIN SD001 | EXERCISE OF POWERS UNDER PART 3, LOCAL GOVERNMENT ACT 1995 | 2 |
| ADMIN SD002 | APPOINTMENT OF AUTHORISED PERSONS UNDER PART 9, DIVISION 2, LG ACT 1995 | 3 |

FINANCE

| | | |
|-----------|--|---|
| FIN SD001 | PURCHASING - RAISING OF PURCHASE ORDERS..... | 5 |
|-----------|--|---|

HEALTH

| | | |
|--------------|--------------------------------------|---|
| HEALTH SD001 | ADMINISTRATION OF THE FOOD ACT | 8 |
|--------------|--------------------------------------|---|

PROPERTY

| | | |
|------------|--|---|
| PROP SD001 | ACQUIRE OR DISPOSE OF SHIRE PROPERTY..... | 9 |
| PROP SD002 | SALE OF ITEMS OF SURPLUS EQUIPMENT, MATERIALS, TOOLS ETC. HELD AT SHIRE DEPOT | 9 |

ROADS

| | | |
|-------------|---|----|
| ROADS SD001 | TEMPORARY CLOSING OF THOROUGHFARE FOR REPAIRS OR MAINTENANCE..... | 10 |
| ROADS SD002 | CLOSURE OF ROADS FOR A PERIOD NOT EXCEEDING FOUR WEEKS | 11 |

SWIMMING POOL

| | | |
|------------|---|----|
| SWIM SD001 | NOTICE ON NON-COMPLYING PRIVATE SWIMMING POOLS..... | 12 |
|------------|---|----|

DOGS

| | | |
|------------|------------------------------|----|
| DOGS SD001 | ADMINISTER THE DOG ACT | 15 |
|------------|------------------------------|----|

CATS

| | | |
|------------|------------------------------|----|
| CATS SD001 | ADMINISTER THE CAT ACT | 16 |
|------------|------------------------------|----|

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

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

DETAIL OF SUB-DELEGATION:

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

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

CONDITIONS IMPOSED:

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

RECORDING REQUIREMENTS:

Written notices to be recorded in the appropriate file.

REPORTING REQUIREMENTS:

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

DATE REVIEWED:

Annually

Chief Executive Officer

Date:

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

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

DETAIL OF DELEGATION:

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

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

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

CONDITIONS IMPOSED:

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

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

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

DATE REVIEWED:

Annually

Chief Executive Officer

Date:

FINANCE

REGISTER OF SUB-DELEGATIONS OF AUTHORITY

(Local Government Act 1995, s5.44)
(Local Government (Administration) Regulations 1996, s19)

INSTRUMENT OF SUB-DELEGATION

FIN SD001 Purchasing – Raising Of Purchase Orders

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

DETAIL OF SUB-DELEGATION:

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

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

SUB-DELEGATION REGISTER

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

CONDITIONS IMPOSED:

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

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

Chief Executive Officer

Date:

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

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

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

CEO to be advised when Authority is exercised.

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

Chief Executive Officer

Date:

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

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

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

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

DETAIL OF DELEGATION:

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

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

CONDITIONS IMPOSED:

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

RECORDING REQUIREMENTS:

Issue of signed Purchase Order.

REPORTING REQUIREMENTS:

Nil

SUB-DELEGATION REGISTER

DATE REVIEWED:

Annually

Chief Executive Officer

Date:

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

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

INSTRUMENT OF SUB-DELEGATION

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

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

DETAIL OF SUB-DELEGATION:

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

CONDITIONS IMPOSED:

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

RECORDING REQUIREMENTS:

Sale to be recorded and Chief Executive Officer advised.

REPORTING REQUIREMENTS:

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

DATE REVIEWED:

Annually

Chief Executive Officer
Date:

ROADS AND THOROUGHFARES

REGISTER OF SUB-DELEGATIONS OF AUTHORITY

(Local Government (Administration) Regulations 1996, s19)

(Local Government Act 1995, s5.44)

INSTRUMENT OF SUB-DELEGATION

ROADS SD001 Temporary Closing of Roads for Repairs or Maintenance

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

DETAIL OF SUB-DELEGATION:

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

CONDITIONS IMPOSED:

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

RECORDING REQUIREMENTS:

Nil

REPORTING REQUIREMENTS:

Councillors to be informed of any significant temporary road closures.

DATE REVIEWED:

Annually

Chief Executive Officer

Date:

ROADS AND THOROUGHFARES

REGISTER OF SUB-DELEGATIONS OF AUTHORITY

*(Local Government Act 1995, s5.44)**(Local Government (Administration) Regulations 1996, s19)*

INSTRUMENT OF SUB-DELEGATION

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

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

DETAIL OF SUB-DELEGATION:

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

CONDITIONS IMPOSED:

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

RECORDING REQUIREMENTS:

Nil

REPORTING REQUIREMENTS:

Councillors to be informed of any significant road closures.

DATE REVIEWED:

Annually

Chief Executive Officer

Date:

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

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

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

Notices issued are to be placed on appropriate file.

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

Chief Executive Officer
Date:

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

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

DETAIL OF SUB-DELEGATION:

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

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

To be in line with recording in Delegation Register.

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

Chief Executive Officer

Date:

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

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

DETAIL OF SUB-DELEGATION:

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

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

To be in line with recording in Delegation Register.

REPORTING REQUIREMENTS:

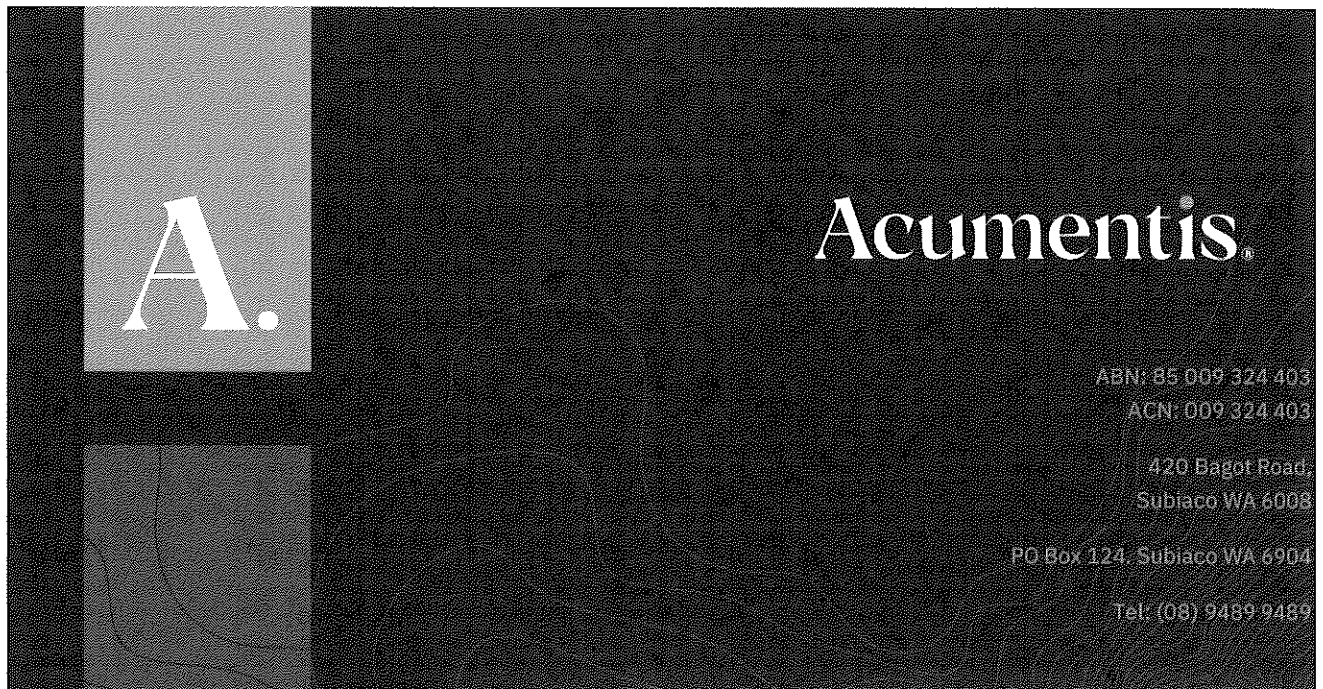
Nil

DATE REVIEWED:

Annually

Chief Executive Officer

Date:



Desktop Assessment

29 Monger Street, Bencubbin WA 6477

| | |
|------------------|-------------------------|
| Reliant Party | Shire of Mt Marshall |
| Purpose: | Market Value Assessment |
| Instructed By: | Nadine Richmond |
| Assessment Date: | 7 July 2020 |
| Acumentis ref. | 2006006070 |

Attachment 12.1.20

Executive Summary

IMPORTANT: All data provided in this summary is wholly reliant on and must be read in conjunction with the information provided in the attached report. It is a synopsis only designed to provide a brief overview and must not be acted on in isolation.

For the purpose of this report "Acumentis" means the company identified on the front of this report.

1.1 Property summary

| | | | | |
|-------------------------------|---|-------------|--------------------|--------------|
| Property address | 29 Monger Street, Bencubbin WA 6477 | | | |
| Certificate of title | Lot 40 on Deposited Plan 201932 as contained within Certificate of Title Volume 2115 Folio 28 | | | |
| Registered proprietor / owner | Shire of Mt Marshall | | | |
| Basis of valuation | Market Value Vacant Land | | | |
| Site area | 1012m² | | | |
| Property description 'As Is' | Vacant Land | | | |
| Environmental issues | It appears there are no environmental issues. | | Heritage issues | Unknown |
| Local authority / zoning | Shire of Mt Marshall | | Residential R10/30 | |
| Current use | Residential | | | |
| Relevant dates | Valuation date | 7 July 2020 | Date of Issue | 10 July 2020 |



Critical Qualifications

2.1 Disclaimers

This desktop assessment is for the use only of the party to whom it is addressed, and for no other purpose. No responsibility is accepted to any third party who may use or rely on the whole or any part of the content of this desktop assessment. This valuation is current as at the date of valuation only. The value assessed herein may change significantly and unexpectedly over a relatively short period (including as a result of general market movements or factors specific to the particular property). We do not accept liability for losses arising from such subsequent changes in value. Without limiting the generality of the above comment, we do not assume any responsibility or accept any liability where this valuation is relied upon after the expiration of three (3) months from the date of the valuation, or such earlier date if you become aware of any factors that have any effect on the valuation.

Neither the valuer nor Acumentis has any pecuniary interest giving rise to a conflict of interest in valuing the property.

2.2 Definitions

Market value is the estimated amount for which an asset or liability should exchange on the valuation date between a willing buyer and a willing seller in an arm's length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion.

Highest and best use is the use of an asset that maximises its potential and that is physically possible, legally permissible and financially feasible.

Property Details

3.1 The land

| | |
|---------------------------|--|
| Local authority | Shire of Mt Marshall |
| Zoning | Residential R10/30 |
| Zoning effect | The current zoning permits further development of the site however, given the current market conditions and the cost of development, single residential is considered to be the highest and best use. |
| Site description & access | The land comprises a regular shaped, near level, inside site located at road level. Soils appear to be sandy. The site has good access quality. |
| Services | Electricity, mains water, telephone are available for connection to the property. |
| Location | Bencubbin is a small country town, located 283km north- east of Perth, with a population of roughly 150. The town has limited amenities, including a primary school and general store. The nearest major regional centre is Merredin, 110km south of Bencubbin. Its main local economy is agriculture. |

3.2 Heritage issues

We have undertaken a search of all relevant local, state and federal government databases as at the date of valuation which has indicated that the subject is not listed as a heritage interest as at the date of valuation.

3.3 Environmental issues

We have undertaken a search of the Contaminated Sites Database which discloses that the land is not classified as a site with any past or current contamination issues. We do not accept any responsibility or liability whatsoever for the accuracy of the information contained in the search of the Contaminated Sites Database.

As valuers, we are not experts in the field of contamination and if more detailed advice is required, an environmental consultant should be engaged and their report and/or any additional professional advice provided to the valuer for comment.

It appears there are no environmental issues.



Comments

4.1 Property comment

The subject property comprises a vacant 1012sqm allotment within the townsite of Bencubbin. The property is located at road level and appears to be level and comprising sandy soils.

4.2 Market comment

The general market within Bencubbin is flat at present and an oversupply of properties for sale continues to prevail. This has resulted in values falling in recent years for most market sectors. Vacant land has been oversupplied, as has older basic homes. Both of these sectors have been impacted by negative capital growth in recent years. Turnover has continued at below trend however prices have begun to stabilize. Given the mixed agricultural season and events in the larger economy we would expect the market environment in this locality to remain unchanged. We note that in recent months more land within Wheatbelt towns has begun transacting due to the incentives offered by the government, but we are yet to see a significant upswing in turnover in small remote Wheatbelt towns.

Sales Evidence

5.1 Sales evidence

The following sales provide a sample of the information that has been investigated and analysed for the purpose of this assessment. Whilst we believe the information to be accurate, it was obtained from third party sources and not all details have been formally verified.

We have reviewed all available evidence carefully and have included the most recent and comparable sales in the report to the best of our knowledge.

| Address | Sold/under offer | Sale date | Sale price |
|-------------------------------------|------------------|------------|------------|
| 20 Pyrites Street, Westonia WA 6423 | Settled | 17/02/2020 | \$5,000 |



Comprising a vacant 1009sqm site within the Westonia township.

In Comparison to Subject:

Comparable lot and location. **Overall comparable.**

| | | | |
|---|---------|------------|---------|
| Lot 180 Sutherland Street, Trayning WA 6488 | Settled | 07/08/2019 | \$5,000 |
|---|---------|------------|---------|



Comprising a vacant 1,761sqm site backing onto the sporting club and also opposite some commercial land uses.

In Comparison to Subject:

Similar location although having some impact from commercial uses adjacent. Superior land size yet offset by location. **The sale is considered broadly comparable overall.**

| | | | |
|------------------------------------|---------|------------|---------|
| 26 Brown Street, Bencubbin WA 6477 | Settled | 27/11/2017 | \$5,440 |
|------------------------------------|---------|------------|---------|

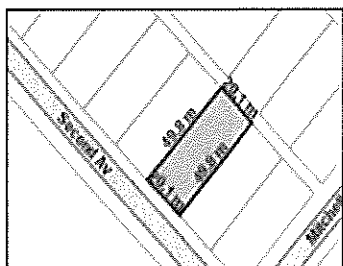


Comprising a vacant regular shaped 1012sqm lot with level topography within town.

In Comparison to Subject:

Comparable size and location. The market has declined slightly since sale however land prices are relatively stable and **overall considered broadly comparable.**

| | | | |
|------------------------------------|---------|------------|---------|
| 31 Second Avenue, Nungarin WA 6490 | Settled | 12/11/2018 | \$6,000 |
|------------------------------------|---------|------------|---------|



Comprising a vacant regular shaped 1012sqm lot with level topography.

In Comparison to Subject:

Superior location closer to amenities in Merredin. Similar land size. **The sale is considered slightly superior overall.**

| Address | Sold/under offer | Sale date | Sale price |
|------------------------------------|------------------|------------|------------|
| 43 Brown Street, Bencubbin WA 6477 | Settled | 20/12/2018 | \$7,500 |



Comprising a vacant regular shaped 1012sqm lot with level topography. Purchased by Central East Aged Care Alliance and appears a slight premium paid in a stronger market.

In Comparison to Subject:

Comparable size and location. The market has declined slightly since sale. **Overall considered slightly superior.**

| | | | |
|-----------------------------------|---------|------------|---------|
| 3 Rowlands Street, Beacon WA 6472 | Settled | 18/03/2019 | \$8,000 |
|-----------------------------------|---------|------------|---------|



Comprising a vacant regular shaped 1012sqm lot with level topography. Purchased by Central East Aged Care Alliance and a slight premium paid in a stronger market.

In Comparison to Subject:

Comparable size and location. The market has declined slightly since sale. **Overall considered slightly superior.**



Assessment Reconciliation

6.1 Assessment Reconciliation

| | |
|-------------------------------------|------------------------------|
| Interest assessed | Fee Simple Vacant Possession |
| Assessment component | Market Value |
| Indicative desktop assessment range | \$4,000 to \$6,000 |
| Midpoint desktop assessment | \$5,000 |
| | (Five Thousand dollars) |

6.2 Signatory

The opinion of value expressed in this report is that of the valuer who is the prime signatory to the report. The counter signatory verifies that the report is a genuine, authorised Acumentis document.

Valuer

Ben Archibald
AAPI CPV 56125
WA Licence No. 44073

Position Valuer
Entity Acumentis Perth Pty Ltd trading as Acumentis
Office Midwest

Liability limited by a scheme approved under Professional Standards Legislation.

From: [ICS Carpentry](#)
To: [John Nuttall](#)
Subject: building maintenance contract
Date: Wednesday, 1 July 2020 1:26:46 PM

Hi John,

Just noticed our contract with the shire for maintenance contract expired yesterday 30th June 2020, it does have an option for a further 3 years which we would be happy to undertake, the only change I would request would be the hourly rate schedule this has been the same for the past 5 years.

We would propose a \$5/hour plus gst increase across the board and travel from \$1/km to \$1.50/km.

also add in mature age apprenticeship rates of

1st year \$50/hr

2nd year \$60/hr

3rd year \$60/hr

4th year \$70/hr

all plus gst

Kind Regards

Ian Sanders
Director

Ph: 96 851 213 **Mob:** 0427 851 213 **Fax:** 96 851 094

email: icscarpentry@bigpond.com

Picture1



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Attachment 12.1.21a

Contract for Building Maintenance Services

Shire of Mt Marshall

Sanders Building Pty Ltd



McLEODS

Barristers & Solicitors

Stirling Law Chambers | 220-222 Stirling Highway | CLAREMONT WA 6010

Tel: (08) 9383 3133 | Fax: (08) 9383 4935

Email: mcleods@mcleods.com.au

Ref: FG:AP:MOUN:41201

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Table of Contents

| | |
|---|-----------|
| Copyright notice | i |
| Details | 1 |
| Agreed Terms | 1 |
| 1. Interpretation and Definitions | 1 |
| 2. Notification and Service | 2 |
| 3. Term of Contract | 2 |
| 4. Appointment of Contractor | 3 |
| 5. Contractor must possess Australian Business Number | 3 |
| 6. Non-exclusivity | 3 |
| 7. Contractor's Remuneration | 3 |
| 8. The Contractor's Obligations | 3 |
| 9. Insurance and Indemnity | 5 |
| 10. The Shire's Obligations | 6 |
| 11. Relationship Between Parties | 6 |
| 12. Termination | 6 |
| 13. Arbitration | 7 |
| 14. Entire Agreement | 7 |
| Signing page | 8 |
| Annexure 1 - Services | 9 |
| Annexure 2 - Rates | 10 |

Details

Parties

Shire of Mt Marshall

of PO Box 20, Bencubbin, Western Australia
(Shire)

Sanders Building Pty Ltd (ACN 133 016 234)

of PO Box 43, Bencubbin, Western Australia
(Contractor)

Background

- A The Contractor was the successful tenderer for the provision of building maintenance services to the Shire.
- B The Shire and the Contractor enter into this Contract (**Contract**) to set out the terms under which the Contractor will provide building maintenance services.

Agreed Terms

1. Interpretation and Definitions

(1) Interpretation

These rules apply unless they are inconsistent with the context:

- (a) For ease of reference, clause headings have been included, but the Agreement is not to be construed or interpreted by reference to them.
- (b) Reference to corporations include natural persons and vice versa.
- (c) References in the singular number include the plural number and vice versa.
- (d) References to any gender include any other gender.
- (e) If the Contractor comprises more than one person their liabilities under the Contract are joint and several.
- (f) References to statutes or any particular statute include:
 - (i) amendments, consolidations or replacements of them or it; and
 - (ii) proclamations, rules, local laws/by-laws, regulations, orders and notices issued under it.

(2) Definitions

- (a) **Confidential Information** means information in relation to the Shire's operations and strategies, intellectual or other property, any actual or prospective customers, suppliers or clients of the Shire, or in relation to any residents or staff of (insert name of facility). The information must be confidential in fact, reasonably regarded by the Shire as confidential or information that a written notice from the Shire to the Contractor states as confidential. Information is not confidential if:
 - (i) it is in the public domain, unless it came into the public domain by breach of confidentiality;
 - (ii) it is already known by the Contractor at the time this Agreement is entered into; and
 - (iii) it is obtained lawfully from a third party without any breach of confidentiality.
- (b) **Site** means the area where any Services under this Contract are being carried out.
- (c) **Superintendent** means the officer of the Shire appointed for the purpose of directing and overseeing work carried out under the Contract.

2. Notification and Service

- (1) Where the Agreement provides that one party is to notify the other, any notice shall be in writing and may be served by any of the following methods:
 - (a) By personal delivery to the person to be served and, where the person to be served is the Shire, by leaving the notice at the Shire's Offices marked for the attention of the Chief Executive Officer.
 - (b) By prepaid post to the person to be served:
 - (i) addressed to PO Box 43, Bencubbin, Western Australia in the case of the Contractor;
 - (ii) in the case of the Shire, to the Chief Executive Officer of the Shire of Mount Marshall, PO Box 20, Bencubbin, Western Australia;
 - (iii) addressed to the person's last known place of business (or residence in the case of a natural person), in any case.
- (2) Anything sent by post will be deemed to have been received in the ordinary course of post, whether or not it is in fact received by the person to be served.

3. Term of Contract

- (1) Subject to the terms and conditions of this Agreement the term of this Contract shall be for a period of three (3) years commencing 1 July 2017, and expiring on 30 June 2020 (**Term**), with an option for a further period of three (3) years.
- (2) The parties acknowledge that there is no compulsion for either of them to renew this Agreement.

4. Appointment of Contractor

The Shire HEREBY APPOINTS the Contractor on its behalf and subject to the terms and conditions of this Agreement, to carry out the Services during the Term.

5. Contractor must possess Australian Business Number

The Contractor ACKNOWLEDGES that it is a condition of the Contractor's appointment by the Shire that the Contractor be registered with the Australian Taxation Office and hold a current Australian Business Number which the Contractor must provide to the Shire on signing this Agreement.

6. Non-exclusivity

- (1) The Contractor HEREBY ACKNOWLEDGES that the Shire shall not be obliged to take or accept all its needs and requirements solely from the Contractor nor shall this Agreement confer any exclusive right upon the Contractor to provide the Services to the Shire and the Shire shall be free at all times to engage the services or any part of them from any other provider or supplier.
- (2) In particular, the Contractor HEREBY ACKNOWLEDGES that major capital works to Shire buildings and houses are excluded from the Contract and will be tendered separately.

7. Contractor's Remuneration

The Shire shall remunerate the Contractor within twenty-eight (28) days of presentation of the Contractor's invoice.

8. The Contractor's Obligations

The Contractor agrees with the Shire throughout the Term:

(1) Provision of Services

- (a) To carry out various building and housing works and maintenance as set out in Annexure 1 (**Services**) as requested by the Superintendent during the Term:
 - (i) punctually and in accordance with any time limits and conditions specified in Annexure 1 and in this respect time shall be of the essence of the Contract;
 - (ii) and in a professional and businesslike manner;
 - (iii) at the rates set out in Annexure 2 (**Rates**); and
 - (iv) in a manner which is cost effective.

(2) No Assignment

Not to assign charge or otherwise deal with the rights created by this contract, or any interest created under it, without the prior written consent of the Shire.

(3) Subcontracting

Where the Contractor subcontracts any of the Services under this Contract, it must do so only to subcontractors who have been nominated to the Shire in writing as subcontractors of the

Contractor. The Contractor shall remain liable for the performance of all the terms of this Contract.

(4) Confidential Information

Not to disclose either verbally or in writing any Confidential Information during the Term or any time after the Contractor ceases to be engaged by the Shire for the provision of Services under this Contract.

(5) Changes in Personnel

To advise the Shire of a change or proposed change in any personnel employed by the Contractor which could affect the ability of the Contractor to carry out the Services.

(6) Occupational Health and Safety and Australian Standards

To comply with the *Occupational Safety and Health Act 1984 (Act)* and the *Occupational Safety and Health Regulations 1996 (Regulations)* and all occupational health and safety standards and with the appropriate and current standards of the Standards Association of Australia or any other relevant standards or codes. In particular, the Contractor shall supply a copy of all Material Safety Data Sheets to the Superintendent and keep another copy on Site.

(7) Chemicals

The use of chemicals specified or required during the Contract shall comply with the requirements of the Act and the Regulations.

(8) Choice of Brands

Where the Contractor has a choice of brand or make and which can affect the colour selections such as paint, fabrics, vinyl sheets, tile and similar materials, the Contractor shall within 14 days notify the Superintendent of the brand or make it intends to use and shall not depart from the brand or make it nominates unless authorised by the Superintendent to do so.

(9) Installation

The mechanical, electrical, plumbing and similar service installations, equipment and their various associated services shall be installed in such order that will ensure they are located as shown on the drawings and that all essential components and parts are accessible for the purposes of maintenance and replacement. The Contractor shall be responsible for coordination between any subcontractors in attaining the required locations and tolerances.

(10) Licences and Permits

To hold all necessary licences permits and authorisations required by law and to employ only such persons who hold all necessary licences permits and authorisations and whose standards of workmanship are suitable for the performance of the Services.

(11) Minimal disturbance

Some of the premises where Services are required may be occupied during the Term of the Contract, and the Contractor must ensure minimal inconvenience and disturbance to the occupants.

(12) Advertisements and promotions on site

The Contractor may erect on Site or permit to be erected on Site only those signs:

- (a) required by law; or
- (b) required to identify the Contractor's premises;

The Contractor shall not erect, or permit to be erected, on Site any other sign, advertisement, promotion or other display without the written approval of the Superintendent.

(13) Publicity

The Contractor shall not issue any information, publication, document or article for publication in any media which includes details of the work under the Contract without the written approval of the Shire.

(14) Existing improvements

Where, within the Site, there are a range of existing improvements, roads, drainage and other services, the Contractor shall protect and maintain the same throughout the Contract.

The Contractor shall allow for all traffic control measures to maintain the roads in a safe trafficable condition.

(15) Temporary Safety Fence

The Contractor shall provide a temporary fence as required by the *Occupational Safety and Health Act 1984* and the *Occupational Safety and Health Regulations 1996* and with any amendments that may be made to the Act and the Regulations.

9. Insurance and Indemnity

(1) Insurances

The Contractor shall effect and maintain adequate insurance policies with an insurer approved by the Australian Prudential Regulation Authority (APRA) for:

- (a) Workers Compensation cover with a company approved by the Shire in respect of any person employed to assist in the carrying out of any of the Contractor's functions
- (b) public liability insurance for a minimum amount of \$10 million in respect of death, property damage and personal injury;
- (c) insurance of any vehicles, registered plant and equipment used by the Contractor in connection with this Contract;

and shall produce the policies and annually provide to the Shire evidence of the renewal of such cover and payment of premiums.

(2) Indemnity

To indemnify and keep indemnified the Shire from and against any and all loss, damage or liability (whether criminal or civil) suffered and legal fees and costs incurred by the Shire resulting from a breach of any provisions of this Agreement by or on behalf of the Contractor including but not limited to:

- (a) any act, neglect or default of the Contractor's agents or employees; and

- (b) breaches resulting in any successful claim by any third party alleging libel or slander in respect of any matter arising from the provision of services by the Contractor.

10. The Shire's Obligations

(1) The Shire agrees with the Contractor to:

- (a) Pay for all materials, repairs and capital expenditure which it authorises the Contractor to incur; and
- (b) Furnish the Contractor with the details of all management reviews, audits and inspections within four (4) weeks of undertaking all such actions.

11. Relationship Between Parties

Nothing in this Agreement shall be construed or interpreted as creating between the Shire and the Contractor an employer/employee relationship and no employee of the Contractor is to be deemed to be an employee of the Shire.

12. Termination

(1) Termination by the Shire

The Shire may terminate this Agreement forthwith by notice in writing in the event of:

- (a) The death of the Contractor, or, where the Contractor is a corporation or partnership, the death of a principal which renders it impossible for the Contractor to carry out this contract or any other event in which an authorised person or representative of the Contractor confirms that the Contractor will be unable to comply with its obligations under the Contract in any material way;
- (b) the insolvency or bankruptcy of the Contractor;
- (c) the Contractor becoming incapacitated by illness or like causes whereby the Contractor is unable to fulfil to the satisfaction of the Shire the Contractor's obligations for a period in excess of three (3) weeks;
- (d) the Contractor committing any breach of this Agreement unless in the opinion of the Shire such breach is minor or of an inconsequential nature or is caused by circumstances beyond the Contractor's control;
- (e) the Contractor disobeying any lawful or reasonable request or order from the Shire or the Shire's duly authorised representative;
- (f) the Shire receiving repeated complaints concerning the conduct of the Contractor where Shire is reasonably satisfied that such complaints are in the main fairly and justly made;
- (g) if the Contractor is a company, there being any material change which occurs in the management or control of the Contractor and in particular, any change of directors or shareholders of the Contractor save with the prior written consent of Shire.

(2) Mutual Termination

This Agreement may be terminated at any time by either the Contractor or the Shire by the party wishing to terminate the Contract giving two (2) weeks notice in writing to the other party of such termination.

13. Arbitration

- (1) If there is any dispute or difference between the parties hereto as to the interpretation of the terms of this Agreement the dispute or difference shall be referred to the decision of a single arbitrator pursuant to the provisions of the Commercial Arbitration Act 1985 and the parties may be represented by legal practitioners in such proceedings.
- (2) If the parties fail to agree upon an arbitrator he or she shall be appointed by the President for the time being of the Law Society of Western Australia whose nomination shall be final.

14. Entire Agreement

This Agreement represents and constitutes the entire agreement between the Shire and the Contractor and supersedes all other agreements and understandings, written or verbal, that the parties may have had.

Signing page

EXECUTED

2017

Executed by Sanders Building Pty Ltd
(ACN 133 016 234) in accordance with
section 127 of the Corporations Act:

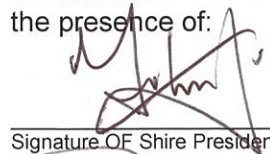

Signature of director

IAN SANDERS
Name of director (print)



Signature of director/company secretary

Amanda Sanders
Name of director/company secretary (print)

THE COMMON SEAL of the **Shire of
Mt Marshall** was hereunto affixed in
the presence of:


Signature OF Shire President

ANTHONY ROBERT CHARLES SACHSE
Full name of Shire President


Signature of Chief Executive Officer

JOHN NUTTALL
Full name of Chief Executive Officer



Annexure 1 - Services

Annexure 2 - Rates

| Item | Description | Unit | Rate | Amount (ex GST) | Amount GST | Amount (inc GST) |
|------|--|------|----------|--------------------|---------------|---------------------|
| 1.0 | Labour (standard) | ea | Per hour | \$75.00 | \$7.50 | \$82.50 |
| 1.1 | Labour (1 st year apprentice) | ea | Per hour | \$25.00 | \$2.50 | \$27.50 |
| 1.2 | Labour (2 nd year apprentice) | ea | Per hour | \$40.00 | \$4.00 | \$44.00 |
| 1.3 | Labour (3 rd year apprentice) | ea | Per hour | \$50.00 | \$5.00 | \$55.00 |
| 1.4 | Labour (4 th year apprentice) | ea | Per hour | \$60.00 | \$6.00 | \$66.00 |
| 1.5 | Call out fee | ea | Per hour | \$75.00 | \$7.50 | \$82.50 |
| 1.6 | Travelling time | ea | Per km | \$1.00 | \$0.10 | \$1.10 |
| 2.0 | After hours / emergency | ea | Per hour | \$112.50 | \$11.25 | \$123.75 |

E&E.2.7 STAFF HOUSING POLICY

Council Policy:

Provision of clear guidelines to determine staff rental subsidy amounts.

Objective:

To provide clear guidelines for staff housing rental charges.

Operational Guidelines:

In order that rent payable by Shire staff living in Shire owned accommodation can be calculated fairly and consistently the following calculations should occur:

1. Determine the 'private' weekly rental rate set annually by Council in the budget
2. Determine the Staff Rental Subsidy set annually by Council in the budget. For full time staff members (76 hrs/fortnight) the full subsidy will be applied against the private rate
3. For staff members who work less than full time hours, a pro rata calculation will be made based upon the hours worked and applied against the full subsidy.

Examples:

Private rent \$175

Staff Rental Subsidy \$100

Full time employee pays \$75/week (\$175-\$100)

Employee working 32 hours/fortnight pays \$133/week (32 hours is 42% of 76 hours; 42% of \$100 = \$42; \$175-\$42= \$133)

Additionally, the following will apply:

1. Staff members on annual or personal leave are entitled to their usual 'staff rental subsidy' rate.
2. Staff members who are on maternity leave are entitled to a 10% 'staff rental subsidy' from the private rate.

Date Resolved:

Amendment:

| CHIEF EXECUTIVE OFFICER - JOHN NUTTALL | | | | |
|---|--|----------|-------------------------|----------------------|
| REF | DECISION | STATUS | COMMENT | ESTIMATED COMPLETION |
| | | | | |
| 2020/6-008 June 2020 | <p>That Council:</p> <ol style="list-style-type: none"> 1. Subject to S3.58 (3) Local Government Act 1995 determine to dispose of the Shire owned land at 40 Monger Street, Bencubbin; 2. Subject to S3.58 (3) Local Government Act 1995 direct the Chief Executive Officer to give local public notice that it is the intention of the Shire to dispose of 40 Monger Street, Bencubbin at no cost subject to any public comment; 3. Subject to S3.58 (4) direct the Chief Executive Officer to arrange a valuation of the land at 40 Monger Street, Bencubbin; 4. Direct the Chief Executive Officer to present any public comments along with a final recommendation relating to disposal of 40 Monger Street, Bencubbin, to the next available Ordinary Meeting of Council; 5. Resolve to award Bencubbin Truck N Auto \$9945.22 from the Economic Development Fund in the 2020/21 budget if that fund is provided for in the 2020/21 budget. 6. Direct the Chief Executive Officer to provide a letter of support based upon the above resolutions to Bencubbin Truck N Auto for them to use when applying for the RED's Grant. | Complete | See item in July Agenda | |

| CHIEF EXECUTIVE OFFICER - JOHN NUTTALL | | | | |
|---|---|-----------------|--|----------------------|
| REF | DECISION | STATUS | COMMENT | ESTIMATED COMPLETION |
| 2020/6-006 June 2020 | That Council: <ol style="list-style-type: none"> 1. Confirm the 'in principal' commitment of the Shire of Mt Marshall to the NEWHealth Scheme 2. Direct the Chief Executive Officer to liaise with the NEWROC Chief Executive Officers to prepare a revised NEWHealth Scheme Memorandum of Understanding 3. Direct that the revised Memorandum of Understanding and NEWHealth scheme service provision cost be presented to Council for adoption prior to finalising the documents. | Ongoing | Full NEWHealth meeting held 14 July. Situation being referred to NEWROC. | |
| 2020/6-005 June 2020 | That Council, subject to section 6.12 Local Government Act 1995, waive the charge of \$294 to Avongro Inc. for the hire of two portable toilets for the weekend of 4 and 5 July 2020. | Complete | | |
| 2020/3-011 March 2020 | That Council: <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; and 3. Authorise the Chief Executive Officer to undertake the necessary arrangements to effect and complete the license, including the use of the Shire Common Seal if necessary | Ongoing | Further discussions were had resulting in an agreement being drawn up. Agreement signed and returned for execution by Water Corporation. | Sept 2020 |

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL

| REF | DECISION | STATUS | COMMENT | ESTIMATED COMPLETION |
|--------------------------|---|----------|---|----------------------|
| 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; and 5. Subject to the Local Government Act 1995, Section 6.8(1)(b) reduce 1433001 Shed Gates Bencubbin Depot by \$4,000 to allow for the expenditure authorised in resolution 4 above. | Ongoing | <p>Delayed due to COVID-19 crisis.</p> <p>Will undertake further work in the near future.</p> <p>Awaiting confirmation of a meeting date with Western Power.</p> | |
| 2019/9-012 Oct 2019 | <p>That Council:</p> <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 | Complete | | |

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL

[illegible]

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL

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

| ENVIRONMENTAL HEALTH OFFICER – PETER TOBOSS | | | | |
|--|--|-----------------|---|----------------------|
| REF | DECISION | STATUS | COMMENT | ESTIMATED COMPLETION |
| 2020/6-009 June 2020 | That Council endorse the Disability Access and Inclusion Plan 2020 – 2025 | Complete | Document approved by Department of XXXXX and is now available on Shire 's website | |
| 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 |
| 2020/6-015 June 2020 | <p>That:</p> <ol style="list-style-type: none"> 1. subject to Section 6.16(1) and Section 6.16(2)(a) Local Government Act 1995, the fees and charges schedule be amended to include the following charge: <ol style="list-style-type: none"> i. Hourly Commercial Hire Fee of Sturt Pea House \$10.00(GST inclusive) 2. the above fees be advertised as effective from 17 June 2020; and 3. as a community group, the Bencubbin Playgroup continue to use the facility at no charge. | Complete | | |

| 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 |
|-----------------------------------|--|------------------|---|-----------------------|
| 2019/3-013 April 2019 | <p>The Shire of Mt Marshall grants a Development Approval (DA) to P & A Munns, trading as Scud Ag Supplies, to install five (5) advertising signs in the Beacon town site subject to the following conditions:</p> <ul style="list-style-type: none"> (a) Applicant provides Council with a copy of their Public Indemnity insurance to indemnify the Shire of Mt Marshall from any claims that may arise from the installation of the signs. (b) Applicant be given approval to install the signs under the supervision of the Shire's Works Supervisor. (c) All signs to be placed 1.5 meters from the edge of the bitumen to the edge of the sign. (d) Signs to be no larger than 1500 x 1200 (e) Signs to be constructed to Australian Standards (f) Applicant is responsible for all ongoing maintenance to the signs | Completed | <p>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.</p> <p>Installation of signs completed on Thursday 9 July 2020.</p> | July 2020 |
| 2016/155 Oct 2016 Continued | <p>h) Consent is given to the Department of Fire and Emergency Services to issue identity cards to Mt Marshall Fire Brigade members.</p> | Ongoing | <p>Instructions as how to process photos has been obtained and staff will commence the process.</p> <p>Commence project in February during Bush Fire training.</p> | September 2020 |

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

| EXECUTIVE ASSISTANT – NADINE RICHMOND | | | | |
|--|---|-----------------|--|----------------------|
| REF | DECISION | STATUS | COMMENT | ESTIMATED COMPLETION |
| 2020/6-012 June 2020 | That the Shire of Mt Marshall Freedom of Information Statement 2020 as attached (12.3.8) be endorsed. | Complete | Submitted Statement to Office of the Information Commissioner | |
| 2019/9-008 Oct 2019 | <ol style="list-style-type: none"> 1. That Council endorse dissolving the following committees: <ul style="list-style-type: none"> • Bencubbin Multipurpose Complex Steering Committee • Drainage Reference Group 2. That Council in accordance with Section 5.10 of the Local Government Act 1995, endorse the following committees, Working Groups and External Organisations with appointed Elected Member and Staff representation as listed below: <i>See Minutes for details</i> 3. Where community positions exist: <ol style="list-style-type: none"> a. Current members be approached inviting them to continue their membership; b. Where vacancies exist/occur, advertising take place seeking expressions of interest. | Ongoing | Waiting for responses from community members for some groups. | |

| COMMUNITY DEVELOPMENT OFFICER – REBECCA WATSON | | | | |
|---|--|-----------------|--|----------------------|
| REF | DECISION | STATUS | COMMENT | ESTIMATED COMPLETION |
| 2020/6-015 June 2020 | <p>That:</p> <ol style="list-style-type: none"> 1. subject to Section 6.16(1) and Section 6.16(2)(a) Local Government Act 1995, the fees and charges schedule be amended to include the following charge: <ol style="list-style-type: none"> i. Hourly Commercial Hire Fee of Sturt Pea House \$10.00(GST inclusive) 2. the above fees be advertised as effective from 17 June 2020; and 3. as a community group, the Bencubbin Playgroup continue to use the facility at no charge. | Complete | Commercial hire fee has been advertised in the Shire Newsletter as per 6.16 of the Local Government Act 1995. | |

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. | |
| 2020/3-018 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 | No Tenders were received. Contact has been made with several companies for quotes. | |

| COMMUNITY DEVELOPMENT OFFICER – REBECCA WATSON | | | | |
|--|---|----------|--|----------------------|
| REF | DECISION | STATUS | COMMENT | ESTIMATED COMPLETION |
| 2019/10-015 Nov 2019 | That : 1. the attached memorandum of understanding between the Beacon Progress Association and Shire of Mt Marshall for the Beacon Community Hall be endorsed; 2. the Fees and Charges Schedule be amended to include the following fees (See Minutes) 3. the above fees be advertised as effective from 1 December 2019; and 4. An annual administration fee of \$150.00 be paid to the Beacon Central Community Resource Centre to manage keys and bookings for the Beacon Community Hall Facility. | Complete | Agreements signed | |
| 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> | Complete | All clubs have completed their projects and provided the required acquittal documents. | |
| 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.</p> <p>Bencubbin Football Club to acquit grant by March 29.</p> <p>Bencubbin Football Club have entered an arrangement with the Shire allowing for a late acquittal.</p> | 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> <p>The Beacon Co-Operative; generator purchased, awaiting installation. Funding awarded. Installation invoice and acquittal form to be received upon completion.</p> <p>Bencubbin Truck N Auto's, project will not be completed this financial year.</p> | July 2020 |

| ECONOMIC DEVELOPMENT OFFICER – SARAH MOUG | | | | |
|---|---|---------|---|--|
| REF | DECISION | STATUS | COMMENT | ESTIMATED COMPLETION |
| 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> <p>Beacon Progress Association; awaiting delivery of signage, then installation. All other aspects of project complete. Funding awarded, remaining invoices and acquittal form to be received upon completion.</p> | <p>June 2020</p> <p>July 2020</p> |

Council Meeting

Tuesday 23 June 2020

Mukinbudin Recreation Centre

MINUTES

Post Strategy Session

NEWROC Vision Statement

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

www.newroc.com.au

ANNUAL CALENDAR OF ACTIVITIES

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

ONGOING ACTIVITIES

Compliance

Media Releases

NEWROC Rotation

Shire of Mt Marshall

Shire of Nungarin

Shire of Wyalkatchem

Shire of Koorda (Oct 2019 – Oct 2021)

Shire of Mukinbudin

Shire of Trayning

TABLE OF CONTENTS

| | |
|--|------------------|
| <u>1. OPENING AND ANNOUNCEMENTS.....</u> | <u>4</u> |
| <u>2. RECORD OF ATTENDANCE AND APOLOGIES</u> | <u>4</u> |
| 2.1. ATTENDANCE | 4 |
| 2.2. APOLOGIES | 4 |
| 2.3. GUESTS | 4 |
| 2.4. LEAVE OF ABSENCE APPROVALS / APPROVED | 4 |
| <u>3. DECLARATIONS OF INTEREST AND DELEGATIONS REGISTER.....</u> | <u>5</u> |
| 3.1. DELEGATION REGISTER | 5 |
| <u>4. PRESENTATIONS</u> | <u>5</u> |
| <u>5. MINUTES OF MEETINGS</u> | <u>5</u> |
| 5.1. EXECUTIVE MEETING 26 MAY 2020 | 5 |
| 5.2. BUSINESS ARISING | 5 |
| 5.3. COUNCIL MEETING 12 MAY 2020 | 5 |
| 5.4. BUSINESS ARISING | 5 |
| <u>6. FINANCIAL MATTERS</u> | <u>6</u> |
| 6.1. INCOME, EXPENDITURE AND PROFIT AND LOSS | 6 |
| <u>7. MATTERS FOR DECISION.....</u> | <u>8</u> |
| 7.1. TELECOMMUNICATIONS PROJECT UPDATE | 8 |
| 7.2. ENERGY AND TELECOMMUNICATIONS | 9 |
| 7.3. WASTE | 12 |
| 7.4. STRATEGIC PROJECTS | 15 |
| <u>8. EMERGING NEWROC ISSUES AS NOTIFIED, INTRODUCED BY DECISION OF THE MEETING</u> | <u>17</u> |
| <u>9. OTHER BUSINESS.....</u> | <u>17</u> |
| <u>10. 2020 MEETING SCHEDULE</u> | <u>17</u> |
| <u>11. CLOSURE</u> | <u>17</u> |

NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Minutes for the Council Meeting held at the Mukinbudin Recreation Centre on Tuesday 23 June 2020 commencing at 2.28pm

MINUTES

1. OPENING AND ANNOUNCEMENTS

Cr Stratford welcomed everyone and opened the meeting at 2.28pm

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1. Attendance

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

NEWROC Officer

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

2.2. Apologies

| | |
|-----------------|---------------------------|
| Taryn Dayman | CEO, Shire of Wyalkatchem |
| Dirk Sellenger | CEO, Shire of Mukinbudin |
| Cr Nick Gillett | Shire of Mt Marshall |

2.3. Guests

| | |
|----------------------|-----------------------------|
| Cr Jeff Seaby | Shire of Mukinbudin |
| Cr Callum MacGlashan | Shire of Mukinbudin |
| Cr Romina Nicoletti | Shire of Mukinbudin |
| Cr Tanya Gibson | Shire of Mt Marshall |
| Cr Eileen O'Connell | Shire of Nungarin |
| Cr Ray Mizia | Shire of Nungarin |
| Cr Marlon Hudson | Shire of Trayning |
| Cr Mischa Stratford | Shire of Wyalkatchem |
| Lana Foote | Deputy CEO, Shire of Koorda |

2.4. Leave of Absence Approvals / Approved

Nil

3. Declarations of Interest and Delegations Register

Nil

3.1. Delegation Register

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

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

4. Presentations

Nil

5. MINUTES OF MEETINGS

5.1. Executive Meeting 26 May 2020

Minutes of the Executive Meeting held 26 May 2020 have previously been circulated.

RESOLUTION

That the Minutes of the Executive Meeting held on 26 May 2020 be received

Moved Cr Davies

Seconded Cr Sachse

CARRIED 6/0

5.2. Business Arising

5.3. Council Meeting 12 May 2020

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

RESOLUTION

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

Moved Cr Shadbolt

Seconded Cr De Lacy

CARRIED 6/0

5.4. Business Arising

Shire of Dowerin Membership

The Shire of Dowerin positively responded to an invitation to join the NEWROC membership and agreed to the application fees. Please see Attachment #1

Waste Management

The Shire of Koorda has engaged ASK Waste Management to prepare a Shire waste management strategy and closure plan. This is in line with the previous disclosure of interest by the Shire of Koorda.

6. FINANCIAL MATTERS

6.1. Income, Expenditure and Profit and Loss

| | |
|--------------------------------|-----------------------------------|
| FILE REFERENCE: | 42-2 Finance Audit and Compliance |
| REPORTING OFFICER: | Caroline Robinson |
| DISCLOSURE OF INTEREST: | Nil |
| DATE: | 16 June 2020 |
| ATTACHMENT NUMBER: | #2P and L |
| CONSULTATION: | |
| STATUTORY ENVIRONMENT: | Nil |
| VOTING REQUIREMENT: | Simple Majority |

COMMENTS

Account transactions for the period 1 April 2020 to 31 May 2020

| Date | Description | Credit | Debit | Running Balance |
|-----------------------------------|---|-------------------|-----------------|-------------------|
| BB NEWROC Funds-5557 | | | | |
| Opening Balance | | 170,733.77 | 0.00 | 170,733.77 |
| INCOME | | | | |
| 01 Apr 2020 | Bendigo Bank | 7.00 | 0.00 | 170,740.77 |
| 14 May 2020 | Australian Taxation Office | 303.00 | 0.00 | 164,638.82 |
| EXPENSES | | | | |
| 01 Apr 2020 | Bendigo Bank | 0.00 | 0.40 | 170,740.37 |
| 02 Apr 2020 | Payment: Solum Wheatbelt Business Solutions | 0.00 | 3,111.25 | 167,629.12 |
| 02 Apr 2020 | Payment: Earnshaw Lawyers | 0.00 | 220.00 | 167,409.12 |
| 15 Apr 2020 | Payment: Monitor Books | 0.00 | 50.00 | 167,359.12 |
| 01 May 2020 | Bendigo Bank | 0.00 | 0.80 | 167,358.32 |
| 04 May 2020 | Payment: Monitor Bookkeeping Services | 0.00 | 50.00 | 167,308.32 |
| 05 May 2020 | Payment: Solum Wheatbelt Business Solutions | 0.00 | 2,972.50 | 164,335.82 |
| Total BB NEWROC Funds-5557 | | 310.00 | 6,404.95 | 164,638.82 |
| Closing Balance | | 164,638.82 | 0.00 | 164,638.82 |

Balance Sheet

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

| | 31 MAY 2020 | 30 APR 2020 |
|----------------------------------|-------------------|-------------------|
| Assets | | |
| Bank | | |
| BB NEWROC Funds-5557 | 164,638.82 | 167,359.12 |
| BB Term Deposit Account-1388 | 152,863.32 | 152,863.32 |
| Total Bank | 317,502.14 | 320,222.44 |
| Total Assets | 317,502.14 | 320,222.44 |
| Liabilities | | |
| Current Liabilities | | |
| GST | (4,426.18) | (4,417.08) |
| Sundry Creditors Control | 112.00 | 62.00 |
| Unpaid ATO Liabilities | - | (303.00) |
| Total Current Liabilities | (4,314.18) | (4,658.08) |
| Total Liabilities | (4,314.18) | (4,658.08) |
| Net Assets | 321,816.32 | 324,880.52 |
| Equity | | |
| Current Year Earnings | 4,535.59 | 7,599.79 |
| Retained Earnings | 317,280.73 | 317,280.73 |
| Total Equity | 321,816.32 | 324,880.52 |

RESOLUTION

That the income and expenditure from 1 April 2020 to 31 May 2020 and the P and L and balance sheet as at 31 May 2020 be received.

Moved Cr Davies

Seconded Cr Shadbolt

CARRIED 6/0

7. MATTERS FOR DECISION

7.1. Telecommunications Project Update

| | |
|--------------------------------|----------------------|
| FILE REFERENCE: | 035-1 Grants General |
| REPORTING OFFICER: | Caroline Robinson |
| DISCLOSURE OF INTEREST: | Nil |
| DATE: | 16 June 2020 |
| ATTACHMENT NUMBER: | |
| CONSULTATION: | Earnshaw Lawyers |
| STATUTORY ENVIRONMENT: | Nil |
| VOTING REQUIREMENT: | Simple Majority |

COMMENT

Update on activities:

- NEWROC EO has met twice (phone) with Earnshaw Lawyers and David Earnshaw is progressing us to the next step with Crisp Wireless to clarify ownership of the towers and settle on an agreement.
- Members are asked to review the three letters received from Earnshaw Lawyers (attached)
- NEWROC EO created Crisp Wireless promotional material for members to use on social media platforms. Thank you to members for promoting the service.
- NEWROC EO was due to follow up with Crisp Wireless on a few matters from the meeting earlier in May, however the NEWROC EO has had email correspondence to Maree Gooch letting her know we are liaising with our lawyer and we are keeping them up to date
- Commissioning of additional towers is delayed by the current uncertainty of tower ownership – this is a matter of priority for the NEWROC EO

Discussion at the Executive Meeting:

- 👉 Discussion regarding work to date and advice from Earnshaw Lawyers
- 👉 Discussion regarding investments by both parties
- 👉 List of towers and their location requested and will be provided to Earnshaw Lawyers

RESOLUTION

NEWROC instruct Earnshaw Lawyers to prepare a licence agreement and liaise with Crisp Wireless in order to finalise the matter

Moved Cr Davies

Seconded Cr Sachse

CARRIED 6/0

Discussion:

- 👉 Earnshaw Lawyers have written to Crisp Wireless indicating the NEWROC position and to enter into a licence agreement

7.2. Energy and Telecommunications

| | |
|--------------------------------|-------------------------|
| REPORTING OFFICER: | Caroline Robinson |
| FILE REFERENCE: | |
| DISCLOSURE OF INTEREST: | Nil |
| DATE: | 16 June 2020 |
| ATTACHMENT NUMBER: | #3 InfraNomics proposal |
| CONSULTATION: | InfraNomics WDC |
| STATUTORY ENVIRONMENT: | Nil |
| VOTING REQUIREMENT: | Simple Majority |

COMMENT

Outcome of Funding Application – Micro Grids

The NEWROC applied for Federal funding to pursue a feasibility study for a micro grid. Unfortunately we were unsuccessful with the application with the majority of funds going to remote Indigenous communities. Successful projects are listed here:

<https://www.business.gov.au/Grants-and-Programs/Regional-and-Remote-Communities-Reliability-Fund-Microgrids/Grant-Recipients>

Micro Grid and Telecommunication Towers

At the May Executive meeting, Cameron Edwards from InfraNomics presented to CEO's a proposal to develop:

- 👉 A project plan for improving the power reliability for the telecommunication towers at Mukinbudin and Bonnie Rock
- 👉 A project plan for the implementation of a micro grid at Bencubbin

These two project proposals follow discussions Cameron has had with Western Power and Telstra. The locations for these projects have been proposed by Telstra and Western Power as they feature on their "priority infrastructure lists".

At the May Executive meeting the CEO's requested the NEWROC EO continue discussions with InfraNomics to determine a pathway forward to possibly working together. To date InfraNomics have not charged the NEWROC for work and meetings.

To continue to progress the micro grid and telecommunication tower proposals, an agreement of services is proposed between InfraNomics and the NEWROC.

InfraNomics proposes that to undertake the project plans for both projects, which will be "shovel ready" will require a contribution from the NEWROC of \$75,000. This contribution may potentially be re-couped in the future when the projects receive external funding (not confirmed).

The contribution will cover at least two grant applications to progress the projects.

The NEWROC EO has been discussing the proposal (see Attachment #3) with InfraNomics and requested a staged approach as there will be likely hurdles along the way with Western Power and Telstra. To this end, the initial "signing fee" is \$15,000

The NEWROC EO has also spoken to the Wheatbelt Development Commission and they are keen to participate and help. They have encouraged the NEWROC to apply for REDS (closing July 2020). This requires a 30% cash contribution from the applicant.

The Wheatbelt Development Commission indicated this round will be competitive and focused on job creation. If the NEWROC is unsuccessful it will still be positive as it will potentially get the projects noticed by State Government. The NEWROC EO feels the application may not be successful, but would like to submit anyway and allocate \$22,500 of cash from the NEWROC to make the application eligible and get it into the mix of significant projects.

If the project is successful in REDS, then this funding can help the NEWROC recoup its initial payment to InfraNomics.

OFFICER RECOMMENDATION

NEWROC EO complete a REDS Grant (in house) for the project plans for the micro grid and telecommunications tower.

NEWROC agree to allocate \$22,500 for its cash contribution if the project is successful.

Members discuss the proposal by InfraNomics

MOTION

NEWROC EO complete a REDS Grant (in house) for the project plans for the micro grid and telecommunications tower.

NEWROC agree to allocate \$22,500 for its cash contribution if the project is successful.

Members discuss the proposal by InfraNomics

Moved Cr Davies

Seconded Cr De Lacy

LAPSED

MOTION

NEWROC EO complete a REDS Grant (in house) for the project plans for the micro grid and telecommunications tower.

NEWROC agree to allocate \$22,500 for its cash contribution if the projects are successful.

NEWROC delegate to the NEWROC EO to separate the micro grid project and telecommunications project into two agreements with InfraNomics

NEWROC EO to seek a review of the agreements by Earnshaw Lawyers

Subject to the review by Earnshaw Lawyers the NEWROC support both projects to the value of \$75,0000 (in a staged approach)

NEWROC establish a project group to support the two projects and the project group is to include representatives from the Shire of Mukinbudin, Mt Marshall and the NEWROC CEO

Moved Cr Shadbolt

Seconded Cr Davies

CARRIED 6/0

Discussion:

- 👉 Members discussed the role of Telstra and their lack of engagement to solve the telecommunications issue.

- 🔥 Discussion regarding various blackspots at Kununoppin, Yelbeni – can these be included
- 🔥 InfraNomics is seeking support for the technical plans (not a feasibility study)
- 🔥 Discussion regarding separating the projects as currently InfraNomics has presented both projects in one agreement
- 🔥 Discussion regarding funds. NEWROC and Shire contributions
- 🔥 Discussion regarding risk and reward, strategic priorities of the NEWROC
- 🔥 Projects and payments to InfraNomics should be staged and based on project success

C Robinson left the meeting at 3.15pm and did not return

7.3. Waste

FILE REFERENCE:
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 19 May 2020
ATTACHMENT NUMBER:
CONSULTATION: Avon Waste
ASK Waste Management
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

Update on activities:

- Member Councillors were asked to provide feedback on the DRAFT Regional Landfill Strategy
- NEWROC EO has met numerous times (phone) with Ashley Fisher of Avon Waste and provided feedback on the report to ASK Waste Management
- ASK Waste Management provided feedback to the NEWROC EO (attached) in response to questions and ideas for the report
- NEWROC EO has spoken with ASK Waste Management for costings on including the Shire of Dowerin and / or updating the entire report – will be provided in time for the Executive meeting
- NEWROC EO has spoken with the Waste Authority regarding funding and alignment to their State Strategy

The **purpose of the study** was in general terms, to look to:

- 🔥 Assess current facilities
- 🔥 Improve each member's landfill site (and to use the study as a base for grant applications)
- 🔥 Investigate improved options for waste management across the members

Current risks for the project:

| Risk | Impact | Mitigation |
|--|--------|---|
| Member Councils not agreeing on an option or options or a delay in consensus | High | <p>NEWROC to prioritize minimum initiatives all members want to achieve</p> <p>Options have included some or all of the members</p> <p>NEWROC Councils to provide feedback on the DRAFT Report for early consideration</p> <p>Engagement with funding bodies to determine what funding is accessible and using this to determine the option/s and number of members participating</p> <p>NEWROC members identify their own future funding constraints and</p> |

| | | |
|---|--------|--|
| | | possible contributions to guide decision making |
| Waste is a topical issue for ratepayers | High | Education required with any option or project (however small or large) Service model design localized but possibly still contributing to a regional solution |
| Report is primarily focused on user pay systems | High | Selection of an option or mixture of options with high impact, low cost Education of Councillors and ratepayers Service model design localized but possibly still contributing to a regional solution |
| All sites are unmanned and the options centre on manned sites – additional staff costs for member Shires and new service for ratepayers | High | Potentially focus on improving sites and processes, introduction of card access and CCTV rather than implementing manned sites (2 or all 6) Selection of an option or mixture of options with high impact, low cost Education of Councillors and ratepayers Service model design localized but possibly still contributing to a regional solution |
| Shire of Dowerin is a new member to the NEWROC and is not included in the methodology | High | ASK Waste Management cost to include Dowerin AND an opportunity to revise some of the costings in the methodology |
| Lack of external funding for the infrastructure improvements (required regardless of which option is pursued) | High | Early engagement with the Waste Authority – but this will only partly fund some of the option/s Most external funding is aligned to reduce, reuse and recycle – future consideration |
| COAG Waste Priorities – focus on recycling and reducing waste, no exporting of waste in the future | Medium | Can the project incorporate a social enterprise business? Will easily attract external funding |
| Modelling is inclusive of all members – if one or two NEWROC members do not wish to proceed this impacts the options | Medium | NEWROC to prioritize minimum initiatives all members want to achieve Options have included some or all of the members NEWROC Councils to provide feedback on the DRAFT Report for early consideration |
| Shire of Koorda is progressing to a new landfill site – this project may delay their progress | Medium | NEWROC to prioritize minimum initiatives all members want to |

| | | |
|---------------------------------|--------|---|
| | | achieve and consider the impact on the Shire of Koorda NEWROC Councils to provide feedback on the DRAFT Report for early consideration |
| Options are long term projects. | Medium | Identification of smaller projects that could be "picked off" |

Discussion at the May Executive Meeting:

- 👉 Shire of Trayning provided a formal response to the DRAFT report and indicated that they were happy with status quo
- 👉 Discussion regarding the process going forward and attracting funding for landfills (which is difficult)

RESOLUTION

Regional waste to be presented at the next NEWROC Council meeting for a decision on the preferred option and then referred to member Councils for comment

Moved Cr Shadbolt

Seconded Cr Davies

CARRIED 6/0

7.4. STRATEGIC PROJECTS

| | |
|--------------------------------|---|
| FILE REFERENCE: | |
| REPORTING OFFICER: | Caroline Robinson |
| DISCLOSURE OF INTEREST: | Nil |
| DATE: | 16 June 2020 |
| ATTACHMENT NUMBER: | Nil |
| CONSULTATION: | Waste Authority InfraNomics WDC Department of Communications (Fed) |
| STATUTORY ENVIRONMENT: | Nil |
| VOTING REQUIREMENT: | Simple Majority |

COMMENT

Rather than providing an update on strategic projects, the NEWROC EO has summarised the current priorities of the NEWROC, and a summary of the proposed projects and potential funding opportunities. This is an attempt to provide clarity to member Councils regarding NEWROC activities and to forward plan any resources the group or individual members may need to consider at or after the Strategy Day. Additionally, there are some new funding announcements and upcoming closing dates which may place some urgency on decisions.

The current strategic initiatives being worked on by the NEWROC EO:

| Theme | Project | Potential Funding | NEWROC Contribution |
|--------------------|---|---|-----------------------------------|
| Telecommunications | Internet connectivity across a majority of the NEWROC area <i>**Ownership agreement requires clarity to progress</i> | | NEWROC |
| Waste | Improving each member's landfill site and possible inclusion of waste transfer stations <i>**Business case completed</i> | Waste Authority | |
| Energy | Back up power for Telstra during extended outages | Pilot project with Telstra | Potentially 50% cash contribution |
| | And/or Mobile telecommunication towers | Telecommunications Grant (see notes) | |
| | Micro-grids to support towns / business clusters | MICROGRID grant application submitted (unconfirmed outcome) ARENA Energy CRC REDS | \$100K plus |
| IPR | NEWROC Strategic Plan and improving each member's IPR suite of documents | DLG LG Professionals | \$10K NEWROC (Confirmed) |
| Childcare | New service in Wyalkatchem and Koorda. | Lotterywest | Individual Councils |

| | | | |
|--|--|--------------|--------------------------------------|
| | Childcare jobs pool to assist Bencubbin and Beacon | | REED |
| Health | Engagement of previous Kununoppin Medical Scholarship Recipients for a return to the NEWROC communities | Nil required | Already funded |
| NEWROC Governance | Review of MoU and forward direction (in line with IPR Project) <i>**Dependent on strategy day</i> | Nil required | Nil required |
| Additional initiatives suggested by the NEWROC EO | | | |
| Economic Development | Improving the capacity and skill set of Shire staff and CRC's as local economic development practitioners – EDA Elected and Community Leader Stream (as below). Opportunity to create a small team of local practioners to help progress economic development priorities for individual members and NEWROC | REDS | 30% project cost in cash from NEWROC |

These projects are presented as an update and may change in light of the Strategy Day.

RESOLUTION

Information be received

Moved Cr Davies

Seconded Cr Brown

CARRIED 6/0

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

Nil

9. Other Business

Nil

10. 2020 MEETING SCHEDULE

| | | |
|--------------|-----------|----------------------|
| 23 June | Council | Shire of Mukinbudin |
| 28 July | Executive | Kellerberrin |
| 25 August | Council | Shire of Dowerin |
| 29 September | Executive | Shire of Wyalkatchem |
| 27 October | Council | Shire of Wyalkatchem |
| 24 November | Executive | Shire of Trayning |
| 8 December | Council | Shire of Koorda |

11. CLOSURE

Cr Stratford thanked everyone for their attendance and input into the meeting and strategy session. Thanks also to the Shire of Mukinbudin for hosting the day.

The meeting was closed at 3.41pm