



**SHIRE OF MT MARSHALL**

# **MINUTES**

**Notice is hereby given that a Meeting of the  
Economic Development Grant Fund  
Committee was held on Tuesday 13  
October 2020, in Council Chambers, 80  
Monger Street, Bencubbin commencing at  
9.00am.**

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Chairperson

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# **DISCLAIMER**

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

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

John Nuttall  
Chief Executive Officer

**Minutes of the Economic Development Grant Fund Committee Meeting held on Tuesday**  
**13 October 2020**

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**Minutes of the Economic Development Grant Fund Committee Meeting held on Tuesday  
13 October 2020**

**1.0 Declaration of Opening**

Chairman, Cr Tony Sachse declared the meeting open at 9.00 am and welcomed all those present.

**2.0 Record of Attendance and Apologies**

**In Attendance**

Cr ARC Sachse	Committee Member
Cr NR Gillett	Committee Member
Cr TM Gibson	Committee Member
Mr John Nuttall	Chief Executive Officer
Miss Sarah Moug	Economic Development Officer

**Apologies**

Nil

**3.0 Declarations of Interest**

Cr ARC Sachse declared an impartiality interest in item 5.1 being that he is a member and Vice President of the Lake McDermott Catchment Group who has lodged an application to be considered for the Economic Development Grant Fund.

Cr NR Gillett declared an impartiality interest in item 5.1 being that he is a member of the Lake McDermott Catchment Group who has lodged an application to be considered for the Economic Development Grant Fund.

Cr TM Gibson declared an impartiality interest in item 5.1 being that she is a member of both the Beacon Country Club and Beacon Central who have both lodged an application to be considered for the Economic Development Grant Fund.

**4.0 Confirmation of Minutes of Previous Meetings**

**4.1 Minutes of the Economic Development Grant Fund Committee Meeting held on Monday 9 March 2020**

**EDGFC2020/008 OFFICER RECOMMENDATION / COMMITTEE DECISION:**

***That the Minutes of the Economic Development Grant Fund Committee Meeting held on Monday 9 March 2020 be confirmed as a true and correct record of proceedings.***

***Moved Cr TM Gibson***

***Seconded Cr NR Gillett***

***Carried 5/0***

**Minutes of the Economic Development Grant Fund Committee Meeting held on Tuesday  
13 October 2020**

**5.0 Matters for Which Members of the Public to be Excluded**

**EDGFC2020/009 OFFICER RECOMMENDATION / COMMITTEE DECISION:**

***According to Section 5.23(2)(e)(iii) of the Local Government Act 1995 the meeting goes behind closed doors to discuss item 5.1 being that it includes information about the business, professional, commercial or financial affairs of a person.***

***Moved Miss S Moug***

***Seconded Cr NR Gillett***

***Carried 5/0***

Cr ARC Sachse declared an impartiality interest in item 5.1 being that he is a member and Vice President of the Lake McDermott Catchment Group who has lodged an application to be considered for the Economic Development Grant Fund.

Cr NR Gillett declared an impartiality interest in item 5.1 being that he is a member of the Lake McDermott Catchment Group who has lodged an application to be considered for the Economic Development Grant Fund.

Cr TM Gibson declared an impartiality interest in item 5.1 being that she is a member of both the Beacon Country Club and Beacon Central who have both lodged an application to be considered for the Economic Development Grant Fund.

Cr TM Gibson left the meeting at 10.40am.

**5.1 CONFIDENTIAL ITEM Economic Development Grant Fund Applications  
Round 1 – 2020/21 Financial Year**

**EDGFC2020/011 COMMITTEE DECISION:**

***The Economic Development Grant Fund Committee recommend to Council that***

- 1. Beacon Central be awarded \$1,077.72 towards the purchase of catering type equipment for the wildflower tour;***
- 2. Hands on Therapeutic Massage be awarded \$635.18 towards a launch event for the new gifts business;***
- 3. Beacon Country Club be awarded \$986.33 towards the purchase of a shade sail (the Committee feels in line with redefined guidelines Beacon Country Club be classed under commercial stream);***
- 4. Lake McDermott Catchment Group be awarded \$3,635.50 towards the installation of a shelter at Lake McDermott;***
- 5. Beacon Co-Operative not receive any award as their application did not meet the minimum benefit amount;***
- 6. Foley Admin Services be awarded \$3,359.75 towards the purchase of various equipment to set up the “Bubbles and Brew Liquor Store”; and***
- 7. Beacon Silver Chain Branch Committee be awarded \$7,320.00 towards the purchase of a generator for the remote area nurse clinic.***

***Moved Miss S Moug***

***Seconded Cr NR Gillett***

***Carried 4/0***

**Minutes of the Economic Development Grant Fund Committee Meeting held on Tuesday**  
**13 October 2020**

**EDGFC2020/0 COMMITTEE DECISION:**

*That the meeting comes out from behind closed doors at 11.26am*

*Moved Cr NR Gillett*

*Seconded Miss S Moug*

*Carried 4/0*

**6.0 Next Meeting – To be confirmed**

**7.0 Closure of Meeting**

There being no further business the meeting closed at 11.26am.

These Minutes were confirmed by the Committee at its Meeting held on

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Date

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Chairperson

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

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

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

**Council Policy:****Commercial Business**

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

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

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

**Community Groups**

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

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

**Operational Guidelines:**

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

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

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



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

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

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

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

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

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

**Amendment: 2018/2 – 012 March 2018  
2020/4 – 003 – 21 April 2020**

# **SHIRE OF MT MARSHALL**



## **Bush Fire Advisory Committee**

**Minutes of the Mt Marshall Bush Fire Advisory  
Committee meeting held in the Beacon Country  
Club, Lucas St, Beacon on Friday 2 October  
2020, commencing at 3:08pm.**

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Mr Damian Tomas  
Chairman

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**Minutes of the Mt Marshall Bush Fire Advisory Committee Meeting**  
**Held on Friday 2 October 2020**

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- 4. Reports of Officers**
  - 4.1 Regulatory Officer**
- 5. Other Reports**
- 6. General Business**
- 7. Next Meeting – to be advised**
- 8. Meeting Closure**

**Minutes of the Mt Marshall Bush Fire Advisory Committee Meeting**  
**Held on Friday 2 October 2020**

**1.0 Declaration of Opening / Announcement of Visitors**

Mr Damian Tomas welcomed committee members to the meeting and declared the meeting open at 3.08pm.

**2.0 Record of Attendance / Apologies**

**In Attendance**

Mr Damian Tomas	CBFCO / Chair
Mr Garry Huckstep	Deputy CBFCO
Mr Brett Clark	BFCO Wialki
Mr Tim Cashmore	BFCO Cleary
Mr Terry Gobbart	BFCO Gabbin
Mr Shaun Gratte	BFCO Gabbin
Mr John Dunne	BFCO Beacon
Mr Noel Miguel	BFCO / Captain Beacon VESU
Mr Brandon Lancaster	BFCO Beacon
Mr Tony Sachse	BFCO / Captain Welbungin BFB
Mr Ben Sachse	BFCO Welbungin
Mr Daniel Spencer	BFCO Bencubbin
Mr Jack Walker	BFCO / Regulatory Office

**Apologies**

Mr Daniel Hendriksen	DFES Area Manager
Cr Stuart Putt	BFCO Welbungin / Councillor
Mr Craig Walker	BFCO Welbungin
Mr Steven Kett	BFCO Gabbin

**3.0 Confirmation of Minutes**

**3.1 Minutes of the Mt Marshall Bush Fire Advisory Committee Meeting held Friday 11 October 2020**

**BFAC2020/001 OFFICER RECOMMENDATION / COMMITTEE DECISION:**

***That the minutes of the Mt Marshall Bush Fire Advisory Committee meeting held on Friday 11 October 2020 be confirmed as a true and correct record of proceedings.***

***|Moved Mr John Dunne***

***Seconded Mr Noel Miguel***

***Carried 13/0***

## **4.0 Reports of Officers**

### **4.1 Regulatory Officer**

#### **4.1.1 Information for the Committee**

##### **Bush Fire Control Officers**

- In May 2020 as a result of completing bush fire control officer training nine (9) new Bush Fire Control Officers were appointed.
- I have made an application to DFES requesting four (4) additional WAERN radios, 1 for Noel Miguel as Noel is also the Captain of the Beacon VESU, 1 for Shaun Gratte as there is no radio communications north of Gabbin, 1 for Stuart Putt, north Welbungin and 1 for a Shire vehicle.

##### **2020/2021 Replacement Program and Indicative Program to 2026**

- We still await the arrival of the Welbungin 4.4 broad acre. I have been advised that a "Roadshow" will take place when the new appliances have been built. Some cab / chassis were delayed due to COVID – 19.
- We have been advised that the Gabbin light tanker due for replacement this year will be replaced by a 4.4 dual cab 4.4 broad acre.
- As we have chosen the Isuzu for Welbungin there should be an opportunity to choose what cab/chassis you want for Gabbin. Might be a good idea to make a note in general business.
- When the Wialki appliance becomes due for replacement it has also been requested that it be replaced with a 4.4 broad acre.
- It has also been requested that a light tanker be stationed at Bencubbin as the Gabbin light tanker will be upgraded.
- With new fire appliances being larger it has also been suggested to DFES that some fire sheds will require an upgrade. I have suggested Welbungin and Gabbin for 2021/2022. The majority of sheds these days, besides room for your fire appliance, include a general purpose room and toilet.
- My wish list also included a new fire shed for Bencubbin and Tampu. If we were to be successful for a new fire shed for Bencubbin it would mean that Council would be required to supply the land, one suggestion put forward was for the Shire to purchase one of the vacant blocks on the Koorda – Bullfinch Road next to the seed cleaning works. A shed for the Tampu light tanker would mean purchasing some land from one of the farmers and having separate title.

##### **Honours and Rewards - Bush Fire Service Medallion and Medal**

- Last year Shire staff became aware that DFES and the Volunteer Association had created a new Bush Fire Service Medallion (5 years) and Service Medal (10 years plus) for its volunteers. After consulting with local brigade members Shire staff with assistance from DFES staff nominated all brigade members who met the criteria to receive due recognition by way of a medallion or medal.
- Unfortunately, as Beacon is now administered by DFES all service awards for their members need to be done by its administration. Medals and medallions

**Minutes of the Mt Marshall Bush Fire Advisory Committee Meeting**  
**Held on Friday 2 October 2020**

have been received and will be presented at a ceremony hosted by the Shire. The date of the presentation ceremony will be Tuesday 20<sup>th</sup> October 2020. DFES staff and Mr Dave Gossage, President of the Volunteer Bush Fire Brigade Association have been invited to attend.

**Automated External Defibrillators (AED's)**

- The Shire has received five (5) AED's as part of a state-wide rollout by DFES for every fire appliance. Although they are relatively easy to use, I have asked our area manager to provide some training prior to them being placed in fire appliances.

**WA Recovery Plan – Bush Fire Brigade Water Tank Initiative**

- DFES has been provided with \$2.0 million over two years for the provision of water tanks at existing bush fire facilities. Shire staff have submitted an application for a 50,000 litre water tank for Wialki.

**Fire Appliances**

- All fire appliances are in the process of being serviced or have been serviced.

**Fire Permits**

- I was going to suggest that we consider extending the issue time for permits out to three days, from one day, but looking at some of the crops it might be best left as is for this year.

**Retirement**

- I have decided it is time to retire from local government effective from Friday 30 October 2020. I did indicate that I would remain a Bush Fire Control Officer and Fire Weather Officer.
- The CEO and current CSO, Meg Wyatt will be taking over all firefighting responsibilities.

**BFAC2020/002 OFFICER RECOMMENDATION / COMMITTEE DECISION:**

***That the report be received by the committee***

***Moved Mr D Tomas***

***Seconded Mr G Huckstep***

***Carried 13/0***



## **5.0 Other Reports**

### **5.1 Chief Bush Fire Control Officer – Mr Damian Tomas**

- Potential for an above average fire season in some areas of the Shire.
- Very little weed spraying done on major sealed roads and therefore the road verges are a potential fire hazard.
- Reminder that PPE is to be worn on the fire ground.
- Reminder that back burning is a last resort and can only be carried out with the approval of the person in charge of the fire.

### **5.2 Deputy Chief Bush Fire Control Officer – Mr Garry Huckstep**

- Old firebreak at the end of Stone road, access has been blocked.
- Still concerned that there are no restrictions to campfires at Billiburning.

### **5.3 Bush Fire Control Officer – Beacon**

- Plenty of Paterson's Curse on road verges

### **5.4 Bush Fire Control Officer – Wialki**

- Who is responsible for weed control on railway reserves?

### **5.5 Bush Fire Control Officer – Cleary**

- Nil

### **5.6 Bush Fire Control Officer – Gabbin**

- Nil

### **5.7 Bush Fire Control Officer – Welbungin**

- 5 new BFCO's appointed from the Welbungin Brigade.

### **5.8 Bush Fire Control Officer – Bencubbin**

- Ranger has been inspecting blocks in Bencubbin
- Vey heavy fuel loads in and around Bencubbin

### **5.9 Department of Fire & Emergency Services**

- Nil

### **5.10 Police**

- Nil

**Minutes of the Mt Marshall Bush Fire Advisory Committee Meeting**  
**Held on Friday 2 October 2020**

**BFAC2020/003 OFFICER RECOMMENDATION / COMMITTEE DECISION:**

*That all reports be received by the committee*

***Moved Mr B Clark***

***Seconded Mr T Cashmore***

***Carried 13/0***

## **6.0 General Business**

### **6.1 Camp Fire Restrictions**

As a result of the concerns regarding no campfire restrictions at Billiburning Rock the following recommendation was introduced

#### **BFAC2020/004 OFFICERS RECOMMENDATION / COMMITTEE DECISION**

***That a suitable sign no smaller than 1200 x 400 be installed at Billiburning Rock stating that campfires are prohibited between the months of October to March.***

***Moved Mr J Dunne***

***Seconded Mr G Huckstep***

***Carried 13/0***

## **7.0 Next Meeting – to be advised**

To be advised – after school holidays

## **8.0 Closure of Meeting**

There being no further business the meeting closed at 4.37 pm

These Minutes were confirmed at the Bush Fire Advisory Committee Meeting held on

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Date

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Mr Damian Tomas

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Chair

# WALGA Quarterly Overview Report

## 2020 Q3 (July - September)



### Shire of Mount Marshall

This edition of the Quarterly Report includes the Preferred Supplier Program (PSP) Annual Report for 2019/2020, outlining expenditure and savings through WALGA Preferred Supplier Arrangements.

The report is in a revised format that provides an overview of your Local Government's purchasing activity according to category, and the potential opportunity cost of publicly tendered work. Across some 39 categories and with nearly 1200 suppliers, the program provides Members significant financial and administrative benefits including tender exemption, risk mitigation, contractual protection and the confidence of completed due diligence when engaging Preferred Suppliers; and the best available pricing as a contractual requirement of pre-qualified companies. Across the 2019/20 Financial Year, \$380 million in purchasing was conducted through the PSP, delivering estimated savings of \$38 million across the sector.

The program is undergoing a remodel, with existing PSPs being transitioned into 11 key activity areas between now and the end of 2020/21 financial year, accompanied by legally revised and streamlined Conditions of Contract.

#### MEMBER SERVICES



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

#### PROCUREMENT SAVINGS

Through use of WALGA's Preferred Supplier Arrangements, the Shire of Mount Marshall have achieved **\$67,142** savings in 2019/20 as a conservative estimate across expenditure of \$980,511.

Further detail on procurement activity by individual category is outlined in the attached Preferred Supplier Program Annual Report.

#### LGMAP USER UPDATE

LGmap subscribers received information via email and through WALGA's Environment Platform on the completion of scheduled data updates, new datasets

and instruction on the latest functionality extension.

#### SECTOR ADVOCACY

##### DRAFT STATE PLANNING POLICY REVIEW

As a member of the Steering Group development of the State Planning Policy relating to water, WALGA reviewed an early draft of the Policy.

##### NATIONAL RESILIENCE AND ADAPTATION WORKSHOP

In July, WALGA represented the sector on a high level round table to provide input into the Australian Academy of Science project 'Securing Australia's Future: Enabling Resilience and Adaption'. The project is focused on reform of climate adaptation and the urgent need to reduce greenhouse gas emissions.

##### CLIMATE RESILIENT COUNCILS

WALGA manages the Natural Disaster Resilience Program funded project, which aims to strengthen Local Governments' climate resilience to the impacts of climate change — fires, floods, and heat waves. Completion of Stage 1 of the project included an overall summary report and Local Government-

specific reports into climate change responses, which have been provided to Members.

In July, WALGA hosted a webinar to begin Stage 2, which will respond to the gaps, barriers and opportunities for Local Governments to implement climate change actions. Future activities include: training and expert sessions, the development of key templates and guidelines, and supporting peer-to-peer learning opportunities.

##### WILDFLOWER FRIENDLINESS RATING

Following discussions with WALGA representatives in August, the Office of the Minister for Tourism, Hon Paul Papalia MLA revised the criteria used to assess Local Governments participating in the Wildflower Friendliness Program which was launched by the Minister in September 2019. The program aims to recognise Local Governments that effectively manage roadsides and nature reserves to maintain their biodiversity and tourism value, and take active steps to promote these areas. Local Governments with a verified 4-5 Star Rating will receive additional exposure from Tourism WA, above the agency's

# WALGA Quarterly Overview Report

## 2020 Q3 (July - September)



normal promotion, to highlight wildflowers on roadside verges.

### MEETINGS AND EVENTS

#### WALGA REGIONAL ROAD GROUP (RRG) MEETINGS

The RRGs make recommendations to the State Advisory Committee (SAC) in relation to the Annual Local Government Roads Program for their Region and any other relevant issues.

The Shire of Mount Marshall participated in the following RRG meeting this quarter:

~ Wheatbelt North RRG Meeting

WALGA staff attend RRG meetings to provide executive support and advice.

#### COVID-19 STATE BRIEFING TO SECTOR WEBINARS

As key partners in the response to COVID-19, the sector received briefings on the most recent advice from the Commonwealth and State Government. Mayors, Presidents and Local Government CEOs were able to attend the webinars which featured a number of other presenters, including: Federal Minister for Regional Health, Regional Communications and Local Government,

the Hon Mark Coulton MP; Minister for Local Government, Hon David Templeman MLA; Chair of the Local Government Review Panel, David Michael MLA; State Recovery Controller, Sharyn O'Neill; US Consul General, David Gainer and Valuer General, Lester Cousins.

6 Representatives from your Council attended 4 of the 5 briefings held between July and September.

#### LOCAL GOVERNMENT FORUM ON INFORMATION SYSTEMS

This forum was held on Thursday, 24 September to facilitate discussion following the WA Auditor General's first report into Information Systems within Local Government. Ten Local Government entities participated in the audit, with report findings suggesting significant improvement is required in this area. Speakers from the OAG, City of Kalamunda and Managed IT shared their perspectives with Local Government.

#### BREAKFAST WITH PAUL HASLEBY

As part of the events around the 2020 WALGA AGM, WALGA hosted a

breakfast with the former leading Fremantle Dockers player, former coach of South Fremantle Football Club (WAFL), sports broadcaster, Paul Hasleby.

2 participants from the Shire of Mount Marshall attended.

#### 2020 POLITICAL FORUM

This event involved an audience of approximately 250 Local Government Chief Executive Officers, Mayors, Presidents (or their Deputies), and was designed for attendees to get an understanding of the various party policies and platforms. Facilitated by journalist Liam Bartlett, speakers included WA Premier Hon Mark McGowan; Leader of the Opposition Hon Liza Harvey; Leader of the Nationals WA Hon Mia Davies and Minister for Local Government Hon David Templeman MLA.

2 participants from the Shire of Mount Marshall attended.

#### 2020 WALGA AGM

Nearly 350 delegates were registered for this year's AGM, held on Friday, 25 September alongside a political forum,

guest speaker breakfast and awards lunch. 31 Local Government Elected Members and Officers received a Local Government Honours Award, with Shire of East Pilbara President Cr Lynne Craigie OAM recognised for her exceptional service to the Local Government sector with a Local Government Medal.

2 participants from the Shire of Mount Marshall attended the AGM.

### RESOURCES

#### LOCAL GOVERNMENT ECONOMIC IMPACT ANALYSIS

WALGA analysed publicly available data to determine the impact of COVID-19 on each Local Government Area's economy. A tailored information pack, outlining the results of the analysis for each Local Government Area, was provided to each Local Government CEO, and to Councillors upon request. The information contained within the analysis can be used to inform Local Government decision making and planning, including the development of COVID-19 Local Recovery Plans and initiatives.

# WALGA Quarterly Overview Report

## 2020 Q3 (July - September)



### CONTACTS

**Chief Executive Officer**

Nick Sloan  
9213 2025

**Executive Manager****Strategy, Policy & Planning**

Mark Batty  
9213 2078

**Executive Manager****Commercial & Communications**

Zac Donovan  
9213 2038

**Executive Manager****Governance and  
Organisational Services**

Tony Brown  
9213 2051

**Executive Manager****Infrastructure**

Ian Duncan  
9213 2031



# Preferred Supplier Program Annual Report

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2019/20



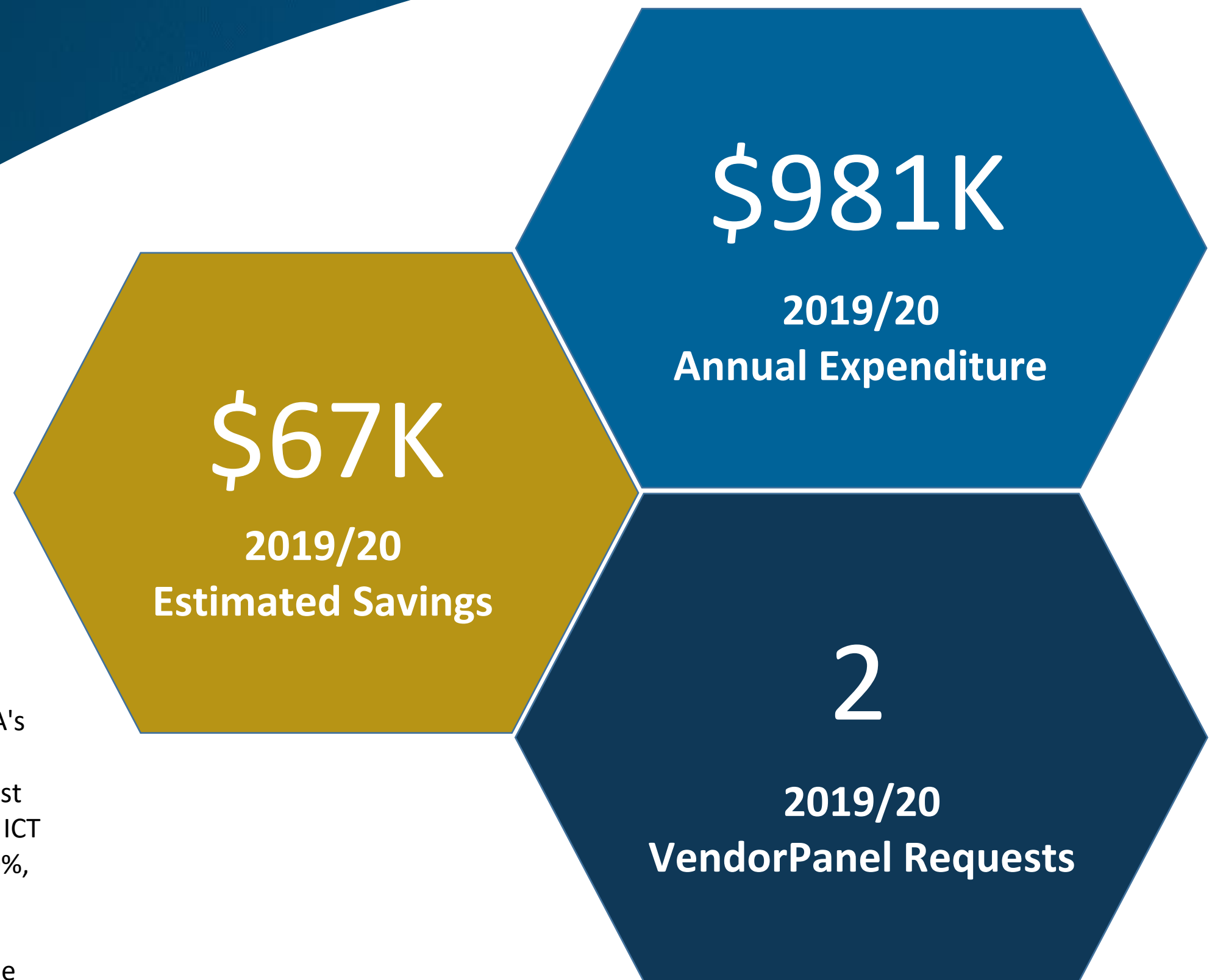
Shire of Mount Marshall

# Executive Summary

## Shire of Mount Marshall

In the 2019/20 Financial Year, the Shire of Mount Marshall reduced its expenditure through WALGA's Preferred Supplier Program (PSP) by 46%. The Infrastructure & Civil Category captured the largest expenditure for the Shire totalling \$661K and the ICT Category did see an increase in expenditure of 80%, to the value of \$28K.

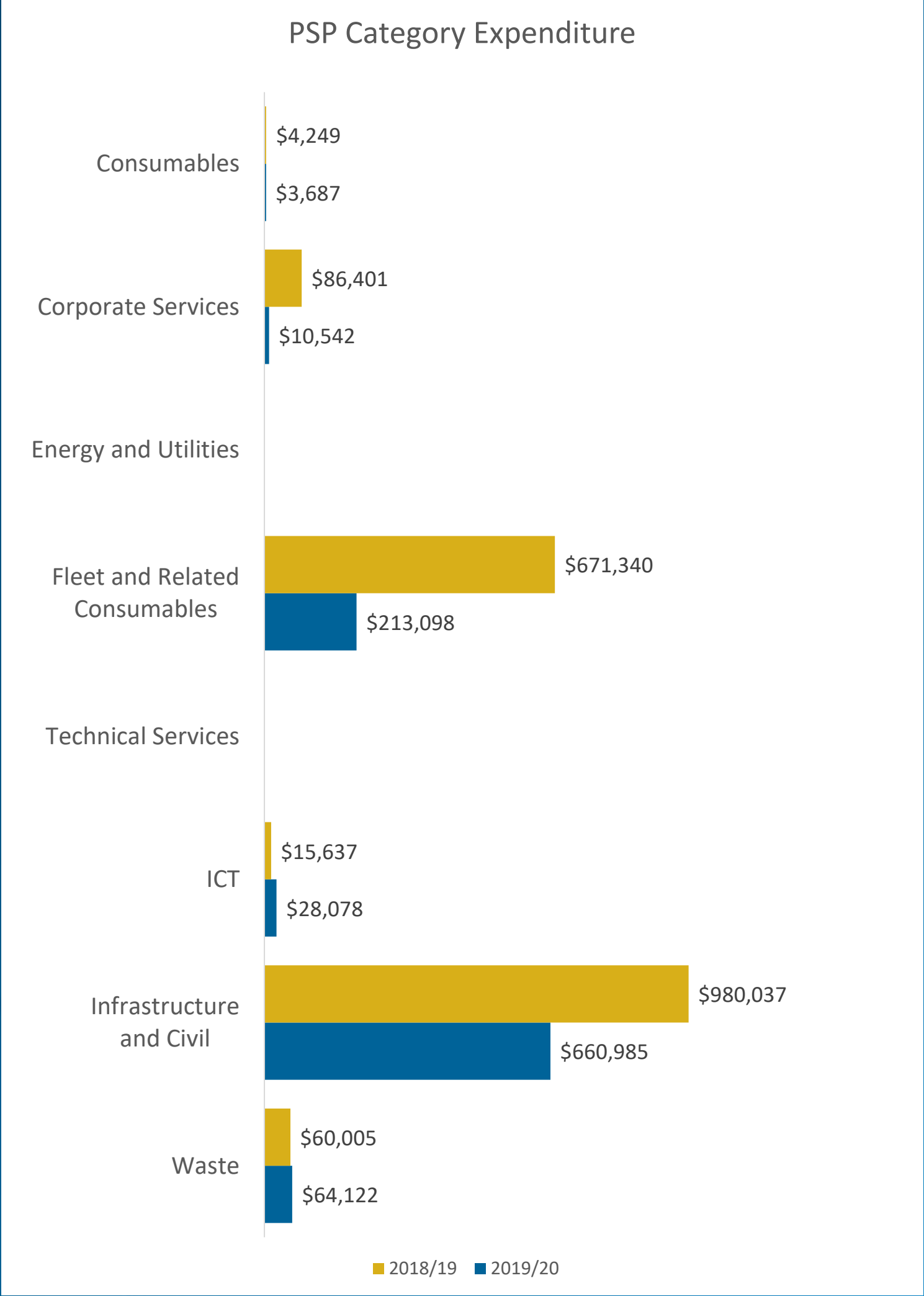
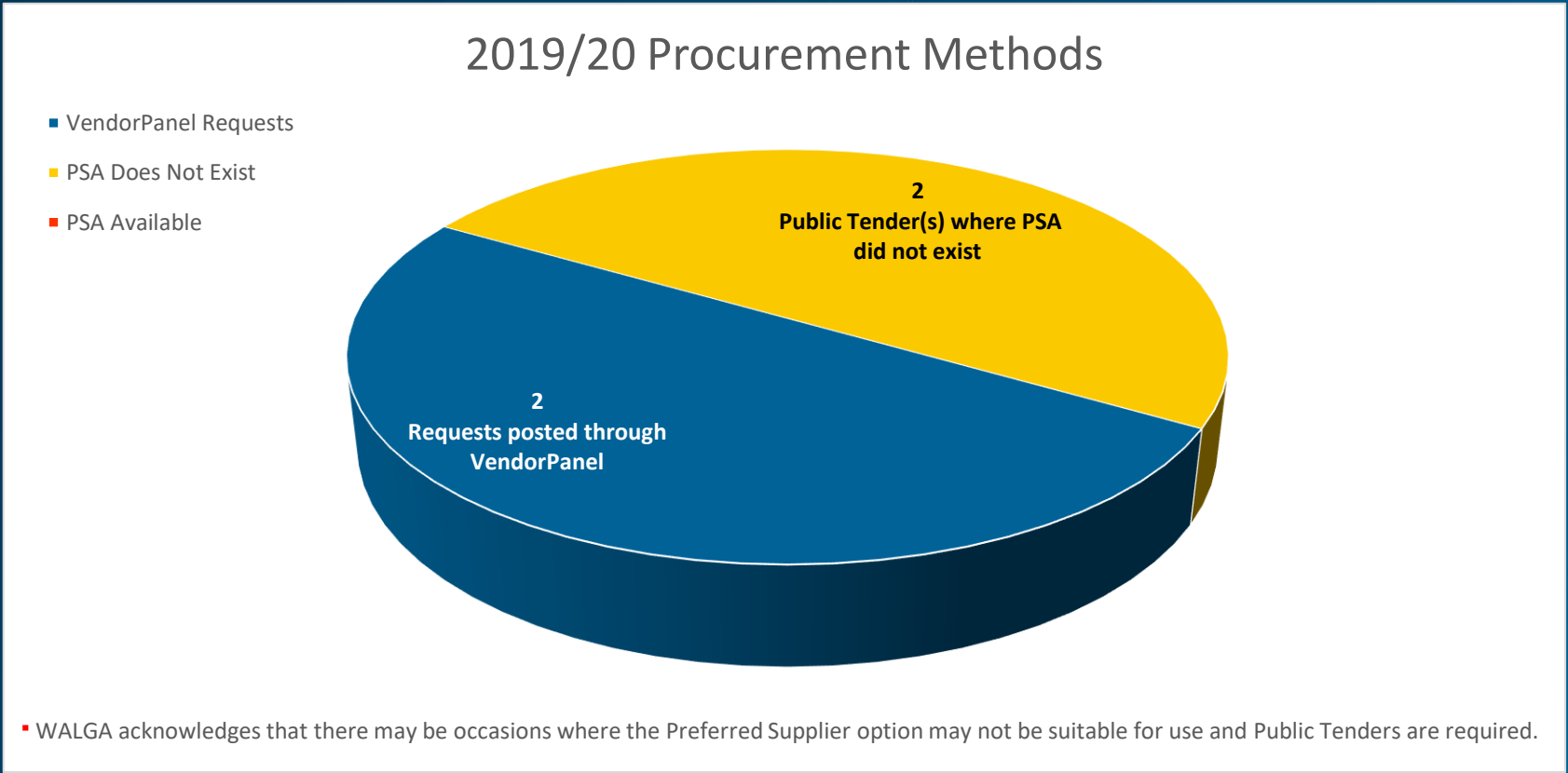
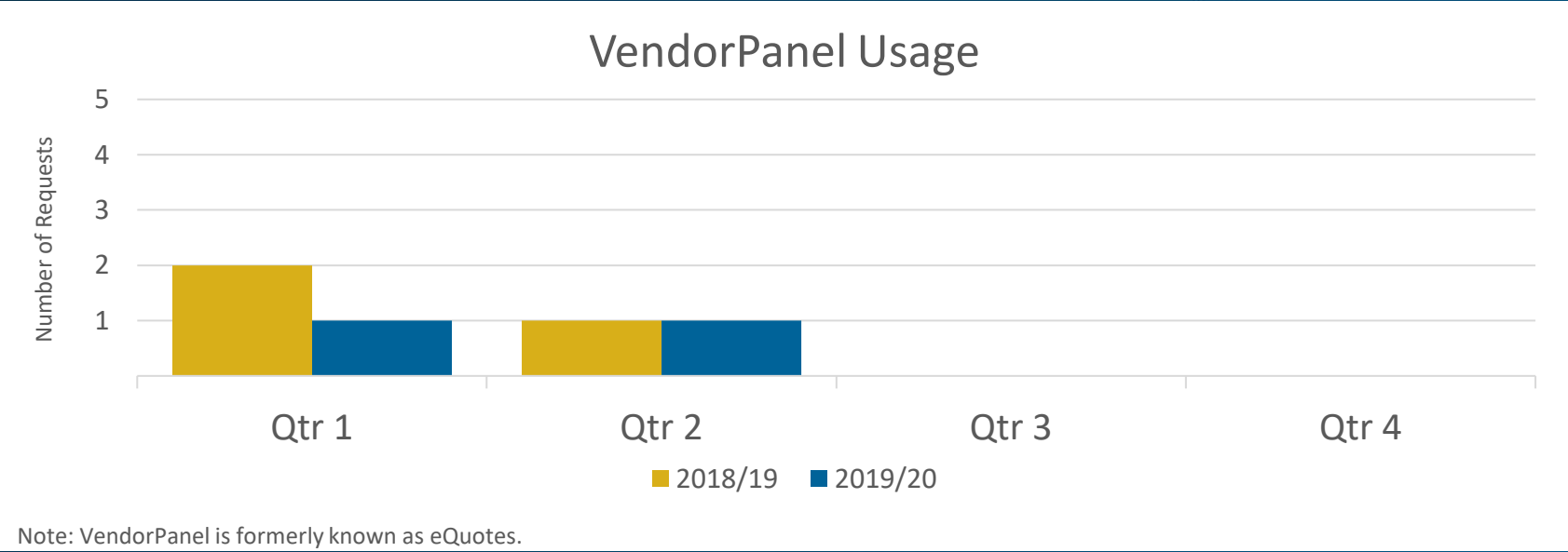
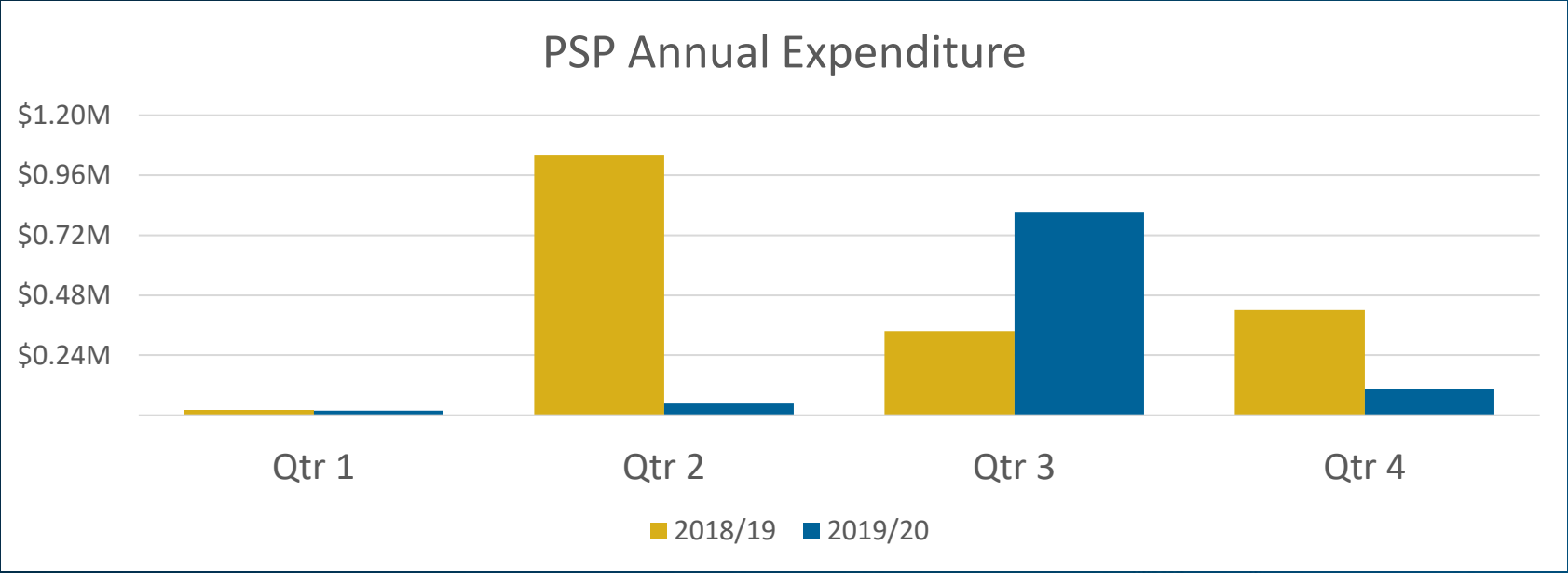
The Shire of Mount Marshall through its use of the PSP has achieved estimated savings of \$67K. Additional benefits can also be seen through a reduction in administrative activities, contract management and risk mitigation.





# Preferred Supplier Program Summary

## Shire of Mount Marshall



No Public Tenders, where PSA was available, were advertised in the past Financial Year

# Preferred Supplier Program

Shire of Mount Marshall

2018/19 Financial Year

2019/20 Financial Year

Preferred Supplier Programs	Expenditure	Retail Cost	Expenditure	Retail Cost	Estimated Savings	Expenditure Variance
Consumables						
Corporate Wardrobe	\$ 464	\$ 562	\$ 711	\$ 860	\$ 75	53.17% ▲
General Hardware	\$ 597	\$ 664	\$ 68	\$ 76	\$ 4	88.53% ▼
Library Services (Stocks and Supplies)	\$ -	\$ -	\$ -	\$ -	\$ -	-
Office Products & Workplace Solutions	\$ 3,179	\$ 4,493	\$ 2,907	\$ 4,108	\$ 601	8.56% ▼
Workwear and Personal Protective Equipment (PPE)	\$ 9	\$ 11	\$ -	\$ -	\$ -	100% ▼
Consumables Total	\$ 4,249	\$ 5,729	\$ 3,687	\$ 5,045	\$ 679	13.24% ▼
Corporate Services						
Audit & Compliance Services	\$ -	\$ -	\$ -	\$ -	\$ -	-
Call Centre Management Services	\$ -	\$ -	\$ -	\$ -	\$ -	-
Financial Services	\$ -	\$ -	\$ 2,016	\$ 2,318	\$ 151	100% ▲
Fuel Tax Rebates	\$ 5,266	\$ 5,266	\$ -	\$ -	\$ -	100% ▼
Group Advertising Services	\$ 332	\$ 357	\$ 1,107	\$ 1,274	\$ 167	>100% ▲
Legal & Debt Management Services	\$ 80,273	\$ 89,041	\$ 4,500	\$ 4,992	\$ 246	94.39% ▼
Marketing and Media Services	\$ 530	\$ 629	\$ 2,920	\$ 3,466	\$ 273	>100% ▲
Temporary Labour & Recruitment Services	\$ -	\$ -	\$ -	\$ -	\$ -	-
Corporate Services Total	\$ 86,401	\$ 95,293	\$ 10,542	\$ 12,049	\$ 837	87.80% ▼
Energy and Utilities						
Energy Services	\$ -	\$ -	\$ -	\$ -	\$ -	-
Energy and Utilities Total	\$ -	\$ -	\$ -	\$ -	\$ -	-
Fleet and Related Consumables						
Agricultural & Turf Machinery & General Power Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	-
Fuel (Bulk), Fuel Cards, Oils & Lubricants	\$ -	\$ -	\$ -	\$ -	\$ -	-
Plant Machinery Equipment	\$ 671,340	\$ 682,659	\$ -	\$ -	\$ -	100% ▼
Sweeping Equipment (Specialised Trucks and Bodies)	\$ -	\$ -	\$ -	\$ -	\$ -	-
Trucks	\$ -	\$ -	\$ 213,098	\$ 262,685	\$ 24,794	100% ▲
Tyres, Tubes & Associated Services	\$ -	\$ -	\$ -	\$ -	\$ -	-
Fleet and Related Consumables Total	\$ 671,340	\$ 682,659	\$ 213,098	\$ 262,685	\$ 24,794	68.26% ▼
Technical Services						
Natural Area Management and Environmental Consulting Services	\$ -	\$ -	\$ -	\$ -	\$ -	-
Town Planning and Related Services	\$ -	\$ -	\$ -	\$ -	\$ -	-

Preferred Supplier Program  
Shire of Mount Marshall

2018/19 Financial Year			2019/20 Financial Year			
Preferred Supplier Programs	Expenditure	Retail Cost	Expenditure	Retail Cost	Estimated Savings	Expenditure Variance
Technical Services Total	\$ -	\$ -	\$ -	\$ -	\$ -	-
ICT						
Business Systems Software and Services	\$ 15,500	\$ 16,927	\$ -	\$ -	\$ -	100% ▼
CCTV, Security Systems & Services	\$ -	\$ -	\$ -	\$ -	\$ -	-
ICT Products & Services	\$ 137	\$ 152	\$ 9,012	\$ 9,991	\$ 489	>100% ▲
Library Services (LMS and RFID)	\$ -	\$ -	\$ -	\$ -	\$ -	-
Microsoft Arrangement	\$ -	\$ -	\$ -	\$ -	\$ -	-
Telecommunication Services	\$ -	\$ -	\$ 19,066	\$ 30,506	\$ 5,720	100% ▲
ICT Total	\$ 15,637	\$ 17,079	\$ 28,078	\$ 40,496	\$ 6,209	79.56% ▲
Infrastructure and Civil						
Asset Management Consulting Services	\$ -	\$ -	\$ -	\$ -	\$ -	-
Engineering Consulting Services	\$ 11,732	\$ 12,656	\$ -	\$ -	\$ -	100% ▼
Parks & Gardens Goods & Services	\$ -	\$ -	\$ 9,070	\$ 9,720	\$ 325	100% ▲
Road Building Contractors, Materials & Related Services	\$ 954,194	\$ 1,049,613	\$ 632,738	\$ 696,012	\$ 31,637	33.69% ▼
Signs and Related Equipment	\$ 14,111	\$ 15,484	\$ 19,177	\$ 21,043	\$ 933	35.90% ▲
Infrastructure and Civil Total	\$ 980,037	\$ 1,077,753	\$ 660,985	\$ 726,775	\$ 32,895	32.56% ▼
Waste						
Hazardous & Emergency Event Services	\$ -	\$ -	\$ -	\$ -	\$ -	-
Mobile Garbage Bins	\$ -	\$ -	\$ -	\$ -	\$ -	-
Used Oil	\$ -	\$ -	\$ -	\$ -	\$ -	-
Waste Collection Goods and Services	\$ 60,005	\$ 63,238	\$ 64,122	\$ 67,577	\$ 1,727	6.86% ▲
Waste Total	\$ 60,005	\$ 63,238	\$ 64,122	\$ 67,577	\$ 1,727	6.86% ▲
Total	\$ 1,817,669	\$ 1,941,752	\$ 980,511	\$ 1,114,628	\$ 67,142	46.06% ▼
<b>Assumptions and Buyers Tips</b> 1. ‘Estimated Savings’ and ‘Retail Cost’ represents an amount representing a fair and reasonable figure in recognition that members can obtain discounts in their own right. 2. Additional benefits can also be seen through a reduction in administrative cost and activities, contract management, risk mitigation and a streamlined quotation processes. 3. Preferred Supplier pricing (where available) can be obtained as commercial in confidence information by logging into eQuotes (www.vendorpanel.com.au). 4. Preferred Supplier Arrangement pricing is based on sector-wide expenditure and all Preferred Suppliers are contractually required to provide their best rates exclusively through the WALGA Arrangements. 5. WALGA members can use the tender exempt nature of Preferred Supplier Arrangements to negotiate optimal ‘value for money’ outcomes. 6. WALGA acknowledges in some instances a PSA may have been available but not practical for the required Public Tender.			<b>Notes:</b> 1. Audit Services has been updated and renamed to Audit & Compliance Services. 2. Office Products & Workplace Solutions is the amalgamation of both the Office & Workplace Furniture & Fitout and Office and Workplace Supplies panels. 3. Operating Lease & Financial Solutions has been updated and renamed Financial Services. 4. The Legal Services and Debt Management Panels has merged to form the Legal & Debt Management Services panel. 5. Temporary Personnel Services has been updated and renamed toTemporary Labour & Recruitment Services. 6. Security Systems & Services has been updated and renamed to CCTV, Security Systems & Services. 7. ICT and Related Services has been updated and renamed to ICT Products & Services 8. Tyres, Tubes and Automotive and Marine Batteries has been updated and renamed to Tyres, Tubes & Associated Services 9. Data is accurate as of 24th August 2020			
<b>Contact Details</b> P: (08) 92013 2505 E: <a href="mailto:preferredsupplier@walga.asn.au">preferredsupplier@walga.asn.au</a>						

### Remodelling of WALGA Preferred Supply

Dating back 25 years, to the advent of the current Local Government Act, the “Council Purchasing Services” was given a regulatory reference to provide for centralised procurement across the sector. Operating for the past 20 years as WALGA’s Preferred Supplier Program, it is no under-estimation to say that hundreds of millions of dollars of purchase and process savings have resulted for the sector during this time.

Last year alone the Preferred Supplier base of more than 1,200 suppliers delivered \$380 million of goods, services and works to WALGA Members, and quantifiable savings of \$30.8 million were measured.

Over the past year a review of the WALGA Preferred Supplier program has taken place, coinciding with an independent audit by Deloitte, a restructuring of WALGA, and a change in the Tender Threshold. Pending changes to the Local Government Act and the Local Government Review Panel report recommendations are a further catalyst for change.

As a result, WALGA is currently rebuilding its entire Preferred Supplier Program. Between now and June 2021 a new structure will be implemented to modernise the Preferred Supplier contracts, recognising the need to provide greater agility, ease of access, and broader market reach.

Key features of the new Preferred Supplier Program are as follows;

- WALGA has undertaken a legal review and redrafting of its Panel Contract Terms and Conditions. The contracts have been simplified. A new set of General Procurement Conditions has been drafted with the intent that WALGA Members can issue a purchase order against the Contract number for a significant volume of their Preferred Supplier transactions. Where there is a need for flexibility to agree on departures, additional annexures are still retained.
- WALGA is reducing the number of Preferred Supplier Panels from 38 to 11. The subcategories are being reclassified and consolidated into 11 Panels for ease of access and to reduce ambiguity about which Contract should be selected in a quotation environment. The 11 Panels will be as follows;
  - Information and Communications Technologies
  - Engineering, Environmental and Technical Consultancy
  - Professional Consultancy Services
  - Financial and Corporate Services
  - Leisure, Cultural and Community Services
  - Fleet
  - Waste and Energy
  - Workplace Goods and Services
  - Roads, Infrastructure and Depot Services
  - Parks and Gardens
  - Temporary Labour and Recruitment

The scope of services for each category within the above contracts is being reviewed and consolidated.

- Rolling two year Contract terms for prequalification will be introduced. A new process for supplier review and due diligence will be undertaken at the end of each Contract term.
- Through tendering and reviewing Contracts a greater focus will be placed on the assessment of quantifiable Value For Money offers from the market.
- The program will engage in enhanced analytics and reporting.
- WALGA is no longer running Tenders for Members, but has established a new Panel for the delivery of Tender Management Services. The WALGA team will however continue to support and facilitate access to Preferred Supplier Contracts as a Member benefit.
- Most importantly, WALGA has established a new Commercial Management team that will have an increased focussed on Member engagement with Local Government buyers. This additional support will support awareness of the Preferred Supplier program and its benefits through the sector and will represent the Preferred Supplier value proposition to the market.

WALGA acknowledges sector support for the Preferred Supplier medium and values the collective Member use of the program, without which aggregated supply opportunities and leveraged market savings could not be derived.

For further information about changes to the WALGA Preferred Supplier Program please email [commercialdevelopment@walga.asn.au](mailto:commercialdevelopment@walga.asn.au)

**CHIEF EXECUTIVE OFFICER - JOHN NUTTALL**

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2020/9-006 Sept 2020	That Council direct the Chief Executive Officer to write to NEWROC confirming that Mt Marshall is in favour of option 4a on the information currently presented and would support more detailed investigation of this option.	Complete		
2020/9-004 Sept 2020	That Council: 1. Formally accept the draft NEWROC Memorandum of Understanding 2. Authorise the use of the common seal to execute the NEWROC Memorandum of Understanding	Complete		
2020/7-008 July 2020	That Council: 1. Subject to Clause 3 (1) Contract for Building Maintenance Services endorse taking up the option of a further three (3) year contract with ICS Carpentry 2. Subject to Clause 3 (1) Contract for Building Maintenance Services agree the following table of rates: See Minutes for rates 3. Direct the Chief Executive Officer to arrange for a new contract to be drawn up reflecting the above resolutions and arrange for the contract to be executed including the use of the common seal if necessary	Complete		

## CHIEF EXECUTIVE OFFICER - JOHN NUTTALL

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2020/7-007 July 2020	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Subject to section 3.58 Local Government Act 1995, and with regard to the valuation provided and the lack of public submissions resolve to dispose of the land at Lot 40 Monger Street, Bencubbin by way of transfer to Bencubbin Truck N Auto at \$0. This transfer be on the basis that Bencubbin Truck N Auto be responsible for all costs relating to the transfer.</li> <li>2. Direct the Chief Executive Officer to arrange the necessary documentation to effect the transfer of Lot 40 Monger Street, Bencubbin from the Shire of Mt Marshall to Bencubbin Truck N Auto, and authorise that documentation be executed including use of the common seal if necessary.</li> </ol>	Ongoing	Awaiting on settlement.	October 2020
2020/6-006 June 2020	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Confirm the 'in principal' commitment of the Shire of Mt Marshall to the NEWHealth Scheme</li> <li>2. Direct the Chief Executive Officer to liaise with the NEWROC Chief Executive Officers to prepare a revised NEWHealth Scheme Memorandum of Understanding</li> <li>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.</li> </ol>	Ongoing	<p>Full NEWHealth meeting held 14 July. Situation being referred to NEWROC.</p> <p>Discussions Ongoing</p>	

<b>CHIEF EXECUTIVE OFFICER - JOHN NUTTALL</b>				
<b>REF</b>	<b>DECISION</b>	<b>STATUS</b>	<b>COMMENT</b>	<b>ESTIMATED COMPLETION</b>
2020/3-009 March 2020	That Council: 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	Delayed due to COVID-19 crisis.  Will undertake further work in the near future.  Awaiting confirmation of a meeting date with Western Power.  Meeting was held in August 2020 and potential solutions discussed.	
		Complete	Awaiting Western Power to provide further details.	



[illegible]

## CHIEF EXECUTIVE OFFICER - JOHN NUTTALL

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2018/11-004 December 2018	<p>That Council accept the offer from Water Corporation of the transfer of ownership from the Water Corporation to the Shire of Mt Marshall of the following AA Dams:</p> <ul style="list-style-type: none"> <li>• Warkutting Tank</li> <li>• Gabbing Tank</li> <li>• Marindo Rocks</li> <li>• Beebeegnying Tank</li> <li>• Sand Soak Dam</li> <li>• Snake Soak Dam</li> </ul>	Ongoing	<p>Application made to the Department of Lands regarding Snake Soak Dam.</p> <p>Awaiting Native Title Clearance</p>	
2017/022 February 2017	<p>That:</p> <ol style="list-style-type: none"> <li>1. Council Acknowledge an historic equity imbalance in the provision of facilities between the towns of Beacon and Bencubbin;</li> <li>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;</li> <li>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</li> <li>4. That any agreed infrastructure development program and volunteer support program be incorporated into the Shire's Community Strategic Plan</li> </ol>	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
2020/8-011 August 2020	<p>That Council approve, under the Local Planning Scheme No. 3, partial change of use to Liquor Store at Lot 41 (No. 31) Monger Street, Bencubbin, subject to the following condition(s):</p> <ol style="list-style-type: none"> <li>1. This approval relates only to the development as indicated on the approved plans. It does not relate to any other development on this lot and must substantially commence within four years from the date of this decision letter.</li> <li>2. Prior to the issue of a building permit, a Business Management Plan is to be submitted and approved to the satisfaction of the Shire of Marshall, including, but not limited to the following: <ul style="list-style-type: none"> <li>• Delivery management plan.</li> <li>• The number of employees for the business.</li> </ul> </li> <li>3. The business shall operate in accordance with the approved business management plan thereafter. Any amendments to the management plan shall be submitted to, and approved by the Shire of Marshall, prior to implementing the amended management plan.</li> <li>4. Where any of the preceding conditions has a time limitation for compliance, if any condition is not met by the time requirement within that condition, then the obligation to comply with the requirements of any such condition (other than the time limitation for compliance specified in that condition), continues whilst the approved development continues.</li> </ol>	<b>Complete</b>	<b>Outcome communicated (Notice of Determination)</b>	

ENVIRONMENTAL HEALTH OFFICER – PETER TOBOSS				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2018/10-019 November 2018	<p>That Council direct the Chief Executive Officer to:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> </ol>	<b>Complete</b>	<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. 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> <p><b>Owner has been identified. Property remains unoccupied so no additional input from Officers at this time (Oct 2020). Will be monitored</b></p>	Ongoing.

<b>REGULATORY OFFICER – JACK WALKER</b>				
<b>REF</b>	<b>DECISION</b>	<b>STATUS</b>	<b>COMMENT</b>	<b>ESTIMATED COMPLETION</b>
<b>2020/9-014 Sept 2020</b>	<p><b>Officer's Recommendation 1:</b></p> <p>That Council, pursuant to Section 3.57 of the Local Government Act, 1995 and Division 2 of the Local Government (Functions and General) Regulations, 1996 call for Tenders (RFT MM03. 20/21) for the disposal of the surplus 2011 Volvo L90F front end loader – MM5150.</p> <p><b>Officer's Recommendation 2:</b></p> <p>That Council, pursuant to Section 3.57 of the Local Government Act, 1995 and Division 2 of the Local Government (Functions and General) Regulations, 1996 set the Qualitative Evaluation Criteria for RFT MM03. 20/21, as follows:</p> <p><b>Price</b> <b>100%</b></p> <p><b>Officer's Recommendation 3:</b></p> <p>That Council pursuant to Section 5.42 of the Local Government Act, 1995 delegate authority to the Chief Executive Officer to award the disposal of the surplus 2011 Volvo L90F Front End Loader – MM5150 in accordance with the results of the tender evaluation process.</p>	<b>Ongoing</b>	<b>Tenders close 16 October</b>	

**REGULATORY OFFICER – JACK WALKER**

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION								
2020/9-013 Sept 2020	<p><b>Officer’s Recommendation 1:</b></p> <p>That Council, pursuant to Section 3.57 of the Local Government Act, 1995 and Division 2 of the Local Government (Functions and General) Regulations, 1996 call for Tenders (RFT MM02. 20/21) for the provision of one (1) front end loader.</p> <p><b>Officer’s Recommendation 2:</b></p> <p>That Council, pursuant to Section 3.57 of the Local Government Act, 1995 and Division 2 of the Local Government (Functions and General) Regulations, 1996 set the Qualitative Evaluation Criteria for RFT MM02. 20/21, as follows:</p> <table><tr><td>Price</td><td>25%</td></tr><tr><td>Servicing and Reliability</td><td>25%</td></tr><tr><td>Maintenance &amp; Warranty</td><td>25%</td></tr><tr><td>Availability of Machinery</td><td>25%</td></tr></table> <p><b>Officer’s Recommendation 3:</b></p> <p>That Council pursuant to Section 5.42 of the Local Government Act, 1995 delegate authority to the Chief Executive Officer to award the front end loader purchase in accordance with the results of the tender evaluation process.</p>	Price	25%	Servicing and Reliability	25%	Maintenance & Warranty	25%	Availability of Machinery	25%	Ongoing	Tenders close 16 October	
Price	25%											
Servicing and Reliability	25%											
Maintenance & Warranty	25%											
Availability of Machinery	25%											

## REGULATORY OFFICER – JACK WALKER

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION								
2020/8-010 August 2020	<p>Officer's Recommendation 1: That Council, pursuant to Section 3.57 of the Local Government Act, 1995 and Division 2 of the Local Government (Functions and General) Regulations, 1996 call for Tenders (RFT MM01.20/21) for the provision of Bitumen Supplies for a period of 1 year through the WALGA Preferred Supplier Program (r. 11 (2)(b).</p> <p>Officer's Recommendation 2: That Council, pursuant to Section 3.57 of the Local Government Act, 1995 and Division 2 of the Local Government (Functions and General) Regulations, 1996 set the Qualitative Evaluation Criteria for RFT MM01.20/21, as follows:</p> <table><tr><td>Relevant Experience</td><td>25%</td></tr><tr><td>Submitted Rates</td><td>25%</td></tr><tr><td>Resources &amp; Current Commitments</td><td>25%</td></tr><tr><td>Confirmation rates are fixed for 20/21</td><td>25%</td></tr></table> <p>Officer's Recommendation 3: That Council pursuant to Section 5.42 of the Local Government Act, 1995 delegate authority to the Chief Executive Officer to award the bitumen supply contract in accordance with the results of the tender evaluation process. Absolute Majority</p>	Relevant Experience	25%	Submitted Rates	25%	Resources & Current Commitments	25%	Confirmation rates are fixed for 20/21	25%	Complete		
Relevant Experience	25%											
Submitted Rates	25%											
Resources & Current Commitments	25%											
Confirmation rates are fixed for 20/21	25%											



## REGULATORY OFFICER – JACK WALKER

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2016/155 Oct 2016 Continued	h) Consent is given to the Department of Fire and Emergency Services to issue identity cards to Mt Marshall Fire Brigade members.	Ongoing	Instructions as how to process photos has been obtained and staff will commence the process. Commence project in February during Bush Fire training.  <b>Photos of members are required. Will write to each member to attend Shire office for photo.</b>	
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	<p>Proposed changes to be advertised.</p> <p><b>This item never progressed. CEO will undertake a review of current local laws in conjunction with contract ranger services and if any changes are required this will be progressed.</b></p>	September 2009

EXECUTIVE ASSISTANT – NADINE RICHMOND				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
<b>2020/9-005 Sept 2020</b>	<b>That Council adopt Policy C&amp;C.2.4 – Elected Member Continuing Professional Development.</b>	<b>Complete</b>		
2019/9-008 Oct 2019	<ol style="list-style-type: none"> <li>That Council endorse dissolving the following committees: <ul style="list-style-type: none"> <li>Bencubbin Multipurpose Complex Steering Committee</li> <li>Drainage Reference Group</li> </ul> </li> <li>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></li> <li>Where community positions exist: <ol style="list-style-type: none"> <li>Current members be approached inviting them to continue their membership;</li> <li>Where vacancies exist/occur, advertising take place seeking expressions of interest.</li> </ol> </li> </ol>	Ongoing	<p>Waiting for responses from community members for some groups.</p> <p><b>Responses we are waiting on relate to the Off Road Racing Group. I can only assume this would be due to the WAORRA event not going ahead this year due to COVID-19. Will follow up to make sure a committee is in place for the event in 2021.</b></p>	

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)	<b>Complete</b>	Beacon Gun Club have been notified and Invoice has been provided for payment of the funds.  <b>Beacon Gun Club have now provided their acquittal.</b>	
2020/3-018 March 2020	That Council: 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.	<b>Complete</b>	No tenders were received. CDO is currently in negotiations with Contract Aquatics to enter into an agreement for the contract management of the Mt Marshall Swimming Pool for a three year period with option to extend a further two years. Contract will commence in October 2020.  <b>Contract has been entered into with Contract Aquatics.</b>	

COMMUNITY DEVELOPMENT OFFICER – REBECCA WATSON				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
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)	<b>Complete</b>	<b>All acquittals have now been received.</b>	
2015/5-014 June 2018	That the following 2017/18 Club Support Fund Applications be approved for funding by Council; Beacon Hockey Club      \$3,500 Bencubbin Football Club    \$6,380	Ongoing	Beacon Hockey Club have submitted their acquittal document. <b>A meeting with the Bencubbin Football Club has been arranged to finalise expenditure on a lighting system or return money</b>	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"> <li>1. Council Acknowledge an historic equity imbalance in the provision of facilities between the towns of Beacon and Bencubbin;</li> <li>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;</li> <li>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</li> <li>4. That any agreed infrastructure development program and volunteer support program be incorporated into the Shire's Community Strategic Plan</li> </ol>	Ongoing	CDO liaising with Volunteers WA Wheatbelt Hub to source information that will assist with the development of the report.	

## **PART 7 – FIRE CONTROL**

### **FC.1 VOLUNTEER BUSH FIRE BRIGADES**

#### **FC.1.1 ESTABLISHMENT & MAINTENANCE OF BRIGADES**

##### **Council Policy**

The Shire of Mt Marshall shall establish and maintain a Bush Fire organisation in accordance with the Bush Fires Act 1954 in order to provide adequate fire protection to those areas of the municipality within the bush fire district and to carry out an ongoing program of hazard reduction having due regard at all times for the preservation of the natural environment.

##### **Objectives:**

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

##### **Operational Guidelines:**

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

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

##### **Date Resolved:**

##### **Amendment:**

## **FC.1.2 BUSH FIRE ADVISORY COMMITTEE**

### **Council Policy**

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

### **Operational Guidelines**

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

**Date Resolved:**

**Amendment:**

### **FC.1.3 DUTIES OF A BUSH FIRE CONTROL OFFICER**

#### **Council Policy**

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

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

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

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

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

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

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

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

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

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

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

**Date Resolved: 15 September 2010**

**Amendment: 2010/168**



#### **FC.1.4      GOLDFIELD – MIDLANDS REGION**

##### **Council Policy**

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

The Shire of Mt Marshall shall nominate one (1) delegate and one (1) deputy each year to represent it on the District Operations Advisory Committee.

**Date Resolved:**            **15 September 2010**

**Amendment:**            **2010/168**

## **FC.1.5 VOLUNTEER BUSH FIRE BRIGADES**

### **Council Policy**

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

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

**Date Resolved:**

**Amendment:**

## **FC.1.6      HAZARD REDUCTION OPERATIONS**

### **Council Policy**

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

**Date Resolved:**

**Amendment:**

## **FC.1.7 ADMINISTRATION**

### **Council Policy:**

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

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

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

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

### **Date Resolved:**

### **Amendment:**

## **FC.2        BUSH FIRE CONTROL**

### **FC.2.1      FIRE REPORTS**

#### **Council Policy**

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

**Date Resolved:**

**Amendment:**

## **FC.2.2 PROHIBITED AND RESTRICTED BURNING TIMES**

### **Council Policy**

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

**19 September to 31 October**

**1 February to 15 March**

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

**1 November to 31 January**

Variations to either prohibited or restricted burning times or conditions may be authorised by the Chief Bush Fire Control Officer and the Shire President.

**Date Resolved:**

**Amendment:**

## **FC.2.3 PROSECUTIONS AND FIRE REPORTS**

### **Council Policy**

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

**Date Resolved:**

**Amendment:**

## **FC.2.4 FIREBREAKS**

### **Council Policy**

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

**Date Resolved:**

**Amendment:**



## **FC.2.5      BURNING OFF**

### **Council Policy**

#### **SUNDAY BURNING**

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

#### **PUBLIC HOLIDAYS**

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

**Date Resolved:**

**Amendment:**

## **FC.2.6 FIRE FIGHTING VEHICLES**

### **Council Policy**

- a. The Shire shall provide and maintain firefighting appliances and equipment pursuant to the powers conferred under Section 36 of the Bush Fires Act 1954.
- b. Maintenance and repair of all Shire owned appliances and equipment will be the responsibility of the Shire and all maintenance or repairs will be carried out either under direct supervision of the Chief Executive Officer or with the Chief Executive Officer's knowledge and consent.
- c. All replacement parts or equipment will be purchased on an Official Shire Order.
- d. The Brigade Captain will submit reports of damage to Shire appliances or equipment to the Shire's Regulatory Officer as soon as practicable after the damage has occurred.
- e. The driver of a Shire firefighting appliance shall be responsible for bringing to the attention of the Brigade Captain and the Shire's Regulatory Officer any defects in the tyres, brakes or other components that make that appliance un-roadworthy.
- f. The Brigade Captain will be responsible for:
  - Ensuring that the Brigade appliances are serviced and checked on an annual basis, by the Shire's nominated repairer.
  - Ensuring that the battery, tyres, water, oil and fuel of the Shire's firefighting appliances are checked at least once a fortnight and after use.
- g. Firefighting appliances allocated to Volunteer Bush Fire Brigades will be stationed at the Brigade Headquarters or other locations nominated in writing by the Brigade and agreed to by the local authority.
- h. No firefighting appliance shall be removed from the Brigade Headquarters or other nominated locations by any person without the Brigade being advised either verbally or in writing of the intended location of the appliance.
- i. The Brigade Captain will at all times keep the local government informed of any changes of the day to day location and operational status of the brigade's appliance.
- j. The driver of any Shire firefighting appliance will hold a current WA drivers license of the appropriate type for the appliance being driven and be either:

- A registered member of a Volunteer Bush Fire Brigade
  - A Shire employee
  - Any person authorised by the Committee or Bush Fire Control Officer to do so.
- k The driver of any Shire firefighting appliance shall at all times observe the provisions of the Road Traffic Code, in particular those applying to emergency vehicles.
- l Firefighting appliances shall be used for approved official purposes only as detailed in this policy.

**Date Resolved: 15 September 2010**

**Amendment: 2010/168**

## **FC.2.7      EQUIPMENT**

### **Council Policy**

Each firefighting appliance shall be supplied with such equipment and tools as deemed necessary.

**Date Resolved:**

**Amendment:**

## **FC.2.8 PERSONNEL PROTECTIVE EQUIPMENT**

### **Council Policy**

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

**Date Resolved:**

**Amendment:**

## **FC.2.9      FOOD AND DRINK**

### **Council Policy**

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

**Date Resolved:**

**Amendment:**

## **FC.2.10      COMMUNICATIONS**

1. An efficient two way radio network will be established for firefighting communications.
2. Each brigade firefighting appliance will be fitted with two-way radios.

**Date Resolved:**

**Amendment:**                      **2010/168 - 15 September 2010**

## **FC.2.11      INSURANCE**

### **Council Policy**

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

**Date Resolved:**

**Amendment:**



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

### **Council Policy**

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

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

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

### **Council Responsibilities**

All practical efforts will be made to:

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

### **Volunteer Responsibilities**

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

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

**Response to Hazardous Material fires:**

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

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

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

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

**Date Resolved:**

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

## **FC.2.13 BUSH FIRE TRAINING**

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

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

Training Volunteer Bush Fire Fighters

### **Council Policy**

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

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

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

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

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

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

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

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

That promotion within the brigade should be based on experience and accredited training. The Shire requires its Bush Fire Control Officers to attend the appropriate FCO courses.

**Date Resolved:**

**Amendment:**

## **FC.3        BANS**

### **FC.3.1       HARVEST AND MOVEMENT OF MACHINERY IN PADDOCKS BAN**

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

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

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

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

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

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

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

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

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

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

**Date Resolved:**

**Amendment:**



## **Shire of Mt Marshall**

### **Monthly Statement of Financial Activity**

**For the Period 1 July 2020 to 30 September 2020**

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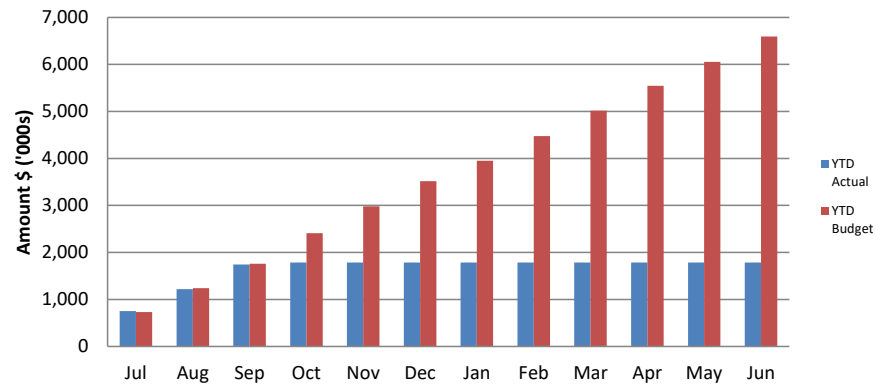
**Shire of Mt Marshall**  
**Statement of Financial Activity**  
**For the period 1 July 2020 to 30 September 2020**

		Actual YTD 2020/2021	Budget YTD 2020/2021	Original Full Year Budget 2020/2021	Variance Budget to Actual YTD	
	NOTE				%	\$
<b>Operating Revenue</b>						
Governance		32,796	36,816	34,299	(11%)	(4,020)
General Purpose Funding		306,711	363,908	1,269,388	(16%)	(57,197)
Law, Order & Public Safety		249	8,707	34,845	(97%)	(8,458)
Health		21,757	50,181	200,740	(57%)	(28,424)
Education & Welfare		40,415	26,547	106,194	52%	13,869
Housing		40,714	30,945	123,800	32%	9,769
Community Amenities		94,458	122,406	166,419	(23%)	(27,948)
Recreation & Culture		275,924	148,470	716,089	86%	127,454
Transport		616,347	444,906	1,344,635	39%	171,441
Economic Services		70,862	47,610	194,225	49%	23,252
Other Property & Services		19,295	12,972	51,900	49%	6,323
		<b>1,519,527</b>	<b>1,293,468</b>	<b>4,242,535</b>		
<b>Operating Expenses</b>						
Governance		(147,600)	(158,146)	(419,832)	(7%)	10,546
General Purpose Funding		(17,370)	(19,971)	(79,901)	(13%)	2,601
Law, Order & Public Safety		(60,890)	(53,331)	(191,912)	14%	(7,559)
Health		(55,007)	(82,475)	(329,206)	(33%)	27,468
Education & Welfare		(71,098)	(99,279)	(369,373)	(28%)	28,181
Housing		(72,648)	(74,108)	(289,845)	(2%)	1,460
Community Amenities		(70,038)	(82,378)	(320,200)	(15%)	12,340
Recreation & Culture		(236,254)	(294,466)	(1,250,849)	(20%)	58,212
Transport		(788,466)	(726,982)	(2,828,152)	8%	(61,484)
Economic Services		(134,124)	(135,155)	(497,137)	(1%)	1,031
Other Property & Services		(89,281)	(33,064)	(20,570)	170%	(56,217)
		<b>(1,742,776)</b>	<b>(1,759,355)</b>	<b>(6,596,977)</b>		
<b>Adjustments for Non-Cash (Revenue) and Expenditure</b>						
(Profit)/Loss on Asset Disposals	2	0	0	2,000		
Employee benefit Provisions Cash Backed		200	0	0		
Movement in employee benefit provisions (non-current)		0	0	747		
Movement in deferred pensioner Rates/ESL		0	0	0		
Movement due to changes in Accounting Standards		0	0	0		
Depreciation on Assets		754,161	706,543	2,826,170		
<b>Capital Revenue and (Expenditure)</b>						
Purchase Property Plant & Equipment	1	(521,440)	(798,140)	(3,301,696)		
Purchase Infrastructure Assets	1	(165,623)	(496,689)	(1,987,211)		
Repayment of Debenture	3	0	0	(44,720)		
Repayment of Leases	3	(607)	(607)	(10,533)		
Proceeds from New Debentures	3	0	0	450,000		
Self-Supporting Loan Principal Income		0	0	9,524		
Proceeds from Disposal of Assets	2	0	0	383,000		
<b>Reserves and Restricted Funds</b>						
Transfers to Reserves	4	(2,933)	(2,933)	(10,941)		
Transfers from Reserves	4	300,000	300,000	819,995		
ADD Net Current Assets July 1 B/Fwd.	5	1,769,435	1,769,435	1,795,548		
LESS Net Current Assets Year to Date	5	(3,333,746)	(2,434,281)	0		
<b>Amount Raised from Rates</b>	<b>6</b>	<b>(1,423,801)</b>	<b>(1,422,559)</b>	<b>(1,422,559)</b>		

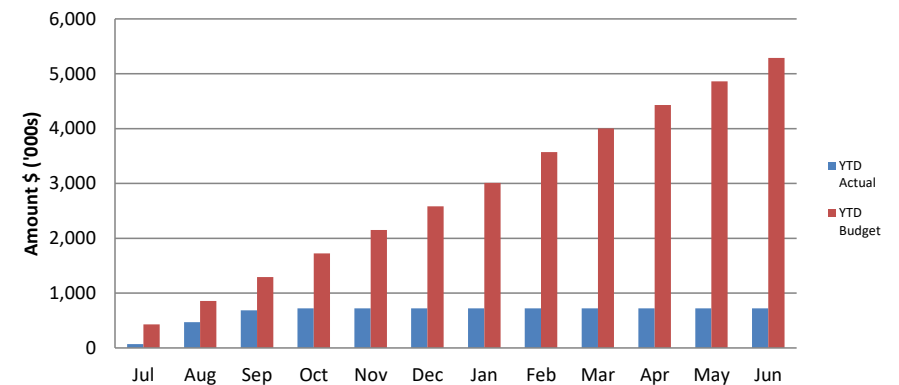
## Shire of Mt Marshall

For the period 1 July 2020 to 30 September 2020

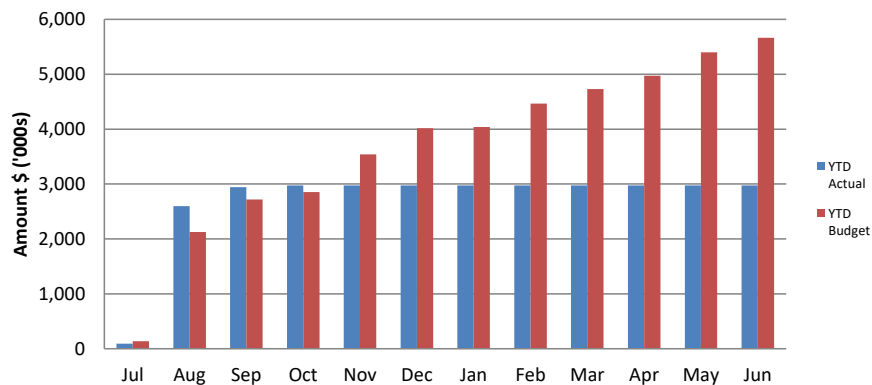
### Operating Expenditure



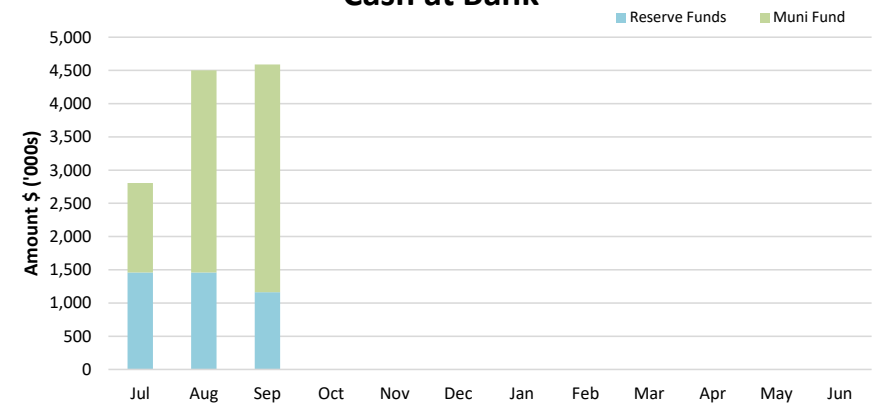
### Capital Works & Equipment Purchases



### Operating Income



### Cash at Bank





# Shire of Mt Marshall

## Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2020 to 30 September 2020

	2020/21 Adopted Budget \$	30-Sep-20 Actual \$	30-Sep-20 Budget YDT \$
<b>1. ACQUISITION OF ASSETS</b>			
The following assets have been acquired during the period under review:			
<b><u>By Program</u></b>			
<b>Governance</b>			
<u>Administration General</u>			
Purchase Vehicle - Admin	133,000	0	0
<b>Health</b>			
<u>NEW Health Vehicle</u>			
New Health Purchase Of Motor Vehicle	45,000	0	11,250
<u>Beacon Silver Chain House</u>			
Land & Buildings - Other Health	25,000	0	6,249
<b>Education &amp; Welfare</b>			
<u>Aged Care Units</u>			
Unit 3	8,000	7,024	8,000
<b>Housing</b>			
<u>Staff Housing</u>			
Land & Buildings - Staff Housing	503,000	8,057	125,745
Land & Buildings	51,000	0	12,747
<b>Community Amenities</b>			
<u>Protection of the Environment</u>			
Land & Buildings - Community Amenities	61,000	0	15,249
<b>Recreation and Culture</b>			
<u>Public Halls and Civic Centres</u>			
Land & Buildings - Halls & Civic Centres	68,500	0	17,124
<u>Sturt Pea House</u>			
Sturt Pea House Improvements	20,000	0	4,998
<u>Swimming Pool</u>			
Land & Buildings - Swimming Pool	1,130,996	450,209	282,747
<u>Sporting Facilities</u>			
Land & Buildings - Recreation	438,200	50,918	109,536
<u>Parks &amp; Recreation</u>			
Parks & Recreation Capital Expenditure	190,000	7,661	47,499
<b>Transport</b>			
<u>Construction - Roads, Bridges, Depots</u>			
Roads To Recovery Road Works	573,261	34,884	143,256
State Road Projects Grant	804,850	118,227	201,189
Municipal Road Construction	374,100	4,851	93,498
Footpath Construction	20,000	0	4,998
<u>Road Plant Purchases</u>			
Plant Purchases	600,000	0	150,000
Motor Vehicle Purchases	85,000	0	21,249
<u>Airstrips</u>			
Beacon Airstrip Upgrade	25,000	0	6,249
<b>Economic Services</b>			
Buildings	27,000	0	6,747
Beacon Workers Camp - Capital	45,000	5,232	11,250
Bencubbin Workers Camp - Capital	7,000	0	1,749
<b>Other Property and Services</b>			
Purchase Land And Buildings - Eng	54,000	0	13,500
	<u>5,288,907</u>	<u>687,063</u>	<u>1,294,829</u>

# Shire of Mt Marshall

## Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2020 to 30 September 2020

	2020/21 Adopted Budget \$	30-Sep-20 Actual \$	30-Sep-20 Budget YDT \$
<b>1. ACQUISITION OF ASSETS (Continued)</b>			
The following assets have been acquired during the period under review:			
<b><u>By Class</u></b>			
Land Held for Resale - Current	0	0	0
Land Held for Resale - Non Current	0	0	0
Land	0	0	0
Land & Buildings	2,438,696	521,440	615,641
Furniture & Equipment	0	0	0
Motor Vehicles	263,000	0	32,499
Plant & Equipment	600,000	0	150,000
Infrastructure - Roads	1,752,211	157,963	437,943
Infrastructure - Footpaths	20,000	0	4,998
Infrastructure - Ovals & Parks	190,000	7,661	47,499
Infrastructure - Other	25,000	0	6,249
	<u>5,288,907</u>	<u>687,063</u>	<u>1,294,829</u>

# Shire of Mt Marshall

## Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2020 to 30 September 2020

### 2. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

<u>By Program</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2020/21 Budget \$	September 2020 Actual \$	2020/21 Budget \$	September 2020 Actual \$	2020/21 Budget \$	September 2020 Actual \$
<b>Administration</b>						
Admin Vehicle - Prado	48,000		47,000		(1,000)	0
Admin Vehicle - Landcruiser	67,000		66,000		(1,000)	0
<b>Health</b>						
NEW Health Vehicle	30,000		30,000		0	0
<b>Transport</b>						
Mitsubishi Triton MM286	10,000		10,000		0	0
Mitsubishi Triton MM5205	10,000		10,000		0	0
Mitsubishi Triton MM254	10,000		10,000		0	0
Mitsubishi Triton MM5185	10,000		10,000		0	0
Suzuki Panel Van	6,000		6,000		0	0
Front End Loader	80,000		80,000		0	0
Side Tipping Trailer	20,000		20,000		0	0
Tip Truck	40,000		40,000		0	0
Ride on Mower	25,000		25,000		0	0
Hino Prime Mover MM3900	29,000		29,000		0	0
	385,000	0	383,000	0	(2,000)	0

<u>By Class of Asset</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2020/21 Budget \$	September 2020 Actual \$	2020/21 Budget \$	September 2020 Actual \$	2020/21 Budget \$	September 2020 Actual \$
Motor Vehicles	191,000	0	189,000	0	(2,000)	0
Plant & Equipment	194,000	0	194,000	0	0	0
	385,000	0	383,000	0	(2,000)	0

### Summary

Profit on Asset Disposals  
Loss on Asset Disposals

2020/21 Adopted Budget \$	September 2020 Actual \$
0	0
(2,000)	0
(2,000)	0

# Shire of Mt Marshall

## Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2020 to 30 September 2020

### 3. INFORMATION ON BORROWINGS/FINANCING

#### (a) Debenture Repayments

Particulars	Expiry	Principal 1-Jul-20	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			2020/21 Budget \$	2020/21 Actual \$	2020/21 Budget \$	2020/21 Actual \$	2020/21 Budget \$	2020/21 Actual \$	2020/21 Budget \$	2020/21 Actual \$
<b>Recreation &amp; Culture</b>										
Loan 120 - Bencubbin Rec Complex Shire	28/04/2037	386,768	0	0	16,480	0	370,288	386,768	14,733	(2,604)
Loan 121 - Bencubbin Rec SAR	28/04/2037	439,249	0	0	18,716	0	420,533	439,249	16,733	(2,957)
Loan 122 - Bencubbin Rec Complex CRC*	28/04/2037	223,514	0	0	9,524	0	213,990	223,514	8,514	(1,505)
Loan 123 - Aquatic Centre			40,000	0	0	0	0	0	0	0
Loan 124 - Staff Housing			410,000	0	0	0	0	0	0	0
		1,049,531	450,000	0	44,720	0	1,004,811	1,049,531	39,981	(7,066)

(\*) Self supporting loan financed by payments from third parties.  
All other loan repayments were financed by general purpose revenue.

#### (b) Lease Repayments

Particulars	Expiry	Principal 1-Jul-20	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			2020/21 Budget \$	2020/21 Actual \$	2020/21 Budget \$	2020/21 Actual \$	2020/21 Budget \$	2020/21 Actual \$	2020/21 Budget \$	2020/21 Actual \$
<b>Governance</b>										
Lease 1 - Fuji Xerox Docucentre	11/01/2024	8,147	0	0	2,221	607	5,926	7,540	124	38
<b>Governance</b>										
Lease 2 - Bencubbin Landfill Site	21/09/2029	44,612	0	0	4,156	0	40,456	44,612	944	0
Lease 3 - Beacon Landfill Site	21/09/2029	44,612	0	0	4,156	0	40,456	44,612	944	0
		97,371	0	0	10,533	607	86,838	96,764	2,012	38

All lease repayments were financed by general purpose revenue.

## Shire of Mt Marshall

### Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2020 to 30 September 2020

	2020/21 Adopted Budget \$	September 2020 Actual \$
<b>4. CASH BACKED RESERVES</b>		
<b>(a) Plant Replacement Reserve</b>		
Opening Balance	353,280	353,280
Amount Set Aside / Transfer to Reserve	2,650	710
Amount Used / Transfer from Reserve	(107,400)	(107,400)
	<u>248,530</u>	<u>246,590</u>
<b>(b) Aged Care Units Reserve</b>		
Opening Balance	45,170	45,170
Amount Set Aside / Transfer to Reserve	339	91
Amount Used / Transfer from Reserve	0	0
	<u>45,509</u>	<u>45,261</u>
<b>(c) Housing Reserve</b>		
Opening Balance	8,531	8,531
Amount Set Aside / Transfer to Reserve	64	17
Amount Used / Transfer from Reserve	0	0
	<u>8,595</u>	<u>8,548</u>
<b>(d) Employee Entitlements Reserve</b>		
Opening Balance	99,615	99,615
Amount Set Aside / Transfer to Reserve	747	200
Amount Used / Transfer from Reserve	0	0
	<u>100,362</u>	<u>99,815</u>
<b>(e) Public Amenities &amp; Buildings Reserve</b>		
Opening Balance	161,939	161,941
Amount Set Aside / Transfer to Reserve	1,215	326
Amount Used / Transfer from Reserve	0	0
	<u>163,154</u>	<u>162,267</u>
<b>(f) Mt Marshall Aquatic Centre Development Reserve</b>		
Opening Balance	674,642	674,642
Amount Set Aside / Transfer to Reserve	5,060	1,357
Amount Used / Transfer from Reserve	(672,596)	(152,600)
	<u>7,106</u>	<u>523,399</u>
<b>(g) Community Bus Reserve</b>		
Opening Balance	20,468	20,468
Amount Set Aside / Transfer to Reserve	154	41
Amount Used / Transfer from Reserve	0	0
	<u>20,622</u>	<u>20,509</u>

# Shire of Mt Marshall

## Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2020 to 30 September 2020

	2020/21 Adopted Budget \$	September 2020 Actual \$
<b>4. RESERVES (Continued)</b>		
<b>(h) Bencubbin Recreation Complex Reserve</b>		
Opening Balance	4,252	4,252
Amount Set Aside / Transfer to Reserve	32	9
Amount Used / Transfer from Reserve	0	0
	<u>4,284</u>	<u>4,261</u>
<b>(i) Office Equipment Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>0</u>	<u>0</u>
<b>(j) Economic Development Reserve</b>		
Opening Balance	78,720	78,720
Amount Set Aside / Transfer to Reserve	590	158
Amount Used / Transfer from Reserve	(40,000)	(40,000)
	<u>39,310</u>	<u>38,878</u>
<b>(k) Beacon Accommodation Reserve</b>		
Opening Balance	3,703	3,703
Amount Set Aside / Transfer to Reserve	28	7
Amount Used / Transfer from Reserve	0	0
	<u>3,731</u>	<u>3,710</u>
<b>(l) Medical Enhancement Reserve</b>		
Opening Balance	7,946	7,946
Amount Set Aside / Transfer to Reserve	60	16
Amount Used / Transfer from Reserve	0	0
	<u>8,006</u>	<u>7,962</u>
<b>(m) Bencubbin Community Resource Centre Reserve</b>		
Opening Balance	296	296
Amount Set Aside / Transfer to Reserve	2	1
Amount Used / Transfer from Reserve	0	0
	<u>298</u>	<u>297</u>
<b>Total Cash Backed Reserves</b>	<u><u>649,507</u></u>	<u><u>1,161,497</u></u>

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

# Shire of Mt Marshall

## Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2020 to 30 September 2020

	2020/21 Adopted Budget \$	September 2020 Actual \$
<b>4. RESERVES (Continued)</b>		
<b>Cash Backed Reserves (Continued)</b>		
<b>Summary of Transfers To Cash Backed Reserves</b>		
<b>Transfers to Reserves</b>		
Plant Replacement Reserve	2,650	710
Aged Care Units Reserve	339	91
Community Housing Reserve	0	0
Housing Reserve	64	17
Employee Entitlements Reserve	747	200
Public Amenities & Buildings Reserve	1,215	326
Mt Marshall Aquatic Centre Development Rese	5,060	1,357
Community Bus Reserve	154	41
Bencubbin Recreation Complex Reserve	32	9
Office Equipment Reserve	0	0
Economic Development Reserve	590	158
Integrated Planning/Financial Reporting Reserv	0	0
Beacon Accommodation Reserve	28	7
Medical Enhancement Reserve	60	16
Bencubbin Community Resource Centre Reser	2	1
	<b>10,941</b>	<b>2,933</b>
<b>Transfers from Reserves</b>		
Plant Replacement Reserve	(107,400)	(107,400)
Aged Care Units Reserve	0	0
Community Housing Reserve	0	0
Housing Reserve	0	0
Employee Entitlements Reserve	0	0
Public Amenities & Buildings Reserve	0	0
Mt Marshall Aquatic Centre Development Rese	(672,596)	(152,600)
Community Bus Reserve	0	0
Bencubbin Recreation Complex Reserve	0	0
Office Equipment Reserve	0	0
Economic Development Reserve	(40,000)	(40,000)
Integrated Planning/Financial Reporting Reserv	1	0
Beacon Accommodation Reserve	0	0
Medical Enhancement Reserve	0	0
Bencubbin Community Resource Centre Reser	0	0
	<b>(819,995)</b>	<b>(300,000)</b>
<b>Total Transfer to/(from) Reserves</b>	<b>(809,054)</b>	<b>(297,067)</b>

## Shire of Mt Marshall

### Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2020 to 30 September 2020

#### 4. RESERVES (Continued)

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

**Plant Replacement Reserve**

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

**Aged Care Units Reserve**

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

**Housing Reserve**

- To fund the replacement of housing and any major maintenance

**Employee Entitlement Reserve**

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

**Public Amenities & Buildings**

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

**Mt Marshall Aquatic Centre Development**

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

**Community Bus Reserve**

- To finance the replacement of the community bus

**Bencubbin Recreation Complex**

- To provide funding for future extensions to the Bencubbin Complex

**Office Equipment**

- To replace office equipment as required

**Economic Development Reserve**

- To set aside funds for Economic Development initiatives.

**Beacon Accommodation Reserve**

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

**Medical Enhancement Reserve**

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

**Bencubbin Community Resource Centre Reserve**

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



# Shire of Mt Marshall

## Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2020 to 30 September 2020

	2020/21 B/Fwd Per Approved Budget \$	2020/21 B/Fwd Per Financial Report \$	September 2020 Actual \$
<b>5. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	2,123,692	2,123,693	3,477,466
Cash - Restricted Unspent Grants	0	0	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	1,458,563	1,458,563	1,161,496
Rates Outstanding	123,891	123,891	352,280
Sundry Debtors	39,248	39,248	19,794
Provision for Doubtful Debts	(7,221)	(815)	(815)
Gst Receivable	55,702	55,702	27,854
Accrued Income/Payments In Advance	(3,671)	(3,375)	(8,799)
Loans - Clubs/Institutions	0	0	0
Inventories	14,385	14,385	18,623
	<u>3,804,590</u>	<u>3,811,292</u>	<u>5,047,899</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(293,645)	(293,645)	(304,887)
Accrued Interest On Loans	(7,066)	(7,066)	0
Accrued Salaries & Wages	(54,010)	(54,010)	113
Contract Liabilities	(674)	(5,129)	(5,129)
Gst Payable	(29,841)	(29,841)	(34,317)
Payroll Creditors	(30,068)	(30,068)	(58,927)
Accrued Expenses	(3,291)	(5,000)	0
FBT Liability	0	(8,825)	0
Bonds and Deposits	0	(10,625)	1,787
Current Employee Benefits Provision	(224,612)	(249,325)	(249,325)
Current Loan Liability	0	(44,720)	(44,720)
	<u>(643,208)</u>	<u>(738,254)</u>	<u>(695,405)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>3,161,382</b>	<b>3,073,038</b>	<b>4,352,494</b>
Less: Cash - Reserves - Restricted	(1,458,563)	(1,458,563)	(1,161,496)
Less: Cash - Unspent Grants - Restricted	0	0	0
Add Back : Component of Leave Liability not Required to be Funded	99,615	99,615	99,815
Add Back : Current Loan Liability	0	44,720	44,720
Adjustment for Trust Transactions Within Muni	(6,884)	10,625	(1,787)
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<u><b>1,795,548</b></u>	<u><b>1,769,435</b></u>	<u><b>3,333,746</b></u>

# Shire of Mt Marshall

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

For the Period 1 July 2020 to 30 September 2020

### 6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2020/21 Rate Revenue \$	2020/21 Interim Rates \$	2020/21 Back Rates \$	2020/21 Total Revenue \$	2020/21 Budget \$
<b>General Rate</b>								
GRV		106	569,520	75,933			75,933	75,933
UV		311	74,587,587	1,368,682			1,368,682	1,368,682
Mining		1	47,718	876			876	876
<b>Sub-Totals</b>		418	75,204,825	1,445,491	0	0	1,445,491	1,445,491
<b>Minimum Rates</b>	<b>Minimum \$</b>							
GRV	416	38	28,033	15,808			15,808	15,808
UV	416	24	164,160	9,984			9,984	9,984
Mining	416	11	45,907	4,576			4,576	4,576
<b>Sub-Totals</b>		73	238,100	30,368	0	0	30,368	30,368
Discounts							1,475,859	1,475,859
<b>Total Amount of General Rates</b>							(52,056)	(53,300)
Movement in Excess Rates							1,423,803	1,422,559
Ex Gratia Rates							0	0
Specified Area Rates							0	17,200
Rates Written off							37,669	35,449
							(964)	(700)
<b>Total Rates</b>							1,460,508	1,474,508

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

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

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

## Shire of Mt Marshall

### Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2020 to 30 September 2020

#### 7. TRUST FUNDS

Funds held at balance date over which the Municipality has no control and which are not included in this statement are as follows:

Detail	Balance 01-Jul-20 \$	Amounts Received \$	Amounts Paid (\$)	September 2020 Balance \$
Police Licensing	0	13,647	(13,258)	389
Aged Care Beautification	829	0	0	829
Unclaimed Monies	1,240	0	0	1,240
Nomination Deposits	0	0	0	0
Tree Planting Nursery	1,000	0	0	1,000
Sundry Creditors	0	0	0	0
Housing Bonds	11,800	0	(1,880)	9,920
Staff Social Club	2,114	0	(1,069)	1,045
Portable Toilet Bonds	0	0	0	0
Deposit on Land	0	0	0	0
Rehabilitation Bonds	10,700	120	(20)	10,800
	27,683	13,767	(16,227)	25,223

# Shire of Mt Marshall

## Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2020 to 30 September 2020

### 8. OPERATING STATEMENT

	September 2020 Actual \$	2020/21 Adopted Budget \$	2019/20 Actual \$
<b>OPERATING REVENUES</b>			
Governance	32,796	34,299	43,566
General Purpose Funding	1,730,514	2,691,947	4,092,306
Law, Order, Public Safety	249	34,845	50,448
Health	21,757	200,740	175,945
Education and Welfare	40,415	106,194	101,529
Housing	40,714	123,800	127,006
Community Amenities	94,458	166,419	148,362
Recreation and Culture	275,924	716,089	413,908
Transport	616,347	1,344,635	1,398,759
Economic Services	70,862	194,225	187,976
Other Property and Services	19,295	51,900	66,606
<b>TOTAL OPERATING REVENUE</b>	<b>2,943,331</b>	<b>5,665,094</b>	<b>6,806,410</b>
<b>OPERATING EXPENSES</b>			
Governance	147,600	419,832	349,496
General Purpose Funding	17,370	79,901	76,415
Law, Order, Public Safety	60,890	191,912	186,204
Health	55,007	329,206	321,026
Education and Welfare	71,098	369,373	300,867
Housing	72,648	289,845	257,450
Community Amenities	70,038	320,200	264,311
Recreation & Culture	236,254	1,250,849	1,116,081
Transport	788,466	2,828,152	2,824,040
Economic Services	134,124	497,137	455,585
Other Property and Services	89,281	20,570	40,941
<b>TOTAL OPERATING EXPENSE</b>	<b>1,742,776</b>	<b>6,596,977</b>	<b>6,192,416</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b>1,200,555</b>	<b>(931,883)</b>	<b>613,995</b>

# Shire of Mt Marshall

## Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2020 to 30 September 2020

### 9. BALANCE SHEET

	September 2020 Actual \$	2019/20 Actual \$
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	4,638,962	3,582,256
Trade and Other Receivables	399,838	224,174
Inventories	18,623	14,385
<b>TOTAL CURRENT ASSETS</b>	<b>5,057,423</b>	<b>3,820,815</b>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	286,289	286,289
Inventories	0	0
Property, Plant and Equipment	20,141,476	19,852,727
Infrastructure	89,865,092	90,217,919
ROU Assets	96,030	99,051
Work in Progress	0	0
<b>TOTAL NON-CURRENT ASSETS</b>	<b>110,388,887</b>	<b>110,455,986</b>
<b>TOTAL ASSETS</b>	<b>115,446,310</b>	<b>114,276,801</b>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	403,147	433,585
Bonds and Deposits	(1,787)	10,625
Long Term Borrowings	44,720	44,720
Lease Liabilities	9,926	10,533
Provisions	249,325	249,325
<b>TOTAL CURRENT LIABILITIES</b>	<b>705,331</b>	<b>748,788</b>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	0	0
Long Term Borrowings	1,004,811	1,004,811
Lease Liabilities	87,021	87,021
Provisions	38,120	38,120
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>1,129,952</b>	<b>1,129,952</b>
<b>TOTAL LIABILITIES</b>	<b>1,835,283</b>	<b>1,878,740</b>
<b>NET ASSETS</b>	<b>113,611,027</b>	<b>112,398,061</b>
<b>EQUITY</b>		
Trust Imbalance	1,787	(10,625)
Retained Surplus	83,655,643	82,158,022
Reserves - Cash Backed	1,161,496	1,458,563
Revaluation Surplus	28,792,100	28,792,100
<b>TOTAL EQUITY</b>	<b>113,611,026</b>	<b>112,398,060</b>

## Shire of Mt Marshall

For the Period 1 July 2020 to 30 September 2020

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

#### Purpose

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

#### The Materiality variances adopted by Council are:

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

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

	30 September 2020 YTD	YTD	Budget to Actual YTD	Budget to Actual YTD Favourable/ (Unfavourable)	Components of Variance Favourable/ (Unfavourable)	
	Actual \$	Budget \$	%	\$	\$	
<b>Revenues/Sources</b>						
Governance	32,796	36,816	(11%)	(4,020)	- (4,020)	Minor Items
General Purpose Funding	306,711	363,908	(16%)	(57,197)	(10,300) (17,200) (23,995) (5,703)	FAGS under budget CBH Ex Gratia rates not yet raised Back Rates for 19/20 Minor Items
Law, Order, Public Safety	249	8,707	(97%)	(8,458)	(8,086) (372)	DFES Grant timing Minor Items
Health	21,757	50,181	0%	(28,424)	(28,491) 67	NEW Health income under budget. Offset by expenditure. Minor Items
Education and Welfare	40,415	26,547	52%	13,869	10,298 3,570	Community Support Grant Timing Minor Items
Housing	40,714	30,945	32%	9,769	1,800 4,775 3,194	Admin Rental Subsidy change in recording method due to introduction of new Policy Community Housing Reimbursements - CEACA 50% contribution to dividing fences Minor Items
Community Amenities	94,458	122,406	(23%)	(27,948)	(19,065) (8,916) 33	Bin charges under budget due to removal of Shire properties State NRM Grant under budget - timing Minor Items
Recreation and Culture	275,924	148,470	86%	127,454	84,092 (4,257) 49,432 (1,813)	Recreation Grant funding - timing Reimbursements Sporting Facilities under budget - timing LR & CIP Funding P & G - timing Minor Items
Transport	616,347	444,906	39%	171,441	(6,249) (6,626) 184,024 292	Beacon Airstrip Grant under budget - timing MRWA Direct Grant - timing R2R Grant - timing Minor Items
Economic Services	70,862	47,610	49%	23,252	3,802 4,572 9,672 (2,925) 3,458 5,402 3,432 (4,161)	Beacon Cabins over budget Beacon Workers camp over budget Beacon Caravan Park over budget Bencubbin Short Term Accommodation units - timing. Not being charged out until end of stay (pool contractors) Bencubbin Caravan Park over budget Bencubbin Cabins over budget Bencubbin Workers Camp over budget Minor Items
Other Property and Services	19,295	12,972	49%	6,323	12,543 (6,220)	Workers Comp Reimbursement - offset by expenditure Minor Items
<b>Total Revenues excl Rates</b>	<b>1,519,527</b>	<b>1,293,468</b>	<b>17%</b>	<b>226,059</b>		
<b>Amount Raised from Rates</b>	<b>1,423,801</b>	<b>1,423,803</b>	<b>(0%)</b>	<b>(02)</b>	<b>(02)</b> -	Rounding Minor Items

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

	30 September 2020 YTD	Budget to Actual YTD	Budget to Actual YTD Favourable/ (Unfavourable)	Components of Variance Favourable/ (Unfavourable)	
(Expenses)/(Applications)	Actual \$	Budget \$	%	\$	\$
Governance	(147,600)	(158,146)	7%	10,546	10,249 Admin salaries under budget 297 <i>Minor Items</i>
General Purpose Funding	(17,370)	(19,971)	13%	2,601	2,499 Rates Debt Collection under budget - offset by income 102 <i>Minor Items</i>
Law, Order, Public Safety	(60,890)	(53,331)	(14%)	(7,559)	(5,358) Fire Equipment Maintenance - timing (2,200) <i>Minor Items</i>
Health	(55,007)	(82,475)	33%	27,468	12,214 NEW Health under budget 9,339 Medical Practice under budget 5,915 <i>Minor Items</i>
Education and Welfare	(71,098)	(99,279)	28%	28,181	7,707 CDO Salary/Super under budget 5,597 Aged Care Units under budget 10,005 Little Bees under budget 4,871 <i>Minor Items</i>
Housing	(72,648)	(74,108)	2%	1,460	1,460 <i>Minor Items</i>
Community Amenities	(70,038)	(82,378)	15%	12,340	(4,110) Sanitation over budget 2,625 Cemeteries under budget 13,855 Landcare under budget (30) <i>Minor Items</i>
Recreation & Culture	(236,254)	(294,466)	20%	58,212	25,572 Recreation Grounds under budget 1,763 Halls under budget 3,059 Libraries under budget 17,195 Parks and gardens under budget 6,638 Ag Society under budget 3,986 <i>Minor Items</i>
Transport	(788,466)	(726,982)	(8%)	(61,484)	(31,689) Depreciation over budget 15,160 Town Streets under budget (4,467) Admin allocation under budget - timing (36,854) Road Mtc over budget (3,634) <i>Minor Items</i>
Economic Services	(134,124)	(135,155)	1%	1,031	1,031 <i>Minor Items</i>
Other Property and Services	(89,281)	(33,064)	(170%)	(56,217)	12,543 Workers Comp Exp - offset by income (66,633) Public Works Overheads over budget - timing (2,127) <i>Minor Items</i>
<b>Total Expenses/Applications</b>	<b>(1,742,776)</b>	<b>(1,759,355)</b>	<b>(6%)</b>	<b>48,980</b>	



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

	Full Year Budget	30 September 2020 YTD Actual	30 September 2020 YTD Budget	Budget to Actual YTD %	Budget to Actual YTD Favourable/ (Unfavourable)	Commentary
	\$	\$	\$	%	\$	
<b>Capital Expenditure</b>						
<b>Governance</b>						
Purchase Vehicle - Admin	133,000	-	-	0%	-	
<b>Health</b>						
New Health Purchase Of Motor Vehicle	45,000	-	11,250	100%	11,250	New contract being negotiated. Vehicle purchase subject to change.
Beacon Silver Chain House	25,000	-	6,249	100%	6,249	Timing
<b>Education &amp; Welfare</b>						
Unit 3	8,000	7,024	8,000	12%	977	
<b>Housing</b>						
Land & Buildings - Staff Housing	503,000	8,057	125,745	94%	117,688	Timing
Land & Buildings	51,000	-	12,747	100%	12,747	Timing
<b>Community Amenities</b>						
Land & Buildings - Community Amenities	61,000	-	15,249	100%	15,249	Timing
<b>Recreation &amp; Culture</b>						
Land & Buildings - Halls & Civic Centres	68,500	-	17,124	100%	17,124	Timing
Sturt Pea House Improvements	20,000	-	4,998	100%	4,998	Timing
Land & Buildings - Swimming Pool	1,130,996	450,209	282,747	(59%)	(167,462)	Timing
Parks & Recreation Capital Expenditure	190,000	7,661	47,499	84%	39,838	Timing
Bencubbin Rec Complex	438,200	50,918	109,536	54%	58,618	Timing
<b>Transport</b>						
Road Construction	1,752,211	157,963	437,943	64%	279,980	Timing
Footpath Construction	20,000	-	4,998	100%	4,998	Timing
Plant Purchases	600,000	-	150,000	100%	150,000	Timing
Beacon Airstrip Upgrade	25,000	-	6,249	100%	6,249	Timing
Motor Vehicle Purchases	85,000	-	21,249	100%	21,249	Timing
<b>Economic Services</b>						
Bencubbin CRC	27,000	-	6,747	0%	6,747	Timing
Bencubbin Workers Camp - Capital Expenditure	7,000	-	1,749	100%	1,749	Timing
Beacon Workers Camp - Capital Expenditure	45,000	5,232	11,250	100%	6,018	Timing
<b>Other Property &amp; Services</b>						
Depot Shed	54,000	-	13,500	100%	13,500	Timing
<b>Total Capital Expenditure</b>	<b>5,288,907</b>	<b>687,063</b>	<b>1,294,829</b>	<b>47%</b>	<b>607,766</b>	

**BUSH FIRES ACT 1954 (as amended)**  
**SHIRE OF MT MARSHALL**

Notice is hereby given to landowners and/or occupiers within the Shire of Mt Marshall that firebreaks must be installed by 1 October and maintained clear of inflammable material up to and including 15 March as per the requirements in relation to Section 33 of the Bush Fires Act 1954.

**AGRICULTURAL LAND**

Clear a firebreak consisting of mineral earth, to a width of no less than 3 metres, as close as practical inside the external boundaries of the property.

Firebreaks must be maintained to provide a vertical clearance of a minimum 3.5 metres as to allow adequate access for fire appliances.

An approved firefighting appliance is required to be present in any paddock where crop harvesting, straw raking or hay baling is being carried out. The firefighting appliance must be in a state of readiness and have a minimum capacity of 400 litres of water.

Harvesting is permitted on Sundays and all public holidays, with the exception of Christmas Day, Boxing Day and New Year's Day.

**TOWN SITES**

All town site lots within the Shire of Mt Marshall shall be cleared of all debris of an inflammable nature and be maintained free of such material.

**FUEL RAMPS AND DEPOTS**

All grass and similar inflammable material to be cleared from areas where drum ramps or bulk fuel are located and where drums, full or empty, are stored and such areas be maintained clear of grass and similar inflammable materials.

**VARIATION TO FIREBREAK NOTICES**

If it is considered to be impracticable for any reason to clear firebreaks or remove inflammable material from land as required by the notice you may apply to Council or its duly authorised officer for permission to provide firebreaks in alternative positions. If permission is not granted by Council or its duly authorised officer, you shall comply with the requirements of this notice.

**HARVEST/MOVEMENT OF VEHICLE BANS**

A ban on harvesting and the movement of vehicles in paddocks may be imposed when the predicted weather conditions are classified by the Bureau of Meteorology as very high or extreme, or when local conditions warrant bans to be applied.

All bans are at the discretion of the Chief Bush Fire Control Officer or a duly appointed person.

Harvesting is Prohibited in the Shire of Mt Marshall on Christmas Day, Boxing Day and New Years Day.

**CAMPING & COOKING FIRES**

Camping & cooking fires are prohibited in the Shire during the Prohibited Burning Period (1 November to 31 January)

Wood & coal fuelled BBQ's & wood fired pizza ovens are banned on days when a total fire ban is in place or on any day when the fire danger rating is very high or above.

#### GENERAL PROVISIONS

Failure to comply with this notice shall subject the offender to the penalties prescribed in the Bush Fires Act, 1954.

If the requirements of this notice are carried out by burning, such burning must be in accordance with the relevant provision of the Bush Fires Act, 1954.

John Nuttall  
Chief Executive Officer

**Shire of Mt Marshall**

**Cooking & campfires are prohibited during the period**

**1 November & 31 January**

**Wood & charcoal fueled BBQ's & wood fired pizza ovens are allowed during this period  
but prohibited when the fire danger index is forecast as very high or above.**

**The taking of wood from Reserves is strictly prohibited**

**FDI – [www.emergencywa.wa.gov.au](http://www.emergencywa.wa.gov.au)**