

WALGA Quarterly Overview Report

2020 Q4 (October – December)



Shire of Mount Marshall

This quarter saw State Council adopt WALGA's Corporate Strategy for 2020-25 which outlines the strategic intent for the organisation along five key themes:

- advocating and facilitating sector policy and solutions
- delivering member-centric, quality services
- financial sustainability
- contemporary systems; and
- agile workforce

We will now focus on developing goals, metrics and initiatives to underpin the Strategy, with a focus on delivering on WALGA's purpose: to leverage the collective strength and influence of the Local Government sector for the benefit of WA Local Governments and their communities.

The Corporate Strategy can be found on the WALGA website at www.walga.asn.au/About-WALGA

MEMBER SERVICES



2

Employee Relations advice was provided 2 times to the Shire of Mount Marshall



1

One Roadwise activity was conducted in the Shire of Mount Marshall

LOCAL GOVERNMENT HOUSE TRUST

Shire of Mount Marshall holds 4 units in the Local Government House Trust, with each unit valued at \$18,451.71 as at 30 June 20. This value is derived from net assets as outlined in the latest audited financial statements which are available on request.

Total value of units currently held by the Shire of Mount Marshall equals

\$73,807. Further information on results and outlook for the Trust is also included in the attached flyer.

PREFERRED SUPPLIER PROGRAM

WALGA's Commercial Management team recently met with the Shire of Mount Marshall. The main aim of this visit was to discuss the transition of WALGA's Preferred Supplier Program (PSP) and communicate the structure of the Commercial and Communications

Team. Key changes to the PSP include, but are not limited to, the following: Drafting of new legal terms, a reduction of contracts, focus on local suppliers. For further information, please contact the Preferred Supplier Team on 9213 2505 or email preferredsupplier@walga.asn.au.

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

LGMAP USER UPDATE

LGmap subscribers were provided information through a new user support document and a functionality extension by email and through WALGA's Environment Platform.

NATIONAL DISASTER RESILIENCE PROGRAM GRANT
WALGA hosted several meetings during September and October to progress Stage 2 of the Climate Resilient Councils-Preparing for the impacts of climate change project, funded through the National Disaster Resilience Program. During Stage 2 of the project, Ernst and Young were appointed as consultants to produce templates and guidelines for climate change action plans for Local Governments. The first

draft of the templates and guidelines were provided on Friday, 9 October.

SECTOR ADVOCACY

LOCAL GOVERNMENT ROADSIDE CLEARING REGULATION WORKING GROUP

WALGA represents the sector on this working group and attended a meeting on Thursday, 10 September to provide advice to the Department of Water and Environmental Regulation on the administration of the clearing permit process from a Local Government perspective.

MEETINGS AND EVENTS

BREAKFAST WITH DIRECTORS GENERAL

The breakfast on Thursday, 29 October, featured eight Directors General of State Government departments. Each Director General hosted a table of seven Local Government representatives. Attendees had the opportunity to meet and discuss issues on a Council level with these State Department representatives, which forged a collaborative way forward on sector led initiatives.

President Tony Sachse attended the event.

Attachment 12.1.1

WALGA Quarterly Overview Report

2020 Q4 (October – December)



RESOURCES

The following resources were finalised and distributed this quarter:

- Local Government Car Parking Guideline – available from the WALGA website.

CONTACTS

Chief Executive Officer

Nick Sloan
9213 2025

Executive Manager

Planning, Policy & Strategy

Narelle Cant
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



WESTERN AUSTRALIAN
Electoral Commission

LGE 028

SHIRE OF MT MARSHALL	
Received	
23 DEC 2020	
File No	4.0031
Officer	CEO } email
Copy	FAM }

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

Dear Mr Nuttall

Local Government Ordinary Election: 2021

The next local government ordinary elections are being held on 16 October 2021. While this is still some distance in the future, I have enclosed an estimate for your next ordinary election to assist in your 2021/2022 budget preparations.

The estimated cost for the 2021 election if conducted as a postal ballot is \$12,000 inc GST, which has been based on the following assumptions:

- 375 electors
- response rate of approximately 80%
- 4 vacancies
- count to be conducted at the offices of the Shire of Mount Marshall
- appointment of a local Returning Officer
- regular Australia Post delivery service to apply for the lodgement of the election packages.

An additional amount of \$75 will be incurred if your Council decides to opt for the Australia Post Priority Service for the lodgement of election packages.

Costs not incorporated in this estimate include:

- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns
- one local government staff member to work in the polling place on election day
- any additional postage rate increase by Australia Post
- any unanticipated costs arising from public health requirements for the COVID-19 pandemic.

Attachment 12.1.2

The Commission is required by the *Local Government Act* to conduct local government elections on a full cost recovery basis and you should note that this is an estimate only and may vary depending on a range of factors including the cost of materials or number of replies received. The basis for charges is all materials at cost and a margin on staff time only. Should a significant change in this figure become evident prior to or during the election you will be advised as early as possible.

The current procedure required by the Act is that my written agreement has to be obtained before the vote by Council is taken. To facilitate the process, you can take this letter as my agreement to be responsible for the conduct of the ordinary elections in 2021 for the Shire of Mount Marshall in accordance with section 4.20(4) of the *Local Government Act 1995*, together with any other elections or polls that may also be required. My agreement is subject to the proviso that the Shire of Mount Marshall also wishes to have the election undertaken by the Western Australian Electoral Commission as a postal election.

In order to achieve this, your council would need to pass the following two motions by absolute majority:

- Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2021 ordinary elections together with any other elections or polls which may be required
- Decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a postal election.

I look forward to conducting this election for the Shire of Mount Marshall in anticipation of an affirmative vote by Council. If you have any further queries please contact Phil Richards Manager, Election Events on 9214 0400.

Yours sincerely



Robert Kennedy
ELECTORAL COMMISSIONER

16 December 2020



Shire of Mt Marshall
— THE SANDALWOOD SHIRE —

DELEGATION REGISTER

2021

I certify that this Delegation Register was reviewed by Council at its Ordinary Meeting held 9 February 2021, by Resolution XXXXXX

Attachment 12.1.3a

Cr ARC (Tony) Sachse

President

**This page has
been left blank
intentionally**

TABLE OF CONTENTS

ADMINISTRATION

ADMIN 001	EXERCISE OF POWERS UNDER PART 3, LOCAL GOVERNMENT ACT 1995.....	2
ADMIN 002	MINOR VARIATIONS TO APPROVED CONTRACTS	3
ADMIN 003	SHIRE OF MT MARSHALL AUDIT COMMITTEE	4
ADMIN 004	EXECUTION OF DOCUMENTS	5

PROPERTY

PROP 001	ACQUIRING OR DISPOSING OF SHIRE PROPERTY TO A VALUE.....	6
PROP 002	SALE OF ITEMS OF SURPLUS EQUIPMENT, MATERIALS, TOOLS ETC. HELD AT SHIRE DEPOT	7

BUILDING

BLDG 001	PERMITS.....	8
BLDG 002	OCCUPANCY PERMIT/BUILDING APPROVAL CERTIFICATE	10
BLDG 003	AUTHORISED PERSONS	11
BLDG 004	BUILDING ORDERS	122

CARAVANS & CAMPING

CARA 001	CARAVANS AND CAMPING	133
----------	----------------------------	-----

FINANCE

FIN 001	PAYMENTS FROM MUNICIPAL AND TRUST FUND	14
FIN 002	WRITE OFF MONEY OWED TO THE SHIRE	15
FIN 003	RATING	16
FIN 004	PURCHASING – RAISING A PURCHASE ORDER	17

FIRE CONTROL

FIRE 001	APPROVAL TO PERFORM BUSH FIRE CONTROL FUNCTIONS	19
FIRE 002	VARYING PROHIBITED BURNING TIMES	20

HEALTH

HEALTH 001	ADMINISTRATION OF THE HEALTH ACT	21
HEALTH 002	APPROVAL OF APPLICATIONS UNDER HEALTH LOCAL LAWS.....	22
HEALTH 003	ADMINISTRATION OF THE FOOD ACT	23
HEALTH 004	APPOINTMENT OF ENVIRONMENTAL HEALTH OFFICERS.....	24

ROADS & THOROUGHFARES

ROADS 001	TEMPORARY ROAD CLOSURES	25
ROADS 002	TEMPORARY CLOSURE OF ROADS FOR REPAIRS OR MAINTENANCE	26
ROADS 003	CLOSURE OF ROADS FOR A PERIOD NOT EXCEEDING FOUR WEEKS	27
ROADS 004	CLOSURE OF ROADS FOR A PERIOD EXCEEDING FOUR WEEKS	28
ROADS 005	GATE OR OTHER DEVICE ACROSS THOROUGHFARE	29
ROADS 006	CONSTRUCTION OF CROSSING FROM THOROUGHFARE TO PRIVATE LAND.....	30
ROADS 007	NOTICE TO CONSTRUCT OR REPAIR CROSSING	31

SWIMMING POOLS - PRIVATE

SWIM 001	NOTICE ON NON-COMPLYING PRIVATE SWIMMING POOLS.....	32
----------	---	----

DOGS

DOGS 001	ADMINISTER THE DOG ACT	33
----------	------------------------------	----

CATS

CATS 001	ADMINISTER THE CAT ACT	34
----------	------------------------------	----

ADMINISTRATION

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

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

DELEGATION REF:	ADMIN 001
HEAD OF POWER:	LG Act 1995, s 3.24, s.3.25, s.3.27, Part 3 division 3, s.3.39(1)
FILE REF:	4.0351
POLICY REF:	Nil
RESOLUTION DATE:	9 February 2021
RESOLUTION No:	2021/1-XXX
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Environmental Health Officer

DETAIL OF DELEGATION:

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

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

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

Written notices to be recorded in the appropriate file.

REPORTING REQUIREMENTS:

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

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

ADMINISTRATION

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

ADMIN 002 Minor Variations to Approved Contracts

DELEGATION REF:	ADMIN 002
HEAD OF POWER:	Local Government (Functions and General) Regulations r.20
FILE REF:	Agreements/Contracts/Leases
POLICY REF:	Nil
RESOLUTION DATE:	9 February 2021
RESOLUTION No:	2021/01-XXX
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

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

RECORDING REQUIREMENTS:

Record of variation to be recorded on appropriate file

REPORTING REQUIREMENTS:

Council to be informed at its following Ordinary Meeting.

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

ADMINISTRATION

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

ADMIN 003 Shire of Mt Marshall Audit Committee

DELEGATION REF:	ADMIN 003
HEAD OF POWER:	Local Government Act 1995 s.7.1B & 7.12A(2)
FILE REF:	4.0351
POLICY REF:	Nil
RESOLUTION DATE:	9 February 2021
RESOLUTION No:	2021/01-XXX
DELEGATED TO:	The Mt Marshall Audit Committee
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

Nil

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President
Date:

Chairman, Mt Marshall Audit
Committee
Date:

ADMINISTRATION

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

ADMIN 005 Execution of Documents

DELEGATION REF:	ADMIN 005
HEAD OF POWER:	Local Government Act 1995 s. 9.49A (4)
FILE REF:	Nil
POLICY REF:	Nil
RESOLUTION DATE:	9 February 2021
RESOLUTION No:	2021/01-XXX
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

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

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

PROPERTY

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

PROP 001 Acquiring or Disposing of Shire Property To A Value

DELEGATION REF:	PROP 001
HEAD OF POWER:	Local Government Act 1995 s5.43(d)
FILE REF:	4.0352
POLICY REF:	F&R 2.2, F&R 2.8
RESOLUTION DATE:	9 February 2021
RESOLUTION No:	2021/01-XXX
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	<ul style="list-style-type: none">• Finance & Administration Manager• Works Supervisor• Executive Assistant• Community Development Officer• Regulatory Officer• Plant Maintenance Officer• Customer Service Officer• Beacon Town Maintenance• Parks and Gardens Leading Hand

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

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

RECORDING REQUIREMENTS:

Issue of signed Purchase Order.

REPORTING REQUIREMENTS:

Nil.

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

PROPERTY

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

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

DELEGATION REF:	PROP 002
SUB-DELEGATION REF:	PROP SD002
HEAD OF POWER:	Local Government Act 1995 s3.58 & s5.42 Local Government (Administration) Regulations 1996
FILE REF:	4.0352
POLICY REF:	Nil
RESOLUTION DATE:	9 February 2021
RESOLUTION No:	2021/01-XXX
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Works Supervisor

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

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

RECORDING REQUIREMENTS:

Sale to be recorded.

REPORTING REQUIREMENTS:

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

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

BUILDING

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

BLDG 001 Permits

DELEGATION REF:	BLDG 001
HEAD OF POWER:	Building Act 2011 s127 Building Act 2011 s20 Building Act 2011 s21 Building Act 2011 s27 Building Regulations 2012 Reg 61
FILE REF:	4.0353
POLICY REF:	Nil
RESOLUTION DATE:	9 February 2021
RESOLUTION No:	2021/01-XXX
DELEGATED TO:	<ul style="list-style-type: none">• Chief Executive Officer• Environmental Health Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

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

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

CONDITIONS IMPOSED:

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

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

Environmental Health Officer
Date:

BUILDING

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

BLDG 002 Occupancy Permit/Building Approval Certificate

DELEGATION REF:	BLDG 002
HEAD OF POWER:	Building Act 2011 s.55 Building Act 2011 s.58
FILE REF:	4.0353
POLICY REF:	Nil
RESOLUTION DATE:	9 February 2021
RESOLUTION No:	2021/01-XXX
DELEGATED TO:	<ul style="list-style-type: none">• Chief Executive Officer• Environmental Health Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

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

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

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

Environmental Health Officer
Date:

President
Date:

Chief Executive Officer
Date:

BUILDING

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

BLDG 003 Authorised Persons

DELEGATION REF:	BLDG 003
HEAD OF POWER:	Building Act 2011 s.96(3)
FILE REF:	4.0353
POLICY REF:	Nil
RESOLUTION DATE:	9 February 2021
RESOLUTION No:	2021/01-XXX
DELEGATED TO:	<ul style="list-style-type: none">• Chief Executive Officer• Environmental Health Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

All designations are to be retained in the appropriate file.

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

Environmental Health Officer

Date:

President

Date:

Chief Executive Officer

Date:

BUILDING

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

BLDG 004 Building Orders

DELEGATION REF:	BLDG 004
HEAD OF POWER:	Building Act 2011 s.110 Building Act 2011 s.117
FILE REF:	4.0353
POLICY REF:	Nil
RESOLUTION DATE:	9 February 2021
RESOLUTION No:	2021/01-XXX
DELEGATED TO:	<ul style="list-style-type: none">• Chief Executive Officer• Environmental Health Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

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

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

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

Environmental Health Officer

Date:

President

Date:

Chief Executive Officer

Date:

CARAVANS AND CAMPING

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

CARA 001 Caravans and Camping

DELEGATION REF:	CARA 001
HEAD OF POWER:	Caravan Parks & Camping Grounds Regulations 1997 r.6
FILE REF:	4.0354
POLICY REF:	Nil
RESOLUTION DATE:	9 February 2021
RESOLUTION No:	2021/01-XXX
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

The appointment be authorised in writing.

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

FINANCE

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

FIN 001 Payments from Municipal and Trust Fund

DELEGATION REF:	FIN 001
HEAD OF POWER:	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 r.12
FILE REF:	4.0355
POLICY REF:	Nil
RESOLUTION DATE:	9 February 2021
RESOLUTION No:	2021/01-XXX
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

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

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

RECORDING REQUIREMENTS:

Record each payment on a list and include in minutes.

REPORTING REQUIREMENTS:

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

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

FINANCE

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

FIN 002 Write Off Money Owed To The Shire

DELEGATION REF:	FIN 002
HEAD OF POWER:	Local Government Act 1995 s6.12(1)(c)
FILE REF:	4.0355
POLICY REF:	Nil
RESOLUTION DATE:	9 February 2021
RESOLUTION No:	2021/01-XXX
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

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

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

RECORDING REQUIREMENTS:

Nil

REPORTING REQUIREMENTS:

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

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

FINANCE

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

FIN 003 Rating

DELEGATION REF:	FIN 003
HEAD OF POWER:	Local Government Act 1995 s6.49, s6.50(1)&(2), s6.56(1), s6.60(2), s6.76(4)
FILE REF:	4.0355
POLICY REF:	Policy Manual – Part 6
RESOLUTION DATE:	9 February 2021
RESOLUTION No:	2021/01-XXX
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

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

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

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President

Date:

Chief Executive Officer

Date:

FINANCE

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

FIN 004 Purchasing – Raising Of Purchase Orders

DELEGATION REF:	FIN 004
SUB-DELEGATION REF:	FIN SD001
HEAD OF POWER:	Local Government Act 1995, s5.42 Local Government (Administration) Regulations 1996
FILE REF:	4.0355
POLICY REF:	F&R.2.1, F&R.2.5
RESOLUTION DATE:	9 February 2021
RESOLUTION No:	2021/01-XXX
SUB-DELEGATED TO:	<ul style="list-style-type: none">• Finance & Administration Manager• Works Supervisor• Executive Assistant• Community Development Officer• Customer Service Officer• Plant Maintenance Officer• Beacon Town Maintenance Officer• Regulatory Officer
EXPIRY DATE:	Indefinite

DETAIL OF DELEGATION:

1. Raising of Purchase Orders

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

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

CONDITIONS IMPOSED:

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

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

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President

Date:

Chief Executive Officer

Date:

FIRE CONTROL

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

FIRE 001 Approval to Perform Bush Fire Control Functions

DELEGATION REF:	FIRE 001
HEAD OF POWER:	Bush Fires Act 1954 s.48
FILE REF:	4.0356
POLICY REF:	Policy Manual – Part 7
RESOLUTION DATE:	9 February 2021
RESOLUTION No:	2021/01-XXX
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

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

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

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

FIRE CONTROL

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

FIRE 002 Varying Prohibited Burning Times

DELEGATION REF:	FIRE 002
HEAD OF POWER:	Bush Fires Act 1954 s.17(10) Bush Fires Act 1954 s.17(8)
FILE REF:	4.0356
POLICY REF:	Policy Manual – Part 7
RESOLUTION DATE:	9 February 2021
RESOLUTION No:	2021/01-XXX
DELEGATED TO:	<ul style="list-style-type: none">• Chief Bush Fire Control Officer• Shire President
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

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

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

CONDITIONS IMPOSED:

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

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

Variation to be advertised within the Shire.

DATE REVIEWED:

Annually

President
Date:

Chief Bush Fire Control Officer
Date:

HEALTH

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

HEALTH 001 Administration of the Health Act

DELEGATION REF:	HEALTH 001
HEAD OF POWER:	Public Health Act 2016
FILE REF:	4.0357
POLICY REF:	Nil
RESOLUTION DATE:	9 February 2021
RESOLUTION No:	2021/01-XXX
DELEGATED TO:	Environmental Health Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President
Date:

Environmental Health Officer
Date:

HEALTH

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

HEALTH 002 Approval of Applications under Health Local Laws

DELEGATION REF:	HEALTH 002
HEAD OF POWER:	Shire of Mt Marshall Health Local Laws 2001
FILE REF:	4.0357
POLICY REF:	Nil
RESOLUTION DATE:	9 February 2021
RESOLUTION No:	2021/01-XXX
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

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

DATE REVIEWED:

Annually

President

Date:

Chief Executive Officer

Date:

HEALTH

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

HEALTH 003 Administration of the Food Act

DELEGATION REF:	HEALTH 003
HEAD OF POWER:	Food Act 2008 and Food Regulations 2009
FILE REF:	4.0357
POLICY REF:	Nil
RESOLUTION DATE:	9 February 2021
RESOLUTION No:	2021/01-XXX
DELEGATED TO:	Chief Executive Officer
SUB-DELEGATED TO:	Environmental Health Officer
EXPIRY DATE:	Indefinite

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

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

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

HEALTH

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

HEALTH 004 Appointment of Environmental Health Officers

DELEGATION REF:	HEALTH 004
HEAD OF POWER:	Public Health Act 2016 s17, s21, s24
FILE REF:	STAFF
POLICY REF:	Nil
RESOLUTION DATE:	9 February 2021
RESOLUTION No:	2021/01-XXX
DELEGATED TO:	Chief Executive Officer
SUB-DELEGATED TO:	Environmental Health Officer
EXPIRY DATE:	Indefinite

DETAIL OF DELEGATION:

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

S17 - Appoint authorised officers

S21 – Issue authority cards to authorised officers

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

Council to be advised of authorisations under s17

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

ROADS AND THOROUGHFARES

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

ROADS 001 Temporary Road Closures

DELEGATION REF:	ROADS 001
HEAD OF POWER:	Local Government Act 1995 s3.5, s3.50, s3.50A Road Traffic (Events on Roads) Regulations 1991 s5.4
FILE REF:	4.0358
POLICY REF:	Nil
RESOLUTION DATE:	9 February 2021
RESOLUTION No:	2021/01-XXX
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

Approval shall contain the following conditions:

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

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

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

Advertising in line with legislation required.

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

ROADS AND THOROUGHFARES

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

ROADS 002 Temporary Closure of Roads for Repairs or Maintenance

DELEGATION REF:	ROADS 002
HEAD OF POWER:	Local Government Act 1995 s3.50A
FILE REF:	4.0358
POLICY REF:	Nil
RESOLUTION DATE:	9 February 2021
RESOLUTION No:	2021/01-XXX
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Works Supervisor

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

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

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

Councillors to be informed of any significant temporary road closures.

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

ROADS AND THOROUGHFARES

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

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

DELEGATION REF:	ROADS 003
HEAD OF POWER:	Local Government Act 1995 s3.50(1)
FILE REF:	4.0358
POLICY REF:	Nil
RESOLUTION DATE:	9 February 2021
RESOLUTION No:	2021/01-XXX
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Works Supervisor

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

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

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

Councillors to be informed of any significant road closures.

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

ROADS AND THOROUGHFARES

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

ROADS 004 Closure of Roads for a Period Exceeding Four Weeks

DELEGATION REF:	ROADS 004
HEAD OF POWER:	Local Government Act 1995 s3.50(1a), s3.50(2)
FILE REF:	4.0358
POLICY REF:	Nil
RESOLUTION DATE:	9 February 2021
RESOLUTION No:	2021/01-XXX
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

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

DATE REVIEWED:

Annually

President

Date:

Chief Executive Officer

Date:

ROADS AND THOROUGHFARES

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

ROADS 005 Gate or Other Device across Thoroughfare

DELEGATION REF:	ROADS 005
HEAD OF POWER:	Local Government (Uniform Local Provisions) Regulations 1996 r.9
FILE REF:	4.0358
POLICY REF:	Nil
RESOLUTION DATE:	9 February 2021
RESOLUTION No:	2021/01-XXX
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

Permissions granted:

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

RECORDING REQUIREMENTS:

Register to be kept of gates or other devices approved.

REPORTING REQUIREMENTS:

Council to be advised of approvals given.

DATE REVIEWED:

Annually

President

Date:

Chief Executive Officer

Date:

ROAD AND THOROUGHFARES

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

ROADS 006 Construction of Crossing from Thoroughfare to Private Land

DELEGATION REF:	ROADS 006
HEAD OF POWER:	Local Government (Uniform Local Provisions) Regulations 1996 r.12
FILE REF:	4.0358
POLICY REF:	Nil
RESOLUTION DATE:	9 February 2021
RESOLUTION No:	2021/01-XXX
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

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

RECORDING REQUIREMENTS:

Approvals and refusals to be recorded in the appropriate file.

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President

Date:

Chief Executive Officer

Date:

ROAD AND THOROUGHFARES

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

ROADS 007 Notice to Construct or Repair Crossing

DELEGATION REF:	ROADS 007
HEAD OF POWER:	Local Government (Uniform Local Provisions) Regulations 1996 r.13
FILE REF:	4.0358
POLICY REF:	Nil
RESOLUTION DATE:	9 February 2021
RESOLUTION No:	2021/01-XXX
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Nil

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

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

RECORDING REQUIREMENTS:

Notices given to be recorded in the appropriate file.

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President
Date:

Chief Executive Officer
Date:

SWIMMING POOLS - PRIVATE

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

SWIM 001 Notice on Non-Complying Private Swimming Pools

DELEGATION REF:	SWIM 001
HEAD OF POWER:	Building Act 2011 (s. 3, 93, 95, 97) Building Regulations 2012
FILE REF:	4.0359
POLICY REF:	Nil
RESOLUTION DATE:	9 February 2021
RESOLUTION No:	2021/01-XXX
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	Environmental Health Officer

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

Notices issued are to be placed on appropriate file.

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President

Date:

Chief Executive Officer

Date:

DOGS

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

DOGS 001 Administer the Dog Act

DELEGATION REF:	DOGS 001
HEAD OF POWER:	Dog Act 1976 s 29(1)
FILE REF:	4.0360
POLICY REF:	Nil
RESOLUTION DATE:	9 February 2021
RESOLUTION No:	2021/01-XXX
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED TO:	WA Contract Ranger Services

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President

Date:

Chief Executive Officer

Date:

CATS

REGISTER OF DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF DELEGATION

CATS 001 Administer the Cat Act

DELEGATION REF:	CATS 001
HEAD OF POWER:	Cat Act 2011, s.44
FILE REF:	4.0361
POLICY REF:	Nil
RESOLUTION DATE:	9 February 2021
RESOLUTION No:	2021/01-XXX
DELEGATED TO:	Chief Executive Officer
EXPIRY DATE:	Indefinite
SUB-DELEGATED:	WA Contract Ranger Services

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

President

Date:

Chief Executive Officer

Date:



Shire of Mt Marshall
— THE SANDALWOOD SHIRE —

SUB-DELEGATION REGISTER 2021

I certify that this Sub-Delegation Register was reviewed on 9 February 2021

Attachment 12.1.3b

Mr John Nuttall - Chief Executive Officer

**This page has
been left blank
intentionally**

SUB-DELEGATION REGISTER

TABLE OF CONTENTS

ADMINISTRATION

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

FINANCE

FIN SD001	PURCHASING - RAISING OF PURCHASE ORDERS.....	4
-----------	--	---

HEALTH

HEALTH SD001	ADMINISTRATION OF THE FOOD ACT	6
--------------	--------------------------------------	---

PROPERTY

PROP SD001	ACQUIRE OR DISPOSE OF SHIRE PROPERTY	7
PROP SD002	SALE OF ITEMS OF SURPLUS EQUIPMENT, MATERIALS, TOOLS ETC. HELD AT SHIRE DEPOT	9

ROADS

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

SWIMMING POOL

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

DOGS

DOGS SD001	ADMINISTER THE DOG ACT	13
------------	------------------------------	----

CATS

CATS SD001	ADMINISTER THE CAT ACT	14
------------	------------------------------	----

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

DELEGATION REF:	ADMIN 001
SUB DELEGATION REF:	ADMIN SD001
HEAD OF POWER:	LG Act 1995, s 3.24, s.3.25, s.3.27, Part 3 division 3, s.3.39(1)
FILE REF:	4.0351
POLICY REF:	Nil
SUB-DELEGATED TO:	Environmental Health Officer
EXPIRY DATE:	Indefinite

DETAIL OF SUB-DELEGATION:

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

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

CONDITIONS IMPOSED:

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

RECORDING REQUIREMENTS:

Written notices to be recorded in the appropriate file.

REPORTING REQUIREMENTS:

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

DATE REVIEWED:

Annually

Chief Executive Officer

Date:

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

DELEGATION REF:	ADMIN 004
SUB-DELEGATION REF:	ADMIN SD002
HEAD OF POWER:	Local Government Act 1995, Part 9, Division 2
FILE REF:	4.0351
POLICY REF:	Nil
SUB-DELEGATED TO:	Environmental Health Officer WA Contract Ranger Services
EXPIRY DATE:	Indefinite

DETAIL OF DELEGATION:

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

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

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

CONDITIONS IMPOSED:

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

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

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

DATE REVIEWED:

Annually

Chief Executive Officer

Date:

FINANCE

REGISTER OF SUB-DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF SUB-DELEGATION

FIN SD001 Purchasing – Raising Of Purchase Orders

DELEGATION REF:	FIN 004
SUB-DELEGATION REF:	FIN SD001
HEAD OF POWER:	Local Government Act 1995, s5.44 Local Government (Functions and General) Regulations 1996, s19
FILE REF:	4.0355
POLICY REF:	F&R.2.1, F&R.2.5
SUB-DELEGATED TO:	<ul style="list-style-type: none"> • Finance & Administration Manager • Works Supervisor • Executive Assistant • Community Development Officer • Customer Service Officer • Economic Development Officer • Beacon Town Maintenance Officer • Regulatory Officer • Parks and Gardens Leading Hand
EXPIRY DATE:	Indefinite

DETAIL OF SUB-DELEGATION:

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

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

SUB-DELEGATION REGISTER

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

CONDITIONS IMPOSED:

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

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

Chief Executive Officer

Date:

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

DELEGATION REF:	HEALTH 003
SUB-DELEGATION REF:	HEALTH SD001
HEAD OF POWER:	Food Act 2008
FILE REF:	4.0357
POLICY REF:	Nil
SUB-DELEGATED TO:	Environmental Health Officer
EXPIRY DATE:	Indefinite

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

CEO to be advised when Authority is exercised.

RECORDING REQUIREMENTS:

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

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

Chief Executive Officer

Date:

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

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

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

DELEGATION REF:	PROP 001
SUB-DELEGATION REF:	PROP SD001
HEAD OF POWER:	Local Government Act 1995 s5.44, 3.58
FILE REF:	4.0352
POLICY REF:	F&R.2.2, F&R.2.8
DELEGATED TO:	<ul style="list-style-type: none"> • Finance & Administration Manager • Works Supervisor • Executive Assistant • Community Development Officer • Customer Service Officer • Economic Development Officer • Beacon Town Maintenance Officer • Regulatory Officer • Parks and Gardens Leading Hand
EXPIRY DATE:	Indefinite

DETAIL OF DELEGATION:

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

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

CONDITIONS IMPOSED:

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

RECORDING REQUIREMENTS:

Issue of signed Purchase Order.

REPORTING REQUIREMENTS:

Nil

SUB-DELEGATION REGISTER

DATE REVIEWED:

Annually

Chief Executive Officer

Date:

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

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

INSTRUMENT OF SUB-DELEGATION

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

DELEGATION REF:	PROP 002
SUB-DELEGATION REF:	PROP SD002
HEAD OF POWER:	Local Government Act 1995 s3.58 & s5.42 Local Government (Administration) Regulations 1996
FILE REF:	4.0352
POLICY REF:	Nil
DELEGATED TO:	Works Supervisor
EXPIRY DATE:	Indefinite

DETAIL OF SUB-DELEGATION:

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

CONDITIONS IMPOSED:

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

RECORDING REQUIREMENTS:

Sale to be recorded and Chief Executive Officer advised.

REPORTING REQUIREMENTS:

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

DATE REVIEWED:

Annually

Chief Executive Officer
Date:

ROADS AND THOROUGHFARES

REGISTER OF SUB-DELEGATIONS OF AUTHORITY

(Local Government (Administration) Regulations 1996, s19)

(Local Government Act 1995, s5.44)

INSTRUMENT OF SUB-DELEGATION

ROADS SD001 Temporary Closing of Roads for Repairs or Maintenance

DELEGATION REF:	ROADS 002
SUB-DELEGATION REF:	ROADS SD001
HEAD OF POWER:	Local Government Act 1995 s3.50A
FILE REF:	4.0358
POLICY REF:	Nil
DELEGATED TO:	Works Supervisor
EXPIRY DATE:	Indefinite

DETAIL OF SUB-DELEGATION:

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

CONDITIONS IMPOSED:

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

RECORDING REQUIREMENTS:

Nil

REPORTING REQUIREMENTS:

Councillors to be informed of any significant temporary road closures.

DATE REVIEWED:

Annually

Chief Executive Officer

Date:

ROADS AND THOROUGHFARES

REGISTER OF SUB-DELEGATIONS OF AUTHORITY

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

INSTRUMENT OF SUB-DELEGATION

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

DELEGATION REF:	ROADS 003
SUB-DELEGATION REF:	ROADS SD002
HEAD OF POWER:	Local Government Act 1995 s.3.50(1)
FILE REF:	4.0358
POLICY REF:	Nil
DELEGATED TO:	Works Supervisor
EXPIRY DATE:	Indefinite

DETAIL OF SUB-DELEGATION:

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

CONDITIONS IMPOSED:

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

RECORDING REQUIREMENTS:

Nil

REPORTING REQUIREMENTS:

Councillors to be informed of any significant road closures.

DATE REVIEWED:

Annually

Chief Executive Officer

Date:

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

DELEGATION REF:	SWIM 001
SUB-DELEGATION REF:	SWIM SD001
HEAD OF POWER:	Building Act 2011 (s. 3, 93, 95, 97) Building Regulations 2012
FILE REF:	4.0359
POLICY REF:	Nil
DELEGATED TO:	Environmental Health Officer
EXPIRY DATE:	Indefinite

DETAIL OF DELEGATION:

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

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

Notices issued are to be placed on appropriate file.

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

Chief Executive Officer
Date:

DOGS**REGISTER OF SUB-DELEGATIONS OF AUTHORITY**

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

INSTRUMENT OF SUB-DELEGATION**DOGS SD001 Administer the Dog Act**

DELEGATION REF:	DOGS 001
SUB-DELEGATION REF:	DOGS SD001
HEAD OF POWER:	Dog Act 1976 s 29(1)
FILE REF:	4.0360
POLICY REF:	Nil
DELEGATED TO:	WA Contract Ranger Services
EXPIRY DATE:	Indefinite

DETAIL OF SUB-DELEGATION:

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

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

To be in line with recording in Delegation Register.

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

Chief Executive Officer

Date:

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

DELEGATION REF:	CATS 001
SUB-DELEGATION REF:	CATS SD001
HEAD OF POWER:	Cat Act 2011, s.44
FILE REF:	4.0361
POLICY REF:	Nil
DELEGATED TO:	WA Contract Ranger Services
EXPIRY DATE:	Indefinite

DETAIL OF SUB-DELEGATION:

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

CONDITIONS IMPOSED:

Nil

RECORDING REQUIREMENTS:

To be in line with recording in Delegation Register.

REPORTING REQUIREMENTS:

Nil

DATE REVIEWED:

Annually

Chief Executive Officer

Date:

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2020/12-004 December 2020	That Council, subject to s19C Local Government (Administration) Regulations 1996 adopt the Shire of Mt Marshall Strategic Community Plan 2020/21-2030/31	Complete		
2020/11-017 November 2020	That Council: <ol style="list-style-type: none"> 1. Subject to Sections 5.36(2) and 5.39 Local Government Act 1995 renew the contract of employment of Mr John Nuttall as the Chief Executive Officer for a period of two (2) years from 1 February 2021 to 31 January 2023 2. Subject to Sections 5.36(2) 5.39 Local Government Act 1995 determine that renewal should be on the same terms and conditions as the current contract of employment as amended at the Chief Executive Officer annual review held in February 2020. 	Ongoing		Feb 2021
2020/6-006 June 2020	That Council: <ol style="list-style-type: none"> 1. Confirm the 'in principal' commitment of the Shire of Mt Marshall to the NEWHealth Scheme 2. Direct the Chief Executive Officer to liaise with the NEWROC Chief Executive Officers to prepare a revised NEWHealth Scheme Memorandum of Understanding 3. Direct that the revised Memorandum of Understanding and NEWHealth scheme service provision cost be presented to Council for adoption prior to finalising the documents. 	Complete	Full NEWHealth meeting held 14 July. Situation being referred to NEWROC. EHO now moved to contractor status rather than employee. NEWHealth scheme will therefore be disbanded	

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
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">• Warkutting Tank• Gabbing Tank• Marindo Rocks• Beebeegnying Tank• Sand Soak Dam• Snake Soak Dam	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">1. Council Acknowledge an historic equity imbalance in the provision of facilities between the towns of Beacon and Bencubbin;2. A desktop review be undertaken on proposed infrastructure upgrades for Beacon and that a further report be made to Council with a view to implementing a 5 year development program for the town;3. That the Shire's Community Development Officer investigate and report on other local government models for the development and support of volunteers in both communities; and4. That any agreed infrastructure development program and volunteer support program be incorporated into the Shire's Community Strategic Plan	Ongoing	<p>Strategic Community Plan to be adopted in December and the Corporate Business Plan in 2021.</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>Owner has been identified. Property remains unoccupied so no additional input from Officers at this time (Oct 2020). Will be monitored</p>	Ongoing.

FINANCE AND ADMINISTRATION MANAGER – TANIKA MCLENNAN

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2020/12-011 December 2020	That: 1. Subject to S.6.8 (1) (b) Local Government Act 1995, Council authorise expenditure of \$500 for the Watch Around Water Night Swim event; and 2. Any entry fees for the Mt Marshall Aquatic Centre be waived for the Watch Around Water Night Swim Event.	Complete	Advertised	
2020/12-010 December 2020	In accordance with S.6.16 (3) (b) of the Local Government Act 1995 all fees and charges set for the Mt Marshall Aquatic Centre be waived for the 2020/21 season.	Complete	Advertised	

REGULATORY OFFICER – MEG WYATT

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2020/10-013 October 2020	That: <ol style="list-style-type: none"> 1. Council reject the recommendation from the Bush Fire Advisory Committee meeting regarding campfire signage. 2. Council resolve that all Camping and Cooking fires be prohibited in the Shire of Mt Marshall during the Prohibited Burning Period (1 November to 31 January) with the exception of wood & charcoal fuelled BBQ's and wood fired pizza ovens which are only prohibited if the fire danger index for the day is very high or above. 3. Council's Firebreak Order be amended to include cooking and campfire restrictions and the notice be advertised in the Government Gazette. 4. appropriate signage be installed at all known popular camping sites. 	Ongoing	Signage being prepared.	
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	<p>Instructions as how to process photos has been obtained and staff will commence the process.</p> <p>Commence project in February during Bush Fire training.</p> <p>Photos of members are required.</p> <p>Letters have been written and sent to all volunteers requesting they attend the Shire office to have their photo taken.</p>	

REGULATORY OFFICER – MEG WYATT

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

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

COMMUNITY DEVELOPMENT OFFICER – REBECCA WATSON				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2020/11-014 November 2020	<div><div>1.</div><div>The Beacon Progress Association be awarded \$6640.81</div></div> <div><div>2.</div><div>The Lake McDermott Catchment Group be awarded \$5744.45</div></div> <div><div>3.</div><div>The Bencubbin Sports Club not be made an award</div></div>	Ongoing	Lake McDermott Catchment Group and Beacon Progress Association have provided invoice and payment of the grant has been made.	
2015/5-014 June 2018	<div>That the following 2017/18 Club Support Fund Applications be approved for funding by Council;</div> <div><div>Beacon Hockey Club</div><div>\$3,500</div></div> <div><div>Bencubbin Football Club</div><div>\$6,380</div></div>	Ongoing	<div>Beacon Hockey Club have submitted their acquittal document.</div> <div>Bencubbin Football Club has made the purchase and are completing the acquittal documents.</div>	December 2020
2017/022 February 2017	<div>That:</div> <div><div>1.</div><div>Council Acknowledge an historic equity imbalance in the provision of facilities between the towns of Beacon and Bencubbin;</div></div> <div><div>2.</div><div>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;</div></div> <div><div>3.</div><div>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</div></div> <div><div>4.</div><div>That any agreed infrastructure development program and volunteer support program be incorporated into the Shire’s Community Strategic Plan</div></div>	Ongoing	CDO liaising with Volunteers WA Wheatbelt Hub to source information that will assist with the development of the report.	

ECONOMIC DEVELOPMENT OFFICER – SARAH MOUG				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2020/10-003 Oct 2020	<p>That Council:</p> <ol style="list-style-type: none"> 1. Receive the minutes from the Economic Development Committee of 13 October 2020 at attachment 11.1.1a; 2. Endorse the recommendations (as detailed above) of the Economic Development Committee by making the following awards: <ol style="list-style-type: none"> a) Beacon Central be awarded \$1,077.72 towards the purchase of catering type equipment for the wildflower tour; b) Hands on Therapeutic Massage be awarded \$635.18 towards a launch event for the new gifts business; c) 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); d) Lake McDermott Catchment Group be awarded \$3,635.50 towards the installation of a shelter at Lake McDermott; e) Beacon Co-Operative not receive any award as their application did not meet the minimum benefit amount; f) Foley Admin Services be awarded \$3,359.75 towards the purchase of various equipment to set up the “Bubbles and Brew Liquor Store” to be awarded only on condition that a liquor licence is granted; and g) Beacon Silver Chain Branch Committee be awarded \$7,320.00 towards the purchase of a generator for the remote area nurse clinic. 	Ongoing	<p>Lake McDermott Catchment Group have submitted their acquittal document.</p> <p>Beacon Silver Chain Branch Committee have submitted their acquittal document.</p>	



Shire of Mt Marshall

Monthly Statement of Financial Activity

For the Period 1 July 2020 to 31 December 2020

TABLE OF CONTENTS

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

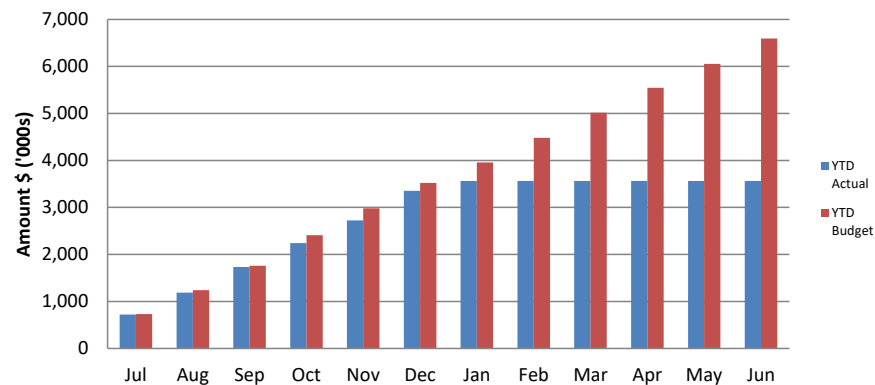
Shire of Mt Marshall
Statement of Financial Activity
For the period 1 July 2020 to 31 December 2020

		Actual YTD 2020/2021	Budget YTD 2020/2021	Original Full Year Budget 2020/2021	Variance Budget to Actual YTD	
	NOTE				%	\$
Operating Revenue						
Governance		27,675	17,136	34,299	62%	10,539
General Purpose Funding		615,066	661,805	1,269,388	(7%)	(46,738)
Law, Order & Public Safety		10,475	17,414	34,845	(40%)	(6,939)
Health		55,870	100,362	200,740	(44%)	(44,492)
Education & Welfare		70,232	63,392	106,194	11%	6,840
Housing		77,568	61,890	123,800	25%	15,678
Community Amenities		104,175	137,067	166,419	(24%)	(32,892)
Recreation & Culture		286,586	296,940	716,089	(3%)	(10,354)
Transport		820,879	730,195	1,344,635	12%	90,684
Economic Services		126,361	85,224	194,225	48%	41,137
Other Property & Services		51,371	25,944	51,900	98%	25,427
		2,246,258	2,197,368	4,242,535		
Operating Expenses						
Governance		(220,582)	(303,613)	(419,832)	(27%)	83,031
General Purpose Funding		(35,722)	(39,942)	(79,901)	(11%)	4,220
Law, Order & Public Safety		(102,517)	(101,095)	(191,912)	1%	(1,422)
Health		(172,362)	(164,950)	(329,206)	4%	(7,412)
Education & Welfare		(153,647)	(198,558)	(369,373)	(23%)	44,911
Housing		(166,888)	(148,216)	(289,845)	13%	(18,672)
Community Amenities		(137,972)	(164,756)	(320,200)	(16%)	26,784
Recreation & Culture		(535,895)	(638,770)	(1,250,849)	(16%)	102,875
Transport		(1,483,406)	(1,453,964)	(2,828,152)	2%	(29,442)
Economic Services		(251,564)	(270,310)	(497,137)	(7%)	18,746
Other Property & Services		(92,479)	(38,728)	(20,570)	139%	(53,751)
		(3,353,036)	(3,522,902)	(6,596,977)		
<u>Adjustments for Non-Cash (Revenue) and Expenditure</u>						
(Profit)/Loss on Asset Disposals	2	40,632	40,632	2,000		
Employee benefit Provisions Cash Backed		337	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		1,508,397	1,413,085	2,826,170		
<u>Capital Revenue and (Expenditure)</u>						
Purchase Property Plant & Equipment	1	(1,568,388)	(2,157,284)	(3,301,696)		
Purchase Infrastructure Assets	1	(852,427)	(993,378)	(1,987,211)		
Repayment of Debenture	3	(22,147)	(22,147)	(44,720)		
Repayment of Leases	3	(1,216)	(1,216)	(10,533)		
Proceeds from New Debentures	3	0	0	450,000		
Self-Supporting Loan Principal Income		4,717	4,717	9,524		
Proceeds from Disposal of Assets	2	0	0	383,000		
<u>Reserves and Restricted Funds</u>						
Transfers to Reserves	4	(4,521)	(4,521)	(10,941)		
Transfers from Reserves	4	300,000	300,000	819,995		
ADD Net Current Assets July 1 B/Fwd.	5	1,735,348	1,735,348	1,795,548		
LESS Net Current Assets Year to Date	5	(1,455,713)	(412,260)	0		
Amount Raised from Rates	6	(1,421,759)	(1,422,559)	(1,422,559)		

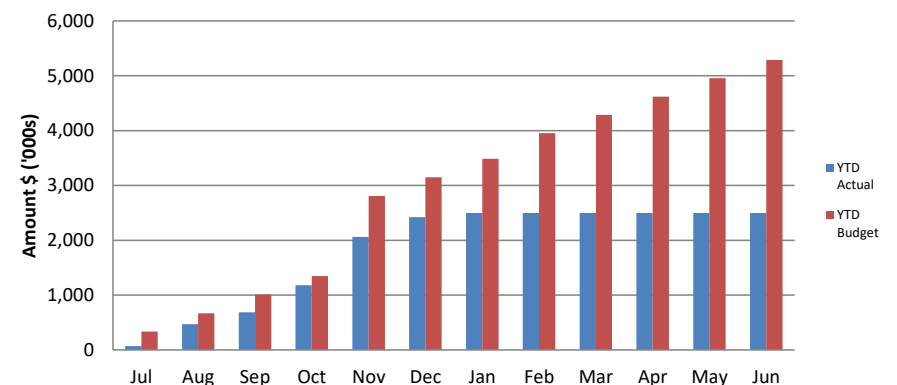
Shire of Mt Marshall

For the period 1 July 2020 to 31 December 2020

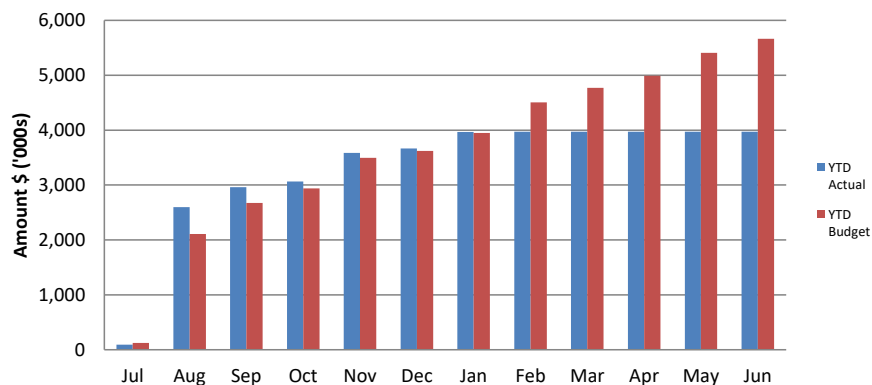
Operating Expenditure



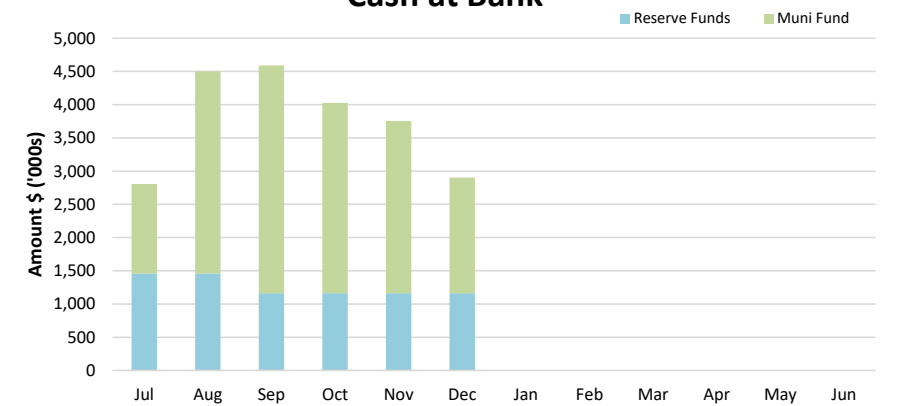
Capital Works & Equipment Purchases



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 31 December 2020

	2020/21 Adopted Budget \$	31-Dec-20 Actual \$	31-Dec-20 Budget YDT \$
1. ACQUISITION OF ASSETS			
The following assets have been acquired during the period under review:			
<u>By Program</u>			
Governance			
<i><u>Administration General</u></i>			
Purchase Vehicle - Admin	133,000	0	0
Health			
<i><u>NEW Health Vehicle</u></i>			
New Health Purchase Of Motor Vehicle	45,000	0	22,500
<i><u>Beacon Silver Chain House</u></i>			
Land & Buildings - Other Health	25,000	0	12,498
Education & Welfare			
<i><u>Aged Care Units</u></i>			
Unit 3	8,000	10,529	8,000
Housing			
<i><u>Staff Housing</u></i>			
Land & Buildings - Staff Housing	503,000	14,146	251,490
Land & Buildings	51,000	0	25,494
Community Amenities			
<i><u>Protection of the Environment</u></i>			
Land & Buildings - Community Amenities	61,000	8,471	30,498
Recreation and Culture			
<i><u>Public Halls and Civic Centres</u></i>			
Land & Buildings - Halls & Civic Centres	68,500	16,017	34,248
<i><u>Sturt Pea House</u></i>			
Sturt Pea House Improvements	20,000	0	9,996
<i><u>Swimming Pool</u></i>			
Land & Buildings - Swimming Pool	1,130,996	923,202	1,130,996
<i><u>Sporting Facilities</u></i>			
Land & Buildings - Recreation	438,200	236,494	219,072
<i><u>Parks & Recreation</u></i>			
Parks & Recreation Capital Expenditure	190,000	23,703	94,998
Transport			
<i><u>Construction - Roads, Bridges, Depots</u></i>			
Roads To Recovery Road Works	573,261	185,329	286,512
State Road Projects Grant	804,850	549,525	402,378
Municipal Road Construction	374,100	93,869	186,996
Footpath Construction	20,000	0	9,996
<i><u>Road Plant Purchases</u></i>			
Plant Purchases	600,000	253,700	300,000
Motor Vehicle Purchases	85,000	93,891	42,498
<i><u>Airstrips</u></i>			
Beacon Airstrip Upgrade	25,000	0	12,498
Economic Services			
Buildings	27,000	0	13,494
Beacon Workers Camp - Capital	45,000	5,232	22,500
Bencubbin Workers Camp - Capital	7,000	6,707	7,000
Other Property and Services			
Purchase Land And Buildings - Eng	54,000	0	27,000
	<u>5,288,907</u>	<u>2,420,815</u>	<u>3,150,662</u>

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2020 to 31 December 2020

	2020/21 Adopted Budget \$	31-Dec-20 Actual \$	31-Dec-20 Budget YDT \$
1. ACQUISITION OF ASSETS (Continued)			
The following assets have been acquired during the period under review:			
<u>By Class</u>			
Land Held for Resale - Current	0	0	0
Land Held for Resale - Non Current	0	0	0
Land	0	0	0
Land & Buildings	2,438,696	1,220,797	1,792,286
Furniture & Equipment	0	0	0
Motor Vehicles	263,000	93,891	64,998
Plant & Equipment	600,000	253,700	300,000
Infrastructure - Roads	1,752,211	828,723	875,886
Infrastructure - Footpaths	20,000	0	9,996
Infrastructure - Ovals & Parks	190,000	23,703	94,998
Infrastructure - Other	25,000	0	12,498
	<u>5,288,907</u>	<u>2,420,815</u>	<u>3,150,662</u>

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2020 to 31 December 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 \$	December 2020 Actual \$	2020/21 Budget \$	December 2020 Actual \$	2020/21 Budget \$	December 2020 Actual \$
Administration						
Admin Vehicle - Prado	48,000		47,000		(1,000)	0
Admin Vehicle - Landcruiser	67,000		66,000		(1,000)	0
Health						
NEW Health Vehicle	30,000	40,632	30,000	0	0	(40,632)
Transport						
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	40,632	383,000	0	(2,000)	(40,632)

<u>By Class of Asset</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2020/21 Budget \$	December 2020 Actual \$	2020/21 Budget \$	December 2020 Actual \$	2020/21 Budget \$	December 2020 Actual \$
Motor Vehicles	191,000	40,632	189,000	0	(2,000)	(40,632)
Plant & Equipment	194,000	0	194,000	0	0	0
	385,000	40,632	383,000	0	(2,000)	(40,632)

Summary

Profit on Asset Disposals
Loss on Asset Disposals

2020/21 Adopted Budget \$	December 2020 Actual \$
0	0
(2,000)	(40,632)
(2,000)	(40,632)

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2020 to 31 December 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 \$
Recreation & Culture										
Loan 120 - Bencubbin Rec Complex Shire	28/04/2037	386,768	0	0	16,480	8,161	370,288	378,607	14,733	4,841
Loan 121 - Bencubbin Rec SAR	28/04/2037	439,249	0	0	18,716	9,269	420,533	429,980	16,733	5,498
Loan 122 - Bencubbin Rec Complex CRC*	28/04/2037	223,514	0	0	9,524	4,717	213,990	218,797	8,514	2,798
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	22,147	1,004,811	1,027,384	39,981	13,138

(*) 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 \$
Governance										
Lease 1 - Fuji Xerox Docucentre	11/01/2024	8,147	0	0	2,221	1,216	5,926	6,930	124	74
Governance										
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	1,216	86,838	96,155	2,012	74

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 31 December 2020

	2020/21 Adopted Budget \$	December 2020 Actual \$
4. CASH BACKED RESERVES		
(a) Plant Replacement Reserve		
Opening Balance	353,280	353,280
Amount Set Aside / Transfer to Reserve	2,650	1,047
Amount Used / Transfer from Reserve	(107,400)	(107,400)
	<u>248,530</u>	<u>246,927</u>
(b) Aged Care Units Reserve		
Opening Balance	45,170	45,170
Amount Set Aside / Transfer to Reserve	339	153
Amount Used / Transfer from Reserve	0	0
	<u>45,509</u>	<u>45,323</u>
(c) Housing Reserve		
Opening Balance	8,531	8,531
Amount Set Aside / Transfer to Reserve	64	29
Amount Used / Transfer from Reserve	0	0
	<u>8,595</u>	<u>8,560</u>
(d) Employee Entitlements Reserve		
Opening Balance	99,615	99,615
Amount Set Aside / Transfer to Reserve	747	337
Amount Used / Transfer from Reserve	0	0
	<u>100,362</u>	<u>99,952</u>
(e) Public Amenities & Buildings Reserve		
Opening Balance	161,939	161,941
Amount Set Aside / Transfer to Reserve	1,215	547
Amount Used / Transfer from Reserve	0	0
	<u>163,154</u>	<u>162,488</u>
(f) Mt Marshall Aquatic Centre Development Reserve		
Opening Balance	674,642	674,642
Amount Set Aside / Transfer to Reserve	5,060	2,073
Amount Used / Transfer from Reserve	(672,596)	(152,600)
	<u>7,106</u>	<u>524,115</u>
(g) Community Bus Reserve		
Opening Balance	20,468	20,468
Amount Set Aside / Transfer to Reserve	154	69
Amount Used / Transfer from Reserve	0	0
	<u>20,622</u>	<u>20,537</u>

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2020 to 31 December 2020

	2020/21 Adopted Budget \$	December 2020 Actual \$
4. RESERVES (Continued)		
(h) Bencubbin Recreation Complex Reserve		
Opening Balance	4,252	4,252
Amount Set Aside / Transfer to Reserve	32	14
Amount Used / Transfer from Reserve	0	0
	<u>4,284</u>	<u>4,266</u>
(i) Office Equipment Reserve		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>0</u>	<u>0</u>
(j) Economic Development Reserve		
Opening Balance	78,720	78,720
Amount Set Aside / Transfer to Reserve	590	212
Amount Used / Transfer from Reserve	(40,000)	(40,000)
	<u>39,310</u>	<u>38,932</u>
(k) Beacon Accommodation Reserve		
Opening Balance	3,703	3,703
Amount Set Aside / Transfer to Reserve	28	12
Amount Used / Transfer from Reserve	0	0
	<u>3,731</u>	<u>3,715</u>
(l) Medical Enhancement Reserve		
Opening Balance	7,946	7,946
Amount Set Aside / Transfer to Reserve	60	27
Amount Used / Transfer from Reserve	0	0
	<u>8,006</u>	<u>7,973</u>
(m) Bencubbin Community Resource Centre Reserve		
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>
Total Cash Backed Reserves	<u><u>649,507</u></u>	<u><u>1,163,085</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 31 December 2020

	2020/21 Adopted Budget \$	December 2020 Actual \$
4. RESERVES (Continued)		
Cash Backed Reserves (Continued)		
Summary of Transfers To Cash Backed Reserves		
Transfers to Reserves		
Plant Replacement Reserve	2,650	1,047
Aged Care Units Reserve	339	153
Community Housing Reserve	0	0
Housing Reserve	64	29
Employee Entitlements Reserve	747	337
Public Amenities & Buildings Reserve	1,215	547
Mt Marshall Aquatic Centre Development Rese	5,060	2,073
Community Bus Reserve	154	69
Bencubbin Recreation Complex Reserve	32	14
Office Equipment Reserve	0	0
Economic Development Reserve	590	212
Integrated Planning/Financial Reporting Reserv	0	0
Beacon Accommodation Reserve	28	12
Medical Enhancement Reserve	60	27
Bencubbin Community Resource Centre Reser	2	1
	10,941	4,521
Transfers from Reserves		
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
	(819,995)	(300,000)
Total Transfer to/(from) Reserves	(809,054)	(295,479)

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

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

	2020/21 B/Fwd Per Approved Budget \$	2020/21 B/Fwd Per Financial Report \$	December 2020 Actual \$
5. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	2,123,692	2,123,693	1,803,030
Cash - Restricted Unspent Grants	0	0	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	1,458,563	1,458,563	1,163,085
Rates Outstanding	123,891	123,891	201,472
Sundry Debtors	39,248	39,248	18,150
Provision for Doubtful Debts	(7,221)	(815)	(815)
Gst Receivable	55,702	55,702	0
Accrued Income/Payments In Advance	(3,671)	(3,375)	(8,799)
Loans - Clubs/Institutions	0	0	0
Inventories	14,385	14,385	25,686
	<u>3,804,590</u>	<u>3,811,292</u>	<u>3,201,809</u>
LESS: CURRENT LIABILITIES			
Sundry Creditors	(293,645)	(293,645)	(381,443)
Accrued Interest On Loans	(7,066)	(7,066)	0
Accrued Salaries & Wages	(54,010)	(54,010)	246
Contract Liabilities	(674)	(5,129)	(5,129)
Gst Payable	(29,841)	(29,841)	(3)
Payroll Creditors	(30,068)	(30,068)	(30,069)
Accrued Expenses	(3,291)	(39,087)	0
FBT Liability	0	(8,825)	0
Bonds and Deposits	0	(10,625)	2,176
Current Employee Benefits Provision	(224,612)	(249,325)	(249,325)
Current Loan Liability	0	(44,720)	(22,573)
	<u>(643,208)</u>	<u>(772,341)</u>	<u>(686,120)</u>
NET CURRENT ASSET POSITION	3,161,382	3,038,951	2,515,689
Less: Cash - Reserves - Restricted	(1,458,563)	(1,458,563)	(1,163,085)
Less: Cash - Unspent Grants - Restricted	0	0	0
Add Back : Component of Leave Liability not Required to be Funded	99,615	99,615	99,952
Add Back : Current Loan Liability	0	44,720	22,573
Adjustment for Trust Transactions Within Muni	(6,884)	10,625	(19,416)
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>1,795,548</u>	<u>1,735,348</u>	<u>1,455,713</u>

Shire of Mt Marshall

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

For the Period 1 July 2020 to 31 December 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 \$
General Rate								
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
Sub-Totals		418	75,204,825	1,445,491	0	0	1,445,491	1,445,491
Minimum Rates	Minimum \$							
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
Sub-Totals		73	238,100	30,368	0	0	30,368	30,368
Discounts							1,475,859	1,475,859
Total Amount of General Rates							(54,098)	(53,300)
Movement in Excess Rates							1,421,761	1,422,559
Ex Gratia Rates							0	0
Specified Area Rates							16,772	17,200
Rates Written off							37,706	35,449
							(1,460)	(700)
Total Rates							1,474,779	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 31 December 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 (\$)	December 2020 Balance \$
Police Licensing	0	63,577	(63,577)	0
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	(2,120)	9,680
Staff Social Club	2,114	1,055	(1,183)	1,986
Portable Toilet Bonds	0	0	0	0
Deposit on Land	0	0	0	0
Rehabilitation Bonds	10,700	160	(40)	10,820
	27,683	64,792	(66,920)	25,555

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2020 to 31 December 2020

8. OPERATING STATEMENT

	December 2020 Actual \$	2020/21 Adopted Budget \$	2019/20 Actual \$
OPERATING REVENUES			
Governance	27,675	34,299	43,566
General Purpose Funding	2,036,827	2,691,947	4,092,306
Law, Order, Public Safety	10,475	34,845	50,448
Health	55,870	200,740	175,945
Education and Welfare	70,232	106,194	101,529
Housing	77,568	123,800	127,006
Community Amenities	104,175	166,419	148,362
Recreation and Culture	286,586	716,089	413,908
Transport	820,879	1,344,635	1,398,759
Economic Services	126,361	194,225	187,976
Other Property and Services	51,371	51,900	66,606
TOTAL OPERATING REVENUE	3,668,019	5,665,094	6,806,410
OPERATING EXPENSES			
Governance	220,582	419,832	383,584
General Purpose Funding	35,722	79,901	76,415
Law, Order, Public Safety	102,517	191,912	186,204
Health	172,362	329,206	321,026
Education and Welfare	153,647	369,373	300,867
Housing	166,888	289,845	257,450
Community Amenities	137,972	320,200	267,793
Recreation & Culture	535,895	1,250,849	1,116,081
Transport	1,483,406	2,828,152	2,824,040
Economic Services	251,564	497,137	455,585
Other Property and Services	92,479	20,570	40,941
TOTAL OPERATING EXPENSE	3,353,034	6,596,977	6,229,986
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	314,985	(931,883)	576,424

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2020 to 31 December 2020

9. BALANCE SHEET

	December 2020 Actual \$	2019/20 Actual \$
CURRENT ASSETS		
Cash and Cash Equivalents	2,966,115	3,582,256
Trade and Other Receivables	214,814	224,174
Inventories	25,686	14,385
TOTAL CURRENT ASSETS	3,206,615	3,820,815
NON-CURRENT ASSETS		
Other Receivables	286,289	286,289
Inventories	0	0
Property, Plant and Equipment	20,545,617	19,480,670
Infrastructure	90,033,449	90,217,919
ROU Assets	139,409	148,099
Work in Progress	0	0
TOTAL NON-CURRENT ASSETS	111,004,764	110,132,977
TOTAL ASSETS	114,211,379	113,953,792
CURRENT LIABILITIES		
Trade and Other Payables	416,398	467,672
Bonds and Deposits	(2,176)	10,625
Long Term Borrowings	22,573	44,720
Lease Liabilities	9,317	10,533
Provisions	249,325	249,325
TOTAL CURRENT LIABILITIES	695,437	782,875
NON-CURRENT LIABILITIES		
Trade and Other Payables	0	0
Long Term Borrowings	1,004,811	1,004,811
Lease Liabilities	87,021	87,021
Provisions	90,650	90,650
TOTAL NON-CURRENT LIABILITIES	1,182,482	1,182,482
TOTAL LIABILITIES	1,877,919	1,965,357
NET ASSETS	112,333,460	111,988,435
EQUITY		
Trust Imbalance	19,416	(10,625)
Retained Surplus	82,730,916	82,120,452
Reserves - Cash Backed	1,163,085	1,458,563
Revaluation Surplus	28,420,043	28,420,043
TOTAL EQUITY	112,333,460	111,988,433

Shire of Mt Marshall

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

	31 December 2020 YTD	YTD	Budget to Actual YTD	Budget to Actual YTD Favourable/ (Unfavourable)	Components of Variance Favourable/ (Unfavourable)	
	Actual \$	Budget \$	%	\$	\$	
Revenues/Sources						
Governance	27,675	17,136	62%	10,539	9,615 924	Refund of overpaid super <i>Minor Items</i>
General Purpose Funding	615,066	661,805	(7%)	(46,738)	(20,599) (23,995) (2,144)	FAGS under budget Back Rates for 19/20 <i>Minor Items</i>
Law, Order, Public Safety	10,475	17,414	(40%)	(6,939)	(8,086) 1,147	DFES ESL Grant timing <i>Minor Items</i>
Health	55,870	100,362	0%	(44,492)	(44,626) 134	NEW Health income under budget. Offset by expenditure. <i>Minor Items</i>
Education and Welfare	70,232	63,392	11%	6,840	4,623 2,217	Little Bees income over budget <i>Minor Items</i>
Housing	77,568	61,890	25%	15,678	10,660 4,775 243	Staff housing rental income over budget, due to change in method of recording to show subsidy Community Housing Reimbursements - CEACA 50% contribution to dividing fences <i>Minor Items</i>
Community Amenities	104,175	137,067	(24%)	(32,892)	(15,074) (17,832) 14	Bin charges under budget due to removal of Shire properties State NRM Grant under budget - timing <i>Minor Items</i>
Recreation and Culture	286,586	296,940	(3%)	(10,354)	(5,908) (8,426) (29,223) 30,682 2,521	Recreation Grant funding - timing Reimbursements Sporting Facilities under budget - timing LR & CIP Funding Swimming Pool - timing LR & CIP Funding P & G - timing <i>Minor Items</i>
Transport	820,879	730,195	12%	90,684	(12,498) (6,626) 153,545 (45,857) 2,120	Beacon Airstrip Grant under budget - timing MRWA Direct Grant - timing Asset/plant disposals still to be processed R2R Grant - timing <i>Minor Items</i>
Economic Services	126,361	85,224	48%	41,137	4,468 16,171 10,540 2,816 (5,850) 4,321 8,819 (148)	Beacon Cabins over budget Beacon Workers camp over budget Beacon Caravan Park over budget Bencubbin Workers Camp 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 <i>Minor Items</i>
Other Property and Services	51,371	25,944	98%	25,427	11,295 17,591 (3,459)	Workers Comp Reimbursement - offset by expenditure Insurance for written off vehicle and other minor reimbursements <i>Minor Items</i>
Total Revenues excl Rates	2,246,258	2,197,368	2%	48,890		
Amount Raised from Rates	1,421,759	1,421,761	(0%)	(01)	(01)	Rounding - <i>Minor Items</i>

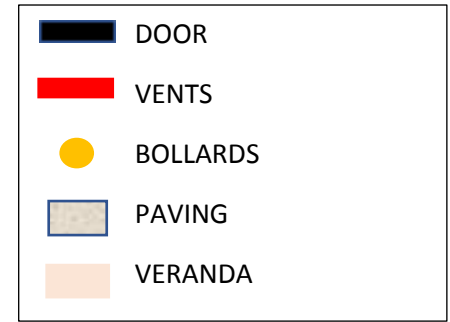
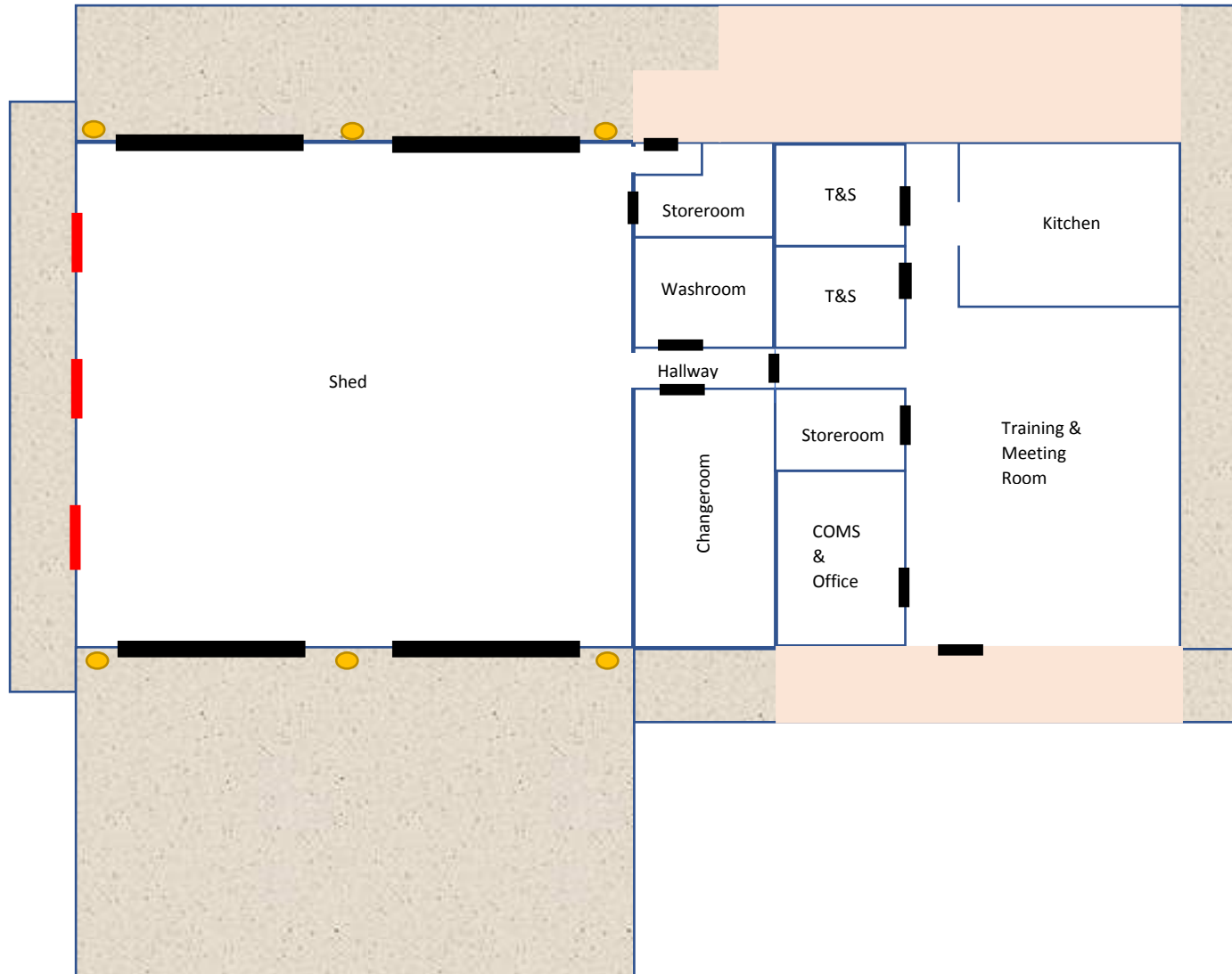
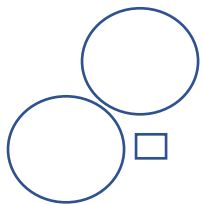
Shire of Mt Marshall
Report on Significant Variances - Operating Income & Expenditure
For the Period 1 July 2020 to 31 December 2020

	31 December 2020 YTD	Budget to YTD	Budget to Actual YTD	Budget to Actual YTD Favourable/ (Unfavourable)	Components of Variance Favourable/ (Unfavourable)	
(Expenses)/(Applications)	Actual \$	Budget \$	%	\$	\$	
Governance	(220,582)	(303,613)	27%	83,031	11,592	Admin consultants under budget
					4,787	Computer Support under budget
					4,873	Council Conference Exp under budget
					4,762	Records Management under budget
					6,159	Legal Expenses under budget
					10,067	Admin FBT under budget - timing, adjusted after return is completed
					7,255	Computer Equipment Mtc under budget
					3,996	Removal and recruitment expenses under budget
					58,313	Audit Fees under budget - timing, audit not yet complete
					(5,914)	Councillor iPad Expenditure over budget
					(20,214)	Admin allocations - timing ie all of the above are yet to be spent
					(2,645)	Minor Items
General Purpose Funding	(35,722)	(39,942)	11%	4,220	4,278	Valuation Expenses under budget. GRV valuation not going ahead due to COVID.
					(58)	Minor Items
Law, Order, Public Safety	(102,517)	(101,095)	(1%)	(1,422)		
					(1,422)	Minor Items
Health	(172,362)	(164,950)	(4%)	(7,412)	(17,709)	NEW Health over budget. Accounts still to be finalised.
					4,492	EHO Scheme costs under budget - final invoice still to be issued
					1,920	Medical Practice under budget
					3,885	Minor Items
Education and Welfare	(153,647)	(198,558)	23%	44,911	4,576	Masonic Lodge under budget - ownership/management being investigated
					9,271	CDO Salary/Super under budget
					6,064	Aged Care Units under budget
					3,636	Senior's Trip under budget
					20,381	Little Bees under budget
					982	Minor Items
Housing	(166,888)	(148,216)	(13%)	(18,672)	(5,199)	Depreciation over budget
					(13,238)	Community Housing Mtc over budget - timing
					(235)	Minor Items
Community Amenities	(137,972)	(164,756)	16%	26,784		
					3,244	Cemeteries under budget
					28,000	Landcare under budget
					(4,460)	Minor Items
Recreation & Culture	(535,895)	(638,770)	16%	102,875	27,907	Recreation Grounds under budget
					24,334	Swimming Pool operations under budget. Pool not yet open.
					872	Halls under budget
					5,030	Other Recreation under budget
					32,872	Parks and gardens under budget
					14,300	Ag Society under budget
					(2,441)	Minor Items
Transport	(1,483,406)	(1,453,964)	(2%)	(29,442)	(63,378)	Depreciation over budget
					27,887	Town Streets under budget
					11,178	Road Mtc under budget
					(5,129)	Minor Items
Economic Services	(251,564)	(270,310)	7%	18,746	19,998	Economic Development Fund under budget
					(16,755)	Tourism and Area Promotion over budget, offset by additional accommodation income
					1,151	Building Control under budget
					1,882	Admin allocations under budget
					14,097	Sandalwood Shops under budget
					(1,627)	Minor Items
Other Property and Services	(92,479)	(38,728)	(139%)	(53,751)	(2,498)	Workers Comp Exp - offset by income
					90,117	Plant Op Costs under budget - timing
					(39,188)	Depreciation allocated to jobs over budget - timing
					(104,842)	Public Works Overheads over budget - timing
					2,660	Minor Items
Total Expenses/Applications	(3,353,036)	(3,522,902)	(6%)	48,980		

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

	Full Year Budget	31 December 2020 YTD Actual	31 December 2020 YTD Budget	Budget to Actual YTD %	Budget to Actual YTD Favourable/ (Unfavourable)	Commentary
	\$	\$	\$	%	\$	
Capital Expenditure						
Governance						
Purchase Vehicle - Admin	133,000	-	-	0%	-	
Health						
New Health Purchase Of Motor Vehicle	45,000	-	22,500	100%	22,500	New contract begins 1 January, no vehicle changeover required.
Beacon Silver Chain House	25,000	-	12,498	100%	12,498	Timing
Education & Welfare						
Unit 3	8,000	10,529	8,000	(32%)	(2,529)	
Housing						
Land & Buildings - Staff Housing	503,000	14,146	251,490	94%	237,344	Timing
Land & Buildings	51,000	-	25,494	100%	25,494	Timing
Community Amenities						
Land & Buildings - Community Amenities	61,000	8,471	30,498	72%	22,027	Timing
Recreation & Culture						
Land & Buildings - Halls & Civic Centres	68,500	16,017	34,248	53%	18,231	Timing
Sturt Pea House Improvements	20,000	-	9,996	100%	9,996	Timing
Land & Buildings - Swimming Pool	1,130,996	923,202	1,130,996	18%	207,794	Timing - Completed January
Parks & Recreation Capital Expenditure	190,000	23,703	94,998	75%	71,295	Timing
Bencubbin Rec Complex	438,200	236,494	219,072	(8%)	(17,422)	Timing
Transport						
Road Construction	1,752,211	828,723	875,886	5%	47,163	Timing
Footpath Construction	20,000	-	9,996	100%	9,996	Timing
Plant Purchases	600,000	253,700	300,000	15%	46,300	Timing
Beacon Airstrip Upgrade	25,000	-	12,498	100%	12,498	Timing
Motor Vehicle Purchases	85,000	93,891	42,498	100%	(51,393)	Timing
Economic Services						
Bencubbin CRC	27,000	-	13,494	0%	13,494	Timing
Bencubbin Workers Camp - Capital Expenditure	7,000	6,707	7,000	100%	293	
Beacon Workers Camp - Capital Expenditure	45,000	5,232	22,500	100%	17,268	Timing
Other Property & Services						
Depot Shed	54,000	-	27,000	100%	27,000	Timing of Beacon Shed, Bencubbin (possibly) not required if new fire shed is approved
Total Capital Expenditure	5,288,907	2,420,815	3,150,662	23%	729,847	

Water tanks & Pump



Location for New Welbungin Fire Shed



Location for New Bencubbin Fire Shed

