



## **Shire of Mt Marshall**

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

**For the Period 1 July 2016 to 31 July 2016**

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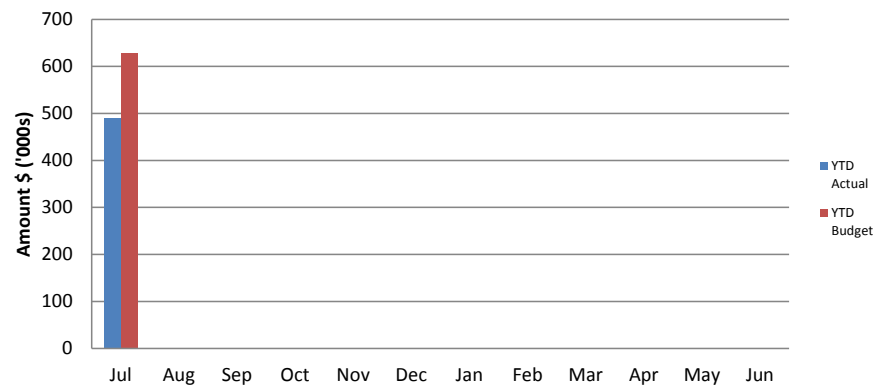
**Shire of Mt Marshall**  
**Statement of Financial Activity**  
**For the period 1 July 2016 to 31 July 2016**

	NOTE	Actual YTD 2016/2017	Budget YTD 2016/2017	Original Full Year Budget 2016/2017	Variance Budget to Actual YTD	
					%	\$
<b>Operating Revenue</b>						
Governance		53	769	9,249	(93%)	(717)
General Purpose Funding		611	(1,290,535)	2,304,085	(100%)	1,291,146
Law, Order & Public Safety		224	141	16,003	59%	83
Health		0	0	0		0
Education & Welfare		12,830	6,471	77,674	98%	6,359
Housing		10,760	13,582	163,020	(21%)	(2,822)
Community Amenities		40	3,997	90,890	(99%)	(3,957)
Recreation & Culture		571	2,042	1,127,323	(72%)	(1,471)
Transport		365,672	3,059	1,714,118	11854%	362,613
Economic Services		30,021	31,666	204,163	(5%)	(1,645)
Other Property & Services		45	6,672	80,100	(99%)	(6,627)
		<b>420,827</b>	<b>(1,222,136)</b>	<b>5,786,624</b>		
<b>Operating Expenses</b>						
Governance		(79,704)	(101,549)	(387,232)	(22%)	21,845
General Purpose Funding		(8,200)	(5,377)	(64,551)	53%	(2,823)
Law, Order & Public Safety		(9,745)	(16,039)	(113,226)	(39%)	6,294
Health		(19,228)	(10,816)	(161,884)	78%	(8,412)
Education & Welfare		(21,625)	(20,801)	(230,311)	4%	(824)
Housing		(26,386)	(33,254)	(367,283)	(21%)	6,868
Community Amenities		(21,325)	(19,476)	(231,053)	9%	(1,849)
Recreation & Culture		(52,522)	(74,199)	(903,352)	(29%)	21,677
Transport		(231,532)	(233,014)	(2,711,490)	(1%)	1,482
Economic Services		(32,169)	(35,125)	(392,932)	(8%)	2,956
Other Property & Services		(14,868)	(37,684)	(41,225)	(61%)	22,816
		<b>(517,304)</b>	<b>(587,334)</b>	<b>(5,604,538)</b>		
<b>Adjustments for Non-Cash (Revenue) and Expenditure</b>						
(Profit)/Loss on Asset Disposals	2	0	76,396	76,396		
Employee benefit Provisions Cash Backed		0	(995)	(995)		
Depreciation on Assets		196,189	188,805	2,265,658		
<b>Capital Revenue and (Expenditure)</b>						
Purchase Property Plant & Equipment	1	0	0	(3,407,600)		
Purchase Infrastructure Assets	1	(72,927)	0	(2,456,604)		
Repayment of Debenture	3	(840)	(840)	(83,019)		
Proceeds from New Debenture	3	0	0	1,173,900		
Self-Supporting Loan Principal Income		840	840	10,332		
Proceeds from Disposal of Assets	2	0	0	115,000		
<b>Reserves and Restricted Funds</b>						
Transfers to Reserves	4	0	0	(228,086)		
Transfers from Reserves	4	0	0	345,300		
ADD Net Current Assets July 1 B/Fwd.	5	734,880	722,074	722,074		
LESS Net Current Assets Year to Date	5	(739,680)	(447,776)	0		
<b>Amount Raised from Rates</b>	<b>6</b>	<b>21,986</b>	<b>(1,270,966)</b>	<b>(1,285,557)</b>		

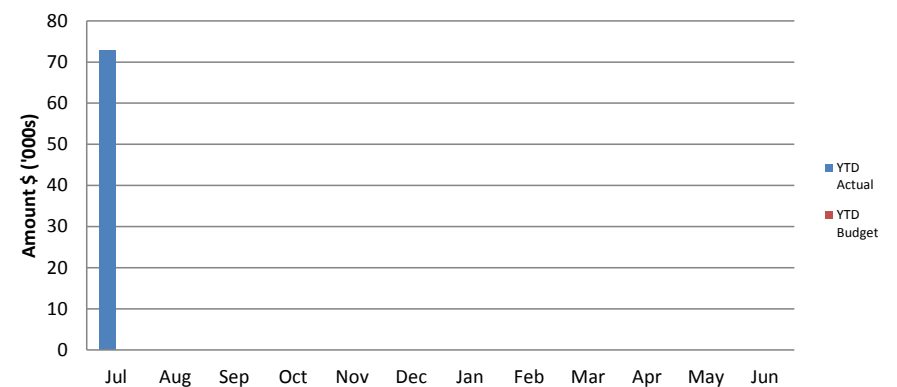
## Shire of Mt Marshall

For the period 1 July 2016 to 31 July 2016

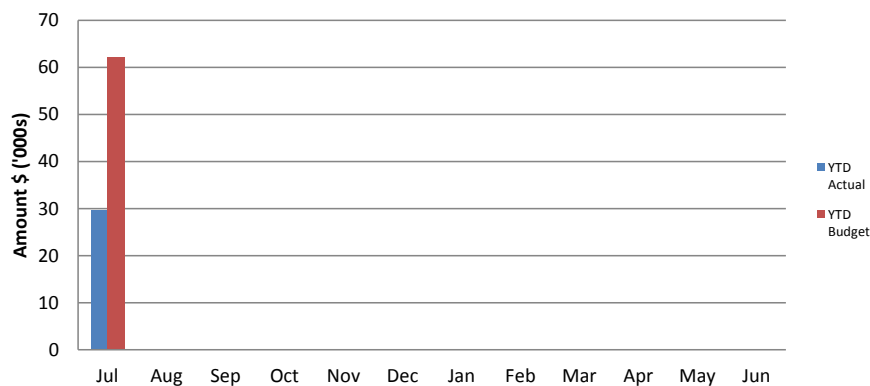
### Operating Expenditure



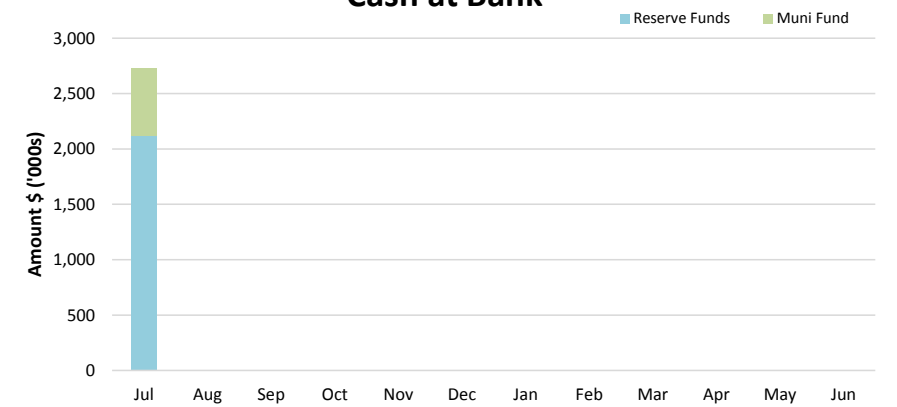
### Capital Works & Equipment Purchases



### 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 2016 to 31 July 2016

	2016/17 Adopted Budget \$	31-Jul-16 Actual \$	31-Jul-16 Budget YDT \$
<b>1. ACQUISITION OF ASSETS</b>			
The following assets have been acquired during the period under review:			
<b><u>By Program</u></b>			
<b>Governance</b>			
<i>Administration General</i>			
Purchase Vehicle - Admin	65,000	0	0
<b>Education &amp; Welfare</b>			
<i>Aged &amp; Disabled Welfare</i>			
Purchase Land & Buildings - Welfare Aged	21,600	0	0
<b>Community Amenities</b>			
<i>Protection of the Environment</i>			
Land & Buildings - Community Amenities	5,000	0	0
<i>Other Community Ammenities</i>			
Beacon And Bencubbin Water Collection	149,190	0	0
<b>Recreation and Culture</b>			
<i>Sporting Facilities</i>			
Land & Buildings - Sporting Facilities	100,000	0	0
Infrastructure Other Purchases	135,100	0	0
Land & Buildings - Bencubbin Recreation	2,600,000	0	0
<b>Transport</b>			
<i>Construction - Roads, Bridges, Depots</i>			
Roads To Recovery Road Works	966,848	72,927	0
State Road Projects Grant	1,085,963	0	0
Municipal Road Construction	99,502	0	0
Footpath Construction	20,000	0	0
<i>Road Plant Purchases</i>			
Plant Purchases	570,000	0	0
Motor Vehicle Purchases	28,000	0	0
<b>Economic Services</b>			
<i>Tourism &amp; Area Promotion</i>			
Purchase Land And Buildings	18,000	0	0
	<u>5,864,204</u>	<u>72,927</u>	<u>0</u>

# Shire of Mt Marshall

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

### For the Period 1 July 2016 to 31 July 2016

	2016/17 Adopted Budget \$	31-Jul-16 Actual \$	31-Jul-16 Budget YDT \$
<b>1. ACQUISITION OF ASSETS (Continued)</b>			
The following assets have been acquired during the period under review:			
<b><u>By Class</u></b>			
Land Held for Resale - Current	0	0	0
Land Held for Resale - Non Current	0	0	0
Land	0	0	0
Land & Buildings	2,744,600	0	0
Furniture & Equipment	0	0	0
Motor Vehicles	93,000	0	0
Plant & Equipment	570,000	0	0
Infrastructure - Roads	2,152,313	72,927	0
Infrastructure - Footpaths	20,000	0	0
Infrastructure - Ovals & Parks	0	0	0
Infrastructure - Other	284,290	0	0
	<u>5,864,204</u>	<u>72,927</u>	<u>0</u>

# Shire of Mt Marshall

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

For the Period 1 July 2016 to 31 July 2016

### 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)	
	2016/17 Budget \$	July 2016 Actual \$	2016/17 Budget \$	July 2016 Actual \$	2016/17 Budget \$	July 2016 Actual \$
<b>Housing</b>						
House Lot 168 Collin St Bencubbin	74,396		20,000		(54,396)	0
<b>Transport</b>						
Grader	102,000		80,000		(22,000)	0
Mitsubishi Triton MM170	12,000		10,000		(2,000)	0
Bomag Roller	3,000		5,000		2,000	0
	191,396	0	115,000	0	(76,396)	0

<u>By Class of Asset</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2016/17 Budget \$	July 2016 Actual \$	2016/17 Budget \$	July 2016 Actual \$	2016/17 Budget \$	July 2016 Actual \$
Land & Buildings	74,396		20,000		(54,396)	0
Plant & Equipment	117,000	0	95,000	0	(22,000)	0
	191,396	0	115,000	0	(76,396)	0

### Summary

Profit on Asset Disposals  
Loss on Asset Disposals

2016/17 Adopted Budget \$	July 2016 Actual \$
2,000	0
(78,396)	0
(76,396)	0

## Shire of Mt Marshall

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

For the Period 1 July 2016 to 31 July 2016

#### 3. INFORMATION ON BORROWINGS

##### (a) Debenture Repayments

Particulars	Principal 1-Jul-16	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2016/17 Budget \$	2016/17 Actual \$	2016/17 Budget \$	2016/17 Actual \$	2016/17 Budget \$	2016/17 Actual \$	2016/17 Budget \$	2016/17 Actual \$
<b>General Purpose Funding</b>									
Loan 119 - Benny Mart *	29,831	0	0	10,332	840	19,499	28,991	1,378	118
<b>Housing</b>									
Loan 118 - Staff Housing	167,051	0	0	52,278	0	114,773	167,051	9,683	(172)
<b>Recreation &amp; Culture</b>									
Loan 120 - Bencubbin Rec Complex Shire	0	432,600	0	4,096	0	428,504	0	2,920	0
Loan 121 - Bencubbin Rec SAR	0	491,300	0	4,652	0	486,648	0	3,316	0
Loan 122 - Bencubbin Rec Complex CRC*	0	250,000	0	0	0	250,000	0	0	0
<i>(Anticipated Lending Dates 2017/18)</i>									
<b>Economic Services</b>									
Loan 117 - Accommodation Units	11,661	0	0	11,661	0	0	11,661	353	(289)
	208,543	1,173,900	0	83,019	840	1,299,424	207,703	17,650	(343)

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

All other loan repayments were financed by general purpose revenue.

##### (b) New Debentures - 2015/16

Council is currently negotiating new debentures in relation to the Bencubbin Recreation Complex Redevelopment as above.

It is anticipated that the new debentures will be taken out in the 2017/18 financial year and no repayments will be made during the current financial year.

# Shire of Mt Marshall

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

For the Period 1 July 2016 to 31 July 2016

	2016/17 Adopted Budget \$	July 2016 Actual \$
<b>4. CASH BACKED RESERVES</b>		
<b>(a) Plant Replacement Reserve</b>		
Opening Balance	414,163	414,163
Amount Set Aside / Transfer to Reserve	10,354	0
Amount Used / Transfer from Reserve	0	0
	<u>424,517</u>	<u>414,163</u>
<b>(b) Aged Care Units Reserve</b>		
Opening Balance	66,563	66,563
Amount Set Aside / Transfer to Reserve	101,664	0
Amount Used / Transfer from Reserve	(21,600)	0
	<u>146,627</u>	<u>66,563</u>
<b>(c) Community Housing Reserve</b>		
Opening Balance	38,251	38,251
Amount Set Aside / Transfer to Reserve	956	0
Amount Used / Transfer from Reserve	0	0
	<u>39,207</u>	<u>38,251</u>
<b>(d) Council Staff Housing Reserve</b>		
Opening Balance	32,771	32,771
Amount Set Aside / Transfer to Reserve	819	0
Amount Used / Transfer from Reserve	0	0
	<u>33,590</u>	<u>32,771</u>
<b>(e) Employee Entitlements Reserve</b>		
Opening Balance	91,379	91,379
Amount Set Aside / Transfer to Reserve	2,284	0
Amount Used / Transfer from Reserve	0	0
	<u>93,663</u>	<u>91,379</u>
<b>(f) Public Amenities &amp; Buildings Reserve</b>		
Opening Balance	539,974	539,974
Amount Set Aside / Transfer to Reserve	13,499	0
Amount Used / Transfer from Reserve	(308,700)	0
	<u>244,773</u>	<u>539,974</u>
<b>(g) Bencubbin Aquatic Centre Development Reserve</b>		
Opening Balance	740,929	740,929
Amount Set Aside / Transfer to Reserve	68,523	0
Amount Used / Transfer from Reserve	0	0
	<u>809,452</u>	<u>740,929</u>
<b>(h) Community Bus Reserve</b>		
Opening Balance	112,565	112,565
Amount Set Aside / Transfer to Reserve	2,814	0
Amount Used / Transfer from Reserve	0	0
	<u>115,379</u>	<u>112,565</u>



# Shire of Mt Marshall

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

For the Period 1 July 2016 to 31 July 2016

	2016/17 Adopted Budget \$	July 2016 Actual \$
<b>4. RESERVES (Continued)</b>		
<b>(i) Bencubbin Recreation Complex Reserve</b>		
Opening Balance	7,968	7,968
Amount Set Aside / Transfer to Reserve	199	0
Amount Used / Transfer from Reserve	0	0
	<u>8,167</u>	<u>7,968</u>
<b>(j) Office Equipment Reserve</b>		
Opening Balance	15,594	15,594
Amount Set Aside / Transfer to Reserve	390	0
Amount Used / Transfer from Reserve	0	0
	<u>15,984</u>	<u>15,594</u>
<b>(k) Economic Development Reserve</b>		
Opening Balance	4,156	4,156
Amount Set Aside / Transfer to Reserve	104	0
Amount Used / Transfer from Reserve	0	0
	<u>4,260</u>	<u>4,156</u>
<b>(l) Integrated Planning/Financial Reporting Reserve</b>		
Opening Balance	16,571	16,571
Amount Set Aside / Transfer to Reserve	414	0
Amount Used / Transfer from Reserve	(15,000)	0
	<u>1,985</u>	<u>16,571</u>
<b>(m) Beacon Barracks Replacement Reserve</b>		
Opening Balance	42,639	42,639
Amount Set Aside / Transfer to Reserve	26,066	0
Amount Used / Transfer from Reserve	0	0
	<u>68,705</u>	<u>42,639</u>
<b>Total Cash Backed Reserves</b>	<u><u>2,006,309</u></u>	<u><u>2,123,523</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 2016 to 31 July 2016

	2016/17 Adopted Budget \$	July 2016 Actual \$
<b>4. RESERVES (Continued)</b>		
<b>Cash Backed Reserves (Continued)</b>		
<b>Summary of Transfers To Cash Backed Reserves</b>		
<b>Transfers to Reserves</b>		
Plant Replacement Reserve	10,354	0
Aged Care Units Reserve	101,664	0
Community Housing Reserve	956	0
Council Staff Housing Reserve	819	0
Employee Entitlements Reserve	2,284	0
Public Amenities & Buildings Reserve	13,499	0
Bencubbin Aquatic Centre Development Resen	68,523	0
Community Bus Reserve	2,814	0
Bencubbin Recreation Complex Reserve	199	0
Office Equipment Reserve	390	0
Economic Development Reserve	104	0
Integrated Planning/Financial Reporting Reserv	414	0
Beacon Barracks Replacement Reserve	26,066	0
	<b>228,086</b>	<b>0</b>
<b>Transfers from Reserves</b>		
Plant Replacement Reserve	0	0
Aged Care Units Reserve	(21,600)	0
Community Housing Reserve	0	0
Council Staff Housing Reserve	0	0
Employee Entitlements Reserve	0	0
Public Amenities & Buildings Reserve	(308,700)	0
Bencubbin Aquatic Centre Development Resen	0	0
Community Bus Reserve	0	0
Bencubbin Recreation Complex Reserve	0	0
Office Equipment Reserve	0	0
Economic Development Reserve	0	0
Integrated Planning/Financial Reporting Reserv	(15,000)	0
Beacon Barracks Replacement Reserve	0	0
	<b>(345,300)</b>	<b>0</b>
<b>Total Transfer to/(from) Reserves</b>	<b>(117,214)</b>	<b>0</b>

## Shire of Mt Marshall

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

#### For the Period 1 July 2016 to 31 July 2016

#### 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.

**Community Housing Reserve**

- To fund the future maintenance of Homeswest Joint Venture/Community Housing projects

**Council Staff Housing Reserve**

- To fund the replacement of staff 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.

**Bencubbin Aquatic Centre Development**

- To finance future capital and maintenance upgrades for the Bencubbin 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

**Integrated Planning/Financial Reporting Reserve**

- To set aside funds for expenditure on Council's integrated planning process.

**Beacon Accommodation Reserve**

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

**Economic Development Reserve**

- To set aside funds for Economic Development initiatives.

# Shire of Mt Marshall

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

For the Period 1 July 2016 to 31 July 2016

	2016/17 B/Fwd Per Approved Budget \$	2015/16 B/Fwd Per Financial Report \$	July 2016 Actual \$
<b>5. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	647,214	488,180	665,288
Cash - Restricted Unspent Grants	0	159,035	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	2,123,520	2,123,520	2,123,520
Rates Outstanding	542,679	120,451	116,237
Sundry Debtors	0	444,230	467,829
Provision for Doubtful Debts	0	(53,673)	(53,673)
Gst Receivable	0	171	25,234
Accrued Income/Payments In Advance	0	0	(21,941)
Loans - Clubs/Institutions	0	0	0
Inventories	19,388	19,388	19,113
	<u>3,332,801</u>	<u>3,301,302</u>	<u>3,341,607</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(362,961)	(283,929)	(307,991)
Accrued Interest On Loans	0	(479)	0
Accrued Salaries & Wages	0	(34,247)	0
Income In Advance	0	0	0
Gst Payable	0	(2)	(21,135)
Payroll Creditors	0	0	(25,036)
Accrued Expenses	0	0	0
FBT Liability	0	0	0
Current Employee Benefits Provision	(215,624)	(215,624)	(215,624)
Current Loan Liability	(74,272)	(74,272)	(73,433)
	<u>(652,857)</u>	<u>(608,553)</u>	<u>(643,219)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>2,679,944</b>	<b>2,692,749</b>	<b>2,698,388</b>
Less: Cash - Reserves - Restricted	(2,123,521)	(2,123,520)	(2,123,520)
Less: Cash - Unspent Grants - Restricted	0	0	0
Less: Current Loans- Clubs / Institutions	0	0	0
Add Back : Component of Leave Liability not Required to be Funded	91,379	91,379	91,379
Add Back : Current Loan Liability	74,272	74,272	73,433
Adjustment for Trust Transactions Within Muni	0	0	0
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<u><b>722,074</b></u>	<u><b>734,880</b></u>	<u><b>739,680</b></u>

# Shire of Mt Marshall

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

For the Period 1 July 2016 to 31 July 2016

### 6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2016/17 Rate Revenue \$	2016/17 Interim Rates \$	2016/17 Back Rates \$	2016/17 Total Revenue \$	2016/17 Budget \$
<b>General Rate</b>								
GRV	0.020270	317	60,681,998				0	1,230,024
UV	0.118490	131	789,070				0	93,497
Mining	0.020270	1	38,801				0	786
<b>Sub-Totals</b>		449	61,509,869	0	0	0	0	1,324,307
<b>Minimum Rates</b>	<b>Minimum \$</b>							
GRV	380	23	184,749				0	8,740
UV	380	42	30,635				0	15,960
Mining	380	6	12,875				0	2,280
<b>Sub-Totals</b>		71	228,259	0	0	0	0	26,980
Discounts							0	1,351,287
Rates Written off							0	(75,000)
<b>Total Amount of General Rates</b>							0	(1,900)
Movement in Excess Rates							0	1,274,387
Ex Gratia Rates							(21,828)	(11,099)
Specified Area Rates							0	14,300
<b>Total Rates</b>							0	7,968
							(21,828)	1,285,556

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 for the 2014/15 financial year 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 2016 to 31 July 2016**

#### 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-16 \$	Amounts Received \$	Amounts Paid (\$)	July 2016 Balance \$
Police Licensing	9,515	11,705	(19,655)	1,565
Aged Care Beautification	829	0	0	829
Unclaimed Monies	159	0	0	159
Nomination Deposits	0	0	0	0
Prepaid Rates	0	0	0	0
Tree Planting Nursery	1,000	0	0	1,000
Sundry Creditors	745	0	0	745
Housing Bonds	11,060	0	0	11,060
Staff Social Club	5,732	0	0	5,732
Newroc Advance Account	0	0	0	0
Portable Toilet Bonds	0	0	0	0
Deposit on Land	1,000	0	0	1,000
Emergency Services Levy	0	0	0	0
Building Levy	0	0	0	0
Mt Marshall LCDC	0	0	0	0
Benc - Beacon Tourist Committee	0	0	0	0
	<u>30,040</u>	<u>11,705</u>	<u>(19,655)</u>	<u>22,090</u>

# Shire of Mt Marshall

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

For the Period 1 July 2016 to 31 July 2016

### 8. OPERATING STATEMENT

	July 2016 Actual \$	2016/17 Adopted Budget \$	2015/16 Actual \$
<b>OPERATING REVENUES</b>			
Governance	53	9,249	27,881
General Purpose Funding	(21,218)	3,589,641	2,393,345
Law, Order, Public Safety	224	16,003	18,885
Health	0	0	0
Education and Welfare	12,830	77,674	62,202
Housing	10,760	163,020	161,945
Community Amenities	40	90,890	174,703
Recreation and Culture	571	1,127,323	73,967
Transport	365,672	1,714,118	1,913,570
Economic Services	30,021	204,163	376,163
Other Property and Services	45	80,100	111,874
<b>TOTAL OPERATING REVENUE</b>	<b>398,998</b>	<b>7,072,180</b>	<b>5,314,534</b>
<b>OPERATING EXPENSES</b>			
Governance	79,704	387,232	422,497
General Purpose Funding	8,200	64,551	104,005
Law, Order, Public Safety	9,745	113,226	51,728
Health	19,228	161,884	139,240
Education and Welfare	21,625	230,311	268,518
Housing	26,386	367,283	278,685
Community Amenities	21,325	231,053	279,094
Recreation & Culture	52,522	903,352	878,554
Transport	231,532	2,711,490	2,775,847
Economic Services	32,169	392,932	347,148
Other Property and Services	14,869	41,225	63,690
<b>TOTAL OPERATING EXPENSE</b>	<b>517,305</b>	<b>5,604,538</b>	<b>5,609,005</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>(118,307)</u></b>	<b><u>1,467,642</u></b>	<b><u>(294,471)</u></b>

# Shire of Mt Marshall

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

For the Period 1 July 2016 to 31 July 2016

### 9. BALANCE SHEET

	July 2016 Actual \$	2015/16 Actual \$
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	2,788,808	2,770,734
Trade and Other Receivables	529,703	508,035
Inventories	19,113	19,388
<b>TOTAL CURRENT ASSETS</b>	<b>3,337,624</b>	<b>3,298,157</b>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	30,399	30,399
Inventories	0	0
Property, Plant and Equipment	13,966,188	14,011,051
Infrastructure	91,376,280	91,454,523
Work in Progress	47,696	47,696
<b>TOTAL NON-CURRENT ASSETS</b>	<b>105,420,563</b>	<b>105,543,669</b>
<b>TOTAL ASSETS</b>	<b>108,758,187</b>	<b>108,841,826</b>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	354,163	318,657
Long Term Borrowings	73,433	74,272
Provisions	215,624	215,624
<b>TOTAL CURRENT LIABILITIES</b>	<b>643,220</b>	<b>608,553</b>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	0	0
Long Term Borrowings	134,271	134,271
Provisions	15,745	15,745
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>150,016</b>	<b>150,016</b>
<b>TOTAL LIABILITIES</b>	<b>793,236</b>	<b>758,569</b>
<b>NET ASSETS</b>	<b>107,964,951</b>	<b>108,083,257</b>
<b>EQUITY</b>		
Trust Imbalance	0	0
Retained Surplus	77,786,945	77,905,251
Reserves - Cash Backed	2,123,520	2,123,520
Revaluation Surplus	28,054,486	28,054,486
<b>TOTAL EQUITY</b>	<b>107,964,951</b>	<b>108,083,257</b>



## Shire of Mt Marshall

For the Period 1 July 2016 to 31 July 2016

### 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 2016 to 31 July 2016**

	31 July 2016 YTD Actual \$	YTD Budget \$	Budget to Actual YTD %	Budget to Actual YTD Favourable/ (Unfavourable) \$	Components of Variance Favourable/ (Unfavourable) \$	
<b>Revenues/Sources</b>						
Governance	53	769	(93%)	(717)	(717)	Minor Items
General Purpose Funding	611	(1,290,535)	(100%)	1,291,146	1,276,288	Rates not yet raised as budget not adopted
					10,729	Movement in Excess Rates
					4,128	Minor Items
Law, Order, Public Safety	224	141	59%	83	83	Minor Items
Health	-	-	0%	-	-	Minor Items
Education and Welfare	12,830	6,471	98%	6,359	6,547	Family Support Grant - Timing of Qtlly Payments has changed
					(188)	Minor Items
Housing	10,760	13,582	(21%)	(2,822)	(2,822)	Minor Items
Community Amenities	40	3,997	(99%)	(3,957)	(3,957)	Minor Items
Recreation and Culture	571	2,042	(72%)	(1,471)	(1,471)	Minor Items
Transport	365,672	3,059	11854%	362,613	365,248	SRRG funding timing difference
					(2,636)	Minor Items

**Shire of Mt Marshall**  
**Report on Significant Variances - Operating Income & Expenditure**  
**For the Period 1 July 2016 to 31 July 2016**

	31 July 2016 YTD Actual \$	YTD Budget \$	Budget to Actual YTD %	Budget to Actual YTD Favourable/ (Unfavourable) \$	Components of Variance Favourable/ (Unfavourable) \$	
Economic Services	30,021	31,666	(5%)	(1,645)	(1,645)	<i>Minor Items</i>
Other Property and Services	45	6,672	(99%)	(6,627)	(2,108)	Diesel Fuel Rebate less than budget - timing
					(3,246)	Private Works Income less than budget - timing
					(1,273)	<i>Minor Items</i>
<b>Total Revenues excl Rates</b>	<b>420,827</b>	<b>(1,222,136)</b>	<b>(134%)</b>	<b>1,642,962</b>		
<b>Amount Raised from Rates</b>	(21,986)	1,270,966	(102%)	(1,292,951)	(21,828)	Rates received prior to 30 June 2015 for 2015/16
					-	Discount for early payment higher than anticipated
					(1,271,123)	<i>Rates not yet raised</i>

**Shire of Mt Marshall**  
**Report on Significant Variances - Operating Income & Expenditure**  
**For the Period 1 July 2016 to 31 July 2016**

	31 July 2016 YTD Actual \$	YTD Budget \$	Budget to Actual YTD %	Budget to Actual YTD Favourable/ (Unfavourable) \$	Components of Variance Favourable/ (Unfavourable) \$	
<b>(Expenses)/(Applications)</b>						
Governance	(79,704)	(101,549)	22%	21,845	9,695	Admin Salries less than budget
					9,633	Admin Consultants less than budget
					2,518	Minor Items
General Purpose Funding	(8,200)	(5,377)	(53%)	(2,823)	(2,823)	Minor Items
Law, Order, Public Safety	(9,745)	(16,039)	39%	6,294	2,072	Fire Insurance under budget
					4,223	Minor Items
Health	(19,228)	(10,816)	(78%)	(8,412)	(9,396)	Medical Practice Expenditure over budget
					984	Minor Items
Education and Welfare	(21,625)	(20,801)	(4%)	(824)	(824)	Minor Items
Housing	(26,386)	(33,254)	21%	6,868	3,224	Community Housing Maintenance less than budget - timing
					2,781	Staff Housing Maintenance less than budget - timing
					863	Minor Items
Community Amenities	(21,325)	(19,476)	(9%)	(1,849)	(1,849)	Minor Items

**Shire of Mt Marshall**  
**Report on Significant Variances - Operating Income & Expenditure**  
**For the Period 1 July 2016 to 31 July 2016**

	31 July 2016 YTD Actual \$	YTD Budget \$	Budget to Actual YTD %	Budget to Actual YTD Favourable/ (Unfavourable) \$	Components of Variance Favourable/ (Unfavourable) \$
Recreation & Culture	(52,522)	(74,199)	29%	21,677	5,125 Parks and Gardens less than budget - timing 11,732 Recreation Ground mtc less than budget - timing 4,821 <i>Minor Items</i>
Transport	(231,532)	(233,014)	1%	1,482	1,482 <i>Minor Items</i>
Economic Services	(32,169)	(35,125)	8%	2,956	2,956 <i>Minor Items</i>
Other Property and Services	(14,868)	(37,684)	61%	22,816	1,816 Private Works - timing difference (offset by income) 10,541 Plant Operating Costs - timing difference 3,246 Plant Operating Depreciation - timing difference 2,466 Public Works Overheads - timing difference 4,748 <i>Minor Items</i>
<b>Total Expenses/Applications</b>	<b>(517,304)</b>	<b>(587,334)</b>	<b>(6%)</b>	<b>48,980</b>	

**Shire of Mt Marshall**  
**Capital Expenditure Report on Significant Variances**  
**For the Period 1 July 2016 to 31 July 2016**

	Full Year Budget	31 July 2016 YTD Actual	YTD Budget	Budget to Actual YTD %	Budget to Actual YTD Favourable/ (Unfavourable)	Commentary
	\$	\$	\$	%	\$	
<b>Capital Expenditure</b>						
<b>Governance</b>						
Admin Vehicle	65,000	-	-	0%	-	
<b>Education &amp; Welfare</b>						
CEACA Land	21,600	-	-	0%	-	
<b>Community Amenities</b>						
Land & Buildings	5,000	-	-	0%	-	
Water Collection Projects	149,190	-	-	0%	-	
<b>Recreation &amp; Culture</b>						
Beacon Recreation Ground Power Upg	100,000	-	-	0%	-	
Other Infrastructure - Welbungin Tennis Courts, Beacon Oval Dam, Beacon Central & Hall Car Parks, Beacon Hockey Oval Lighting	135,100	-	-	0%	-	
Bencubbin Rec Complex	2,600,000	-	-	0%	-	
<b>Transport</b>						
Road Construction	2,152,313	72,927	-	#DIV/0!	(72,927)	Timing
Footpath Construction	20,000	-	-	0%	-	
Plant Purchases	570,000	-	-	0%	-	
Motor Vehicle Purchases	28,000	-	-	0%	-	
<b>Economic Services</b>						
Beacon Cabin C Upgrade	18,000	-	-	0%	-	
<b>Total Capital Expenditure</b>	<b>5,864,204</b>	<b>72,927</b>	<b>-</b>	<b>#DIV/0!</b>	<b>(72,927)</b>	



## **Shire of Mt Marshall**

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

**For the Period 1 July 2016 to 31 August 2016**

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**Shire of Mt Marshall**  
**Statement of Financial Activity**  
**For the period 1 July 2016 to 31 August 2016**

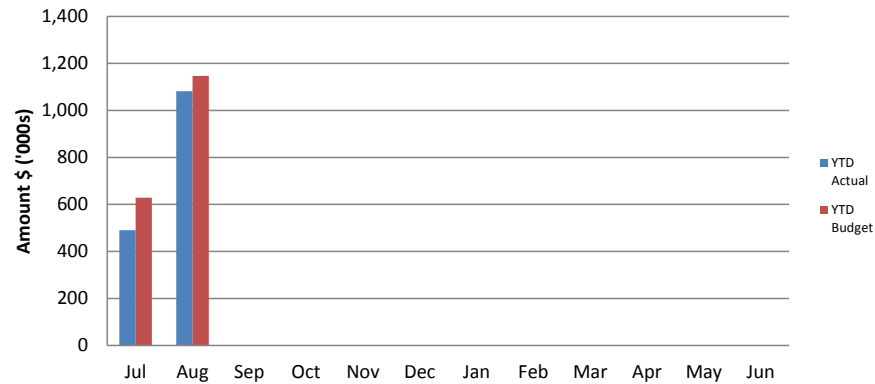
	NOTE	Actual YTD 2016/2017	Budget YTD 2016/2017	Original Full Year Budget 2016/2017	Variance Budget to Actual YTD	
					%	\$
<b>Operating Revenue</b>						
Governance		25,574	1,538	9,249	1563%	24,036
General Purpose Funding		553,529	(731,462)	2,304,085	(176%)	1,284,991
Law, Order & Public Safety		240	3,857	16,003	(94%)	(3,617)
Health		0	0	0		0
Education & Welfare		16,687	12,942	77,674	29%	3,745
Housing		23,010	27,164	163,020	(15%)	(4,154)
Community Amenities		2,727	7,994	90,890	(66%)	(5,267)
Recreation & Culture		2,850	4,084	1,127,323	(30%)	(1,234)
Transport		425,435	6,118	1,714,118	6854%	419,317
Economic Services		62,222	63,333	204,163	(2%)	(1,111)
Other Property & Services		91	13,344	80,100	(99%)	(13,253)
		<b>1,112,366</b>	<b>(591,088)</b>	<b>5,786,624</b>		
<b>Operating Expenses</b>						
Governance		(117,232)	(141,227)	(387,232)	(17%)	23,995
General Purpose Funding		(30,659)	(10,754)	(64,551)	185%	(19,905)
Law, Order & Public Safety		(11,960)	(24,108)	(113,226)	(50%)	12,148
Health		(34,330)	(21,292)	(161,884)	61%	(13,038)
Education & Welfare		(35,599)	(39,392)	(230,311)	(10%)	3,793
Housing		(34,335)	(56,443)	(367,283)	(39%)	22,108
Community Amenities		(44,233)	(38,672)	(231,053)	14%	(5,561)
Recreation & Culture		(83,710)	(138,498)	(903,352)	(40%)	54,788
Transport		(316,825)	(464,528)	(2,711,490)	(32%)	147,703
Economic Services		(57,984)	(67,688)	(392,932)	(14%)	9,704
Other Property & Services		16,692	(36,909)	(41,225)	(145%)	53,601
		<b>(750,174)</b>	<b>(1,039,511)</b>	<b>(5,604,538)</b>		
<b>Adjustments for Non-Cash (Revenue) and Expenditure</b>						
(Profit)/Loss on Asset Disposals	2	0	76,396	76,396		
Employee benefit Provisions Cash Backed		0	(995)	(995)		
Depreciation on Assets		196,189	188,805	2,265,658		
<b>Capital Revenue and (Expenditure)</b>						
Purchase Property Plant & Equipment	1	(221)	(28,000)	(3,407,600)		
Purchase Infrastructure Assets	1	(157,374)	(374,797)	(2,456,604)		
Repayment of Debenture	3	(13,344)	(13,344)	(83,019)		
Proceeds from New Debenture	3	0	0	1,173,900		
Self-Supporting Loan Principal Income		1,683	1,683	10,332		
Proceeds from Disposal of Assets	2	0	0	115,000		
<b>Reserves and Restricted Funds</b>						
Transfers to Reserves	4	0	0	(228,086)		
Transfers from Reserves	4	0	0	345,300		
ADD Net Current Assets July 1 B/Fwd.	5	734,880	722,074	722,074		
LESS Net Current Assets Year to Date	5	(1,102,177)	(226,779)	0		
<b>Amount Raised from Rates</b>	<b>6</b>	<b>21,828</b>	<b>(1,285,556)</b>	<b>(1,285,557)</b>		



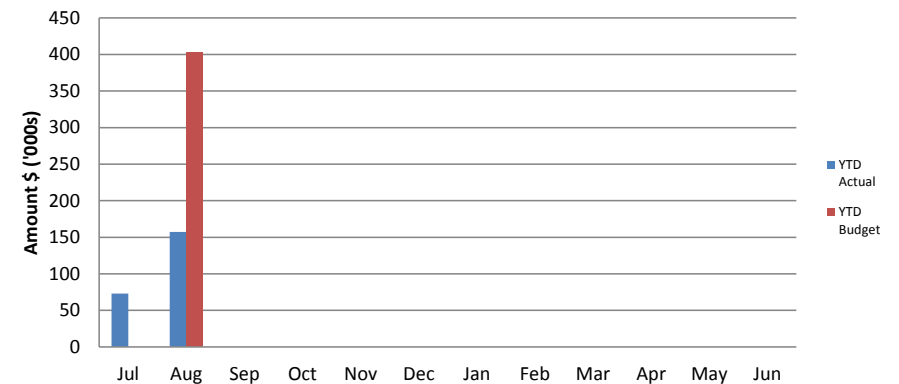
## Shire of Mt Marshall

For the period 1 July 2016 to 31 August 2016

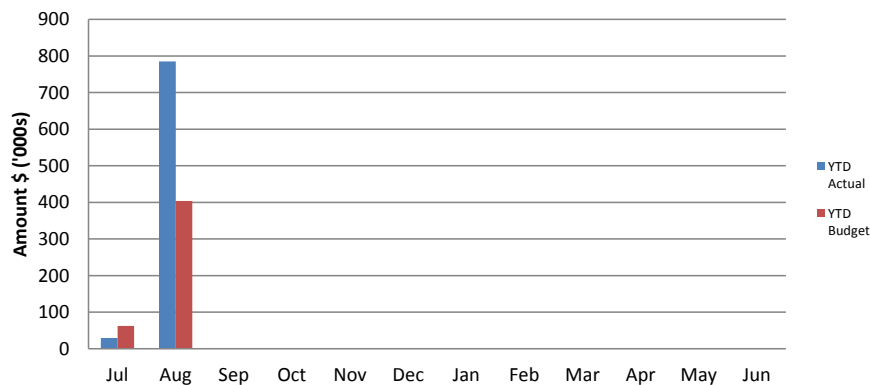
### Operating Expenditure



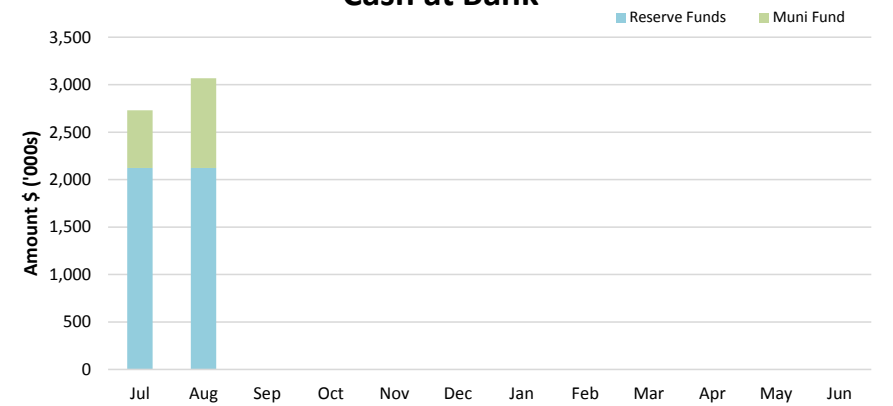
### Capital Works & Equipment Purchases



### 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 2016 to 31 August 2016

	2016/17 Adopted Budget \$	31-Aug-16 Actual \$	31-Aug-16 Budget YDT \$
<b>1. ACQUISITION OF ASSETS</b>			
The following assets have been acquired during the period under review:			
<b><u>By Program</u></b>			
<b>Governance</b>			
<i>Administration General</i>			
Purchase Vehicle - Admin	65,000	0	0
<b>Education &amp; Welfare</b>			
<i>Aged &amp; Disabled Welfare</i>			
Purchase Land & Buildings - Welfare Aged	21,600	0	0
<b>Community Amenities</b>			
<i>Protection of the Environment</i>			
Land & Buildings - Community Amenities	5,000	0	0
<i>Other Community Ammenities</i>			
Beacon And Bencubbin Water Collection	149,190	330	0
<b>Recreation and Culture</b>			
<i>Sporting Facilities</i>			
Land & Buildings - Sporting Facilities	100,000	0	0
Infrastructure Other Purchases	135,100	0	0
Land & Buildings - Bencubbin Recreation	2,600,000	221	0
<b>Transport</b>			
<i>Construction - Roads, Bridges, Depots</i>			
Roads To Recovery Road Works	966,848	155,071	136,498
State Road Projects Grant	1,085,963	1,973	238,299
Municipal Road Construction	99,502	0	0
Footpath Construction	20,000	0	0
<i>Road Plant Purchases</i>			
Plant Purchases	570,000	0	0
Motor Vehicle Purchases	28,000	0	28,000
<b>Economic Services</b>			
<i>Tourism &amp; Area Promotion</i>			
Purchase Land And Buildings	18,000	0	0
	<u>5,864,204</u>	<u>157,595</u>	<u>402,797</u>

# Shire of Mt Marshall

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

### For the Period 1 July 2016 to 31 August 2016

1. ACQUISITION OF ASSETS (Continued)	2016/17 Adopted Budget \$	31-Aug-16 Actual \$	31-Aug-16 Budget YDT \$
The following assets have been acquired during the period under review:			
<b><u>By Class</u></b>			
Land Held for Resale - Current	0	0	0
Land Held for Resale - Non Current	0	0	0
Land	0	0	0
Land & Buildings	2,744,600	221	0
Furniture & Equipment	0	0	0
Motor Vehicles	93,000	0	28,000
Plant & Equipment	570,000	0	0
Infrastructure - Roads	2,152,313	157,044	374,797
Infrastructure - Footpaths	20,000	0	0
Infrastructure - Ovals & Parks	0	0	0
Infrastructure - Other	284,290	330	0
	<u>5,864,204</u>	<u>157,595</u>	<u>402,797</u>

# Shire of Mt Marshall

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

For the Period 1 July 2016 to 31 August 2016

### 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)	
	2016/17 Budget \$	August 2016 Actual \$	2016/17 Budget \$	August 2016 Actual \$	2016/17 Budget \$	August 2016 Actual \$
<b>Housing</b>						
House Lot 168 Collin St Bencubbin	74,396		20,000		(54,396)	0
<b>Transport</b>						
Grader	102,000		80,000		(22,000)	0
Mitsubishi Triton MM170	12,000		10,000		(2,000)	0
Bomag Roller	3,000		5,000		2,000	0
	191,396	0	115,000	0	(76,396)	0

<u>By Class of Asset</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2016/17 Budget \$	August 2016 Actual \$	2016/17 Budget \$	August 2016 Actual \$	2016/17 Budget \$	August 2016 Actual \$
Land & Buildings	74,396		20,000		(54,396)	0
Plant & Equipment	117,000	0	95,000	0	(22,000)	0
	191,396	0	115,000	0	(76,396)	0

### Summary

Profit on Asset Disposals  
Loss on Asset Disposals

2016/17 Adopted Budget \$	August 2016 Actual \$
2,000	0
(78,396)	0
(76,396)	0

# Shire of Mt Marshall

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

For the Period 1 July 2016 to 31 August 2016

### 3. INFORMATION ON BORROWINGS

#### (a) Debenture Repayments

Particulars	Principal 1-Jul-16	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2016/17 Budget \$	2016/17 Actual \$	2016/17 Budget \$	2016/17 Actual \$	2016/17 Budget \$	2016/17 Actual \$	2016/17 Budget \$	2016/17 Actual \$
<b>General Purpose Funding</b>									
Loan 119 - Benny Mart *	29,831	0	0	10,332	1,683	19,499	28,148	1,378	250
<b>Housing</b>									
Loan 118 - Staff Housing	167,051	0	0	52,278	0	114,773	167,051	9,683	(172)
<b>Recreation &amp; Culture</b>									
Loan 120 - Bencubbin Rec Complex Shire	0	432,600	0	4,096	0	428,504	0	2,920	0
Loan 121 - Bencubbin Rec SAR	0	491,300	0	4,652	0	486,648	0	3,316	0
Loan 122 - Bencubbin Rec Complex CRC*	0	250,000	0	0	0	250,000	0	0	0
<i>(Anticipated Lending Dates 2017/18)</i>									
<b>Economic Services</b>									
Loan 117 - Accommodation Units	11,661	0	0	11,661	11,661	0	0	353	64
	208,543	1,173,900	0	83,019	13,344	1,299,424	195,199	17,650	143

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

All other loan repayments were financed by general purpose revenue.

#### (b) New Debentures - 2015/16

Council is currently negotiating new debentures in relation to the Bencubbin Recreation Complex Redevelopment as above.

It is anticipated that the new debentures will be taken out in the 2017/18 financial year and no repayments will be made during the current financial year.

# Shire of Mt Marshall

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

For the Period 1 July 2016 to 31 August 2016

	2016/17 Adopted Budget \$	August 2016 Actual \$
<b>4. CASH BACKED RESERVES</b>		
<b>(a) Plant Replacement Reserve</b>		
Opening Balance	414,163	414,163
Amount Set Aside / Transfer to Reserve	10,354	0
Amount Used / Transfer from Reserve	0	0
	<u>424,517</u>	<u>414,163</u>
<b>(b) Aged Care Units Reserve</b>		
Opening Balance	66,563	66,563
Amount Set Aside / Transfer to Reserve	101,664	0
Amount Used / Transfer from Reserve	(21,600)	0
	<u>146,627</u>	<u>66,563</u>
<b>(c) Community Housing Reserve</b>		
Opening Balance	38,251	38,251
Amount Set Aside / Transfer to Reserve	956	0
Amount Used / Transfer from Reserve	0	0
	<u>39,207</u>	<u>38,251</u>
<b>(d) Council Staff Housing Reserve</b>		
Opening Balance	32,771	32,771
Amount Set Aside / Transfer to Reserve	819	0
Amount Used / Transfer from Reserve	0	0
	<u>33,590</u>	<u>32,771</u>
<b>(e) Employee Entitlements Reserve</b>		
Opening Balance	91,379	91,379
Amount Set Aside / Transfer to Reserve	2,284	0
Amount Used / Transfer from Reserve	0	0
	<u>93,663</u>	<u>91,379</u>
<b>(f) Public Amenities &amp; Buildings Reserve</b>		
Opening Balance	539,974	539,974
Amount Set Aside / Transfer to Reserve	13,499	0
Amount Used / Transfer from Reserve	(308,700)	0
	<u>244,773</u>	<u>539,974</u>
<b>(g) Bencubbin Aquatic Centre Development Reserve</b>		
Opening Balance	740,929	740,929
Amount Set Aside / Transfer to Reserve	68,523	0
Amount Used / Transfer from Reserve	0	0
	<u>809,452</u>	<u>740,929</u>
<b>(h) Community Bus Reserve</b>		
Opening Balance	112,565	112,565
Amount Set Aside / Transfer to Reserve	2,814	0
Amount Used / Transfer from Reserve	0	0
	<u>115,379</u>	<u>112,565</u>

# Shire of Mt Marshall

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

For the Period 1 July 2016 to 31 August 2016

	2016/17 Adopted Budget \$	August 2016 Actual \$
<b>4. RESERVES (Continued)</b>		
<b>(i) Bencubbin Recreation Complex Reserve</b>		
Opening Balance	7,968	7,968
Amount Set Aside / Transfer to Reserve	199	0
Amount Used / Transfer from Reserve	0	0
	<u>8,167</u>	<u>7,968</u>
<b>(j) Office Equipment Reserve</b>		
Opening Balance	15,594	15,594
Amount Set Aside / Transfer to Reserve	390	0
Amount Used / Transfer from Reserve	0	0
	<u>15,984</u>	<u>15,594</u>
<b>(k) Economic Development Reserve</b>		
Opening Balance	4,156	4,156
Amount Set Aside / Transfer to Reserve	104	0
Amount Used / Transfer from Reserve	0	0
	<u>4,260</u>	<u>4,156</u>
<b>(l) Integrated Planning/Financial Reporting Reserve</b>		
Opening Balance	16,571	16,571
Amount Set Aside / Transfer to Reserve	414	0
Amount Used / Transfer from Reserve	(15,000)	0
	<u>1,985</u>	<u>16,571</u>
<b>(m) Beacon Barracks Replacement Reserve</b>		
Opening Balance	42,639	42,639
Amount Set Aside / Transfer to Reserve	26,066	0
Amount Used / Transfer from Reserve	0	0
	<u>68,705</u>	<u>42,639</u>
<b>Total Cash Backed Reserves</b>	<u><u>2,006,309</u></u>	<u><u>2,123,523</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 2016 to 31 August 2016

	2016/17 Adopted Budget \$	August 2016 Actual \$
<b>4. RESERVES (Continued)</b>		
<b>Cash Backed Reserves (Continued)</b>		
<b>Summary of Transfers To Cash Backed Reserves</b>		
<b>Transfers to Reserves</b>		
Plant Replacement Reserve	10,354	0
Aged Care Units Reserve	101,664	0
Community Housing Reserve	956	0
Council Staff Housing Reserve	819	0
Employee Entitlements Reserve	2,284	0
Public Amenities & Buildings Reserve	13,499	0
Bencubbin Aquatic Centre Development Reser	68,523	0
Community Bus Reserve	2,814	0
Bencubbin Recreation Complex Reserve	199	0
Office Equipment Reserve	390	0
Economic Development Reserve	104	0
Integrated Planning/Financial Reporting Reserv	414	0
Beacon Barracks Replacement Reserve	26,066	0
	<b>228,086</b>	<b>0</b>
<b>Transfers from Reserves</b>		
Plant Replacement Reserve	0	0
Aged Care Units Reserve	(21,600)	0
Community Housing Reserve	0	0
Council Staff Housing Reserve	0	0
Employee Entitlements Reserve	0	0
Public Amenities & Buildings Reserve	(308,700)	0
Bencubbin Aquatic Centre Development Reser	0	0
Community Bus Reserve	0	0
Bencubbin Recreation Complex Reserve	0	0
Office Equipment Reserve	0	0
Economic Development Reserve	0	0
Integrated Planning/Financial Reporting Reserv	(15,000)	0
Beacon Barracks Replacement Reserve	0	0
	<b>(345,300)</b>	<b>0</b>
<b>Total Transfer to/(from) Reserves</b>	<b>(117,214)</b>	<b>0</b>



## Shire of Mt Marshall

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

For the Period 1 July 2016 to 31 August 2016

#### 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.

**Community Housing Reserve**

- To fund the future maintenance of Homeswest Joint Venture/Community Housing projects

**Council Staff Housing Reserve**

- To fund the replacement of staff 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.

**Bencubbin Aquatic Centre Development**

- To finance future capital and maintenance upgrades for the Bencubbin 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

**Integrated Planning/Financial Reporting Reserve**

- To set aside funds for expenditure on Council's integrated planning process.

**Beacon Accommodation Reserve**

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

**Economic Development Reserve**

- To set aside funds for Economic Development initiatives.

# Shire of Mt Marshall

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

For the Period 1 July 2016 to 31 August 2016

	2016/17 B/Fwd Per Approved Budget \$	2015/16 B/Fwd Per Financial Report \$	August 2016 Actual \$
<b>5. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	647,214	488,180	1,003,887
Cash - Restricted Unspent Grants	0	159,035	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	2,123,520	2,123,520	2,123,520
Rates Outstanding	542,679	120,451	106,300
Sundry Debtors	0	444,230	307,438
Provision for Doubtful Debts	0	(53,673)	(53,673)
Gst Receivable	0	171	41,750
Accrued Income/Payments In Advance	0	0	(22,354)
Loans - Clubs/Institutions	0	0	0
Inventories	19,388	19,388	19,643
	<u>3,332,801</u>	<u>3,301,302</u>	<u>3,526,511</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(362,961)	(283,929)	(88,597)
Accrued Interest On Loans	0	(479)	0
Accrued Salaries & Wages	0	(34,247)	0
Income In Advance	0	0	0
Gst Payable	0	(2)	(25,052)
Payroll Creditors	0	0	(51,870)
Accrued Expenses	0	0	0
FBT Liability	0	0	0
Current Employee Benefits Provision	(215,624)	(215,624)	(215,624)
Current Loan Liability	(74,272)	(74,272)	(60,928)
	<u>(652,857)</u>	<u>(608,553)</u>	<u>(442,071)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>2,679,944</b>	<b>2,692,749</b>	<b>3,084,440</b>
Less: Cash - Reserves - Restricted	(2,123,521)	(2,123,520)	(2,123,520)
Less: Cash - Unspent Grants - Restricted	0	0	0
Less: Current Loans- Clubs / Institutions	0	0	0
Add Back : Component of Leave Liability not Required to be Funded	91,379	91,379	91,379
Add Back : Current Loan Liability	74,272	74,272	60,928
Adjustment for Trust Transactions Within Muni	0	0	(11,050)
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<u><b>722,074</b></u>	<u><b>734,880</b></u>	<u><b>1,102,177</b></u>

# Shire of Mt Marshall

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

For the Period 1 July 2016 to 31 August 2016

### 6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2016/17 Rate Revenue \$	2016/17 Interim Rates \$	2016/17 Back Rates \$	2016/17 Total Revenue \$	2016/17 Budget \$
<b>General Rate</b>								
GRV	0.020270	317	60,681,998				0	1,230,024
UV	0.118490	131	789,070				0	93,497
Mining	0.020270	1	38,801				0	786
<b>Sub-Totals</b>		449	61,509,869	0	0	0	0	1,324,307
<b>Minimum Rates</b>	<b>Minimum \$</b>							
GRV	380	23	184,749				0	8,740
UV	380	42	30,635				0	15,960
Mining	380	6	12,875				0	2,280
<b>Sub-Totals</b>		71	228,259	0	0	0	0	26,980
Discounts							0	1,351,287
Rates Written off							0	(75,000)
<b>Total Amount of General Rates</b>							0	(1,900)
Movement in Excess Rates							0	1,274,387
Ex Gratia Rates							(21,828)	(11,099)
Specified Area Rates							0	14,300
<b>Total Rates</b>							0	7,968
							(21,828)	1,285,556

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 for the 2014/15 financial year 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 2016 to 31 August 2016

### 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-16 \$	Amounts Received \$	Amounts Paid (\$)	August 2016 Balance \$
Police Licensing	9,515	23,582	(19,655)	13,442
Aged Care Beautification	829	0	0	829
Unclaimed Monies	159	0	0	159
Nomination Deposits	0	0	0	0
Prepaid Rates	0	0	0	0
Tree Planting Nursery	1,000	0	0	1,000
Sundry Creditors	745	0	0	745
Housing Bonds	11,060	0	0	11,060
Staff Social Club	5,732	545	(2,209)	4,068
Newroc Advance Account	0	0	0	0
Portable Toilet Bonds	0	0	0	0
Deposit on Land	1,000	0	0	1,000
Emergency Services Levy	0	0	0	0
Building Levy	0	0	0	0
Mt Marshall LCDC	0	0	0	0
Benc - Beacon Tourist Committee	0	0	0	0
	30,040	24,127	(21,864)	32,303

# Shire of Mt Marshall

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

For the Period 1 July 2016 to 31 August 2016

### 8. OPERATING STATEMENT

	August 2016 Actual \$	2016/17 Adopted Budget \$	2015/16 Actual \$
<b>OPERATING REVENUES</b>			
Governance	25,574	9,249	27,881
General Purpose Funding	531,701	3,589,641	2,393,345
Law, Order, Public Safety	240	16,003	18,885
Health	0	0	0
Education and Welfare	16,687	77,674	62,202
Housing	23,010	163,020	161,945
Community Amenities	2,727	90,890	174,703
Recreation and Culture	2,850	1,127,323	73,967
Transport	425,435	1,714,118	1,913,570
Economic Services	62,222	204,163	376,163
Other Property and Services	91	80,100	111,874
<b>TOTAL OPERATING REVENUE</b>	<b>1,090,537</b>	<b>7,072,180</b>	<b>5,314,534</b>
<b>OPERATING EXPENSES</b>			
Governance	117,232	387,232	422,497
General Purpose Funding	30,659	64,551	104,005
Law, Order, Public Safety	11,960	113,226	51,728
Health	34,330	161,884	139,240
Education and Welfare	35,599	230,311	268,518
Housing	34,177	367,283	278,685
Community Amenities	44,233	231,053	279,094
Recreation & Culture	83,710	903,352	878,554
Transport	316,825	2,711,490	2,775,847
Economic Services	57,984	392,932	347,148
Other Property and Services	(16,691)	41,225	63,690
<b>TOTAL OPERATING EXPENSE</b>	<b>750,018</b>	<b>5,604,538</b>	<b>5,609,005</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b>340,519</b>	<b>1,467,642</b>	<b>(294,471)</b>

# Shire of Mt Marshall

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

For the Period 1 July 2016 to 31 August 2016

### 9. BALANCE SHEET

	August 2016 Actual \$	2015/16 Actual \$
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	3,127,407	2,770,734
Trade and Other Receivables	374,635	508,035
Inventories	19,643	19,388
<b>TOTAL CURRENT ASSETS</b>	<b>3,521,685</b>	<b>3,298,157</b>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	30,399	30,399
Inventories	0	0
Property, Plant and Equipment	13,966,410	14,011,051
Infrastructure	91,460,725	91,454,523
Work in Progress	47,696	47,696
<b>TOTAL NON-CURRENT ASSETS</b>	<b>105,505,230</b>	<b>105,543,669</b>
<b>TOTAL ASSETS</b>	<b>109,026,915</b>	<b>108,841,826</b>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	165,520	318,657
Long Term Borrowings	60,928	74,272
Provisions	215,624	215,624
<b>TOTAL CURRENT LIABILITIES</b>	<b>442,072</b>	<b>608,553</b>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	0	0
Long Term Borrowings	134,271	134,271
Provisions	15,745	15,745
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>150,016</b>	<b>150,016</b>
<b>TOTAL LIABILITIES</b>	<b>592,088</b>	<b>758,569</b>
<b>NET ASSETS</b>	<b>108,434,827</b>	<b>108,083,257</b>
<b>EQUITY</b>		
Trust Imbalance	11,050	0
Retained Surplus	78,245,771	77,905,251
Reserves - Cash Backed	2,123,520	2,123,520
Revaluation Surplus	28,054,486	28,054,486
<b>TOTAL EQUITY</b>	<b>108,434,827</b>	<b>108,083,257</b>

## Shire of Mt Marshall

For the Period 1 July 2016 to 31 August 2016

### 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 2016 to 31 August 2016**

	31 August 2016 YTD Actual \$	YTD Budget \$	Budget to Actual YTD %	Budget to Actual YTD Favourable/ (Unfavourable) \$	Components of Variance Favourable/ (Unfavourable) \$	
<b>Revenues/Sources</b>						
Governance	25,574	1,538	1563%	24,036	14,698	Reimbursement of LSL from other Shires
					8,043	Reimbursement of Paid Parental Leave - unbudgetted
					2,054	Debt Collection Income - Offset by expenditure
					(760)	Minor Items
General Purpose Funding	553,529	(731,462)	(176%)	1,284,991	1,276,288	Rates not yet raised as budget not adopted
					10,729	Movement in Excess Rates
					(2,026)	Minor Items
Law, Order, Public Safety	240	3,857	(94%)	(3,617)		
					(3,617)	Minor Items
Health	-	-	0%	-		
					-	Minor Items
Education and Welfare	16,687	12,942	29%	3,745		
					3,275	Family Support Grant - Timing of Qtly Payments has changed
					470	Minor Items
Housing	23,010	27,164	(15%)	(4,154)		
					(4,154)	Minor Items
Community Amenities	2,727	7,994	(66%)	(5,267)	(6,414)	Rubbish & Recycling Rates not yet raised
					1,147	Minor Items
Recreation and Culture	2,850	4,084	(30%)	(1,234)		
					(1,234)	Minor Items
Transport	425,435	6,118	6854%	419,317	365,248	SRRG funding timing difference
					59,763	Roads to Recovery timing difference
					(5,695)	Minor Items



**Shire of Mt Marshall**  
**Report on Significant Variances - Operating Income & Expenditure**  
**For the Period 1 July 2016 to 31 August 2016**

	31 August 2016 YTD Actual \$	YTD Budget \$	Budget to Actual YTD %	Budget to Actual YTD Favourable/ (Unfavourable) \$	Components of Variance Favourable/ (Unfavourable) \$	
Economic Services	62,222	63,333	(2%)	(1,111)	(1,111)	<i>Minor Items</i>
Other Property and Services	91	13,344	(99%)	(13,253)	(4,216)	Diesel Fuel Rebate less than budget - timing
					(6,491)	Private Works Income less than budget - timing
					(2,546)	<i>Minor Items</i>
<b>Total Revenues excl Rates</b>	<b>1,112,366</b>	<b>(591,088)</b>	<b>(288%)</b>	<b>1,703,454</b>		
<b>Amount Raised from Rates</b>	(21,828)	1,285,556	(102%)	(1,307,384)	(21,828)	Rates received prior to 30 June 2015 for 2015/16
					-	Discount for early payment higher than anticipated
					(1,285,556)	<i>Rates not yet raised</i>

**Shire of Mt Marshall**  
**Report on Significant Variances - Operating Income & Expenditure**  
**For the Period 1 July 2016 to 31 August 2016**

	31 August 2016 YTD Actual \$	31 August 2016 YTD Budget \$	Budget to Actual YTD %	Budget to Actual YTD Favourable/ (Unfavourable) \$	Components of Variance Favourable/ (Unfavourable) \$	
<b>(Expenses)/(Applications)</b>						
Governance	(117,232)	(141,227)	17%	23,995	7,109	Admin Salries less than budget
					10,821	Admin Consultants less than budget
					7,000	Workers Comp Insurance - Timing
					(935)	Minor Items
General Purpose Funding	(30,659)	(10,754)	(185%)	(19,905)	(14,312)	Rates Debt Collection Expenditure - Offset by Income
					(5,593)	Minor Items
Law, Order, Public Safety	(11,960)	(24,108)	50%	12,148	2,072	Fire Insurance under budget
					1,375	Depreciation - timing
					1,405	Admin Allocations - timing
					7,296	Minor Items
Health	(34,330)	(21,292)	(61%)	(13,038)	(15,152)	Medical Practice Expenditure over budget
					2,115	Minor Items
Education and Welfare	(35,599)	(39,392)	10%	3,793		
					3,793	Minor Items
Housing	(34,335)	(56,443)	39%	22,108	7,151	Community Housing Maintenance less than budget - timing
					7,849	Staff Housing Maintenance less than budget - timing
					5,149	Depreciation timing
					1,959	Minor Items
Community Amenities	(44,233)	(38,672)	(14%)	(5,561)		
					(5,561)	Minor Items

**Shire of Mt Marshall**  
**Report on Significant Variances - Operating Income & Expenditure**  
**For the Period 1 July 2016 to 31 August 2016**

	31 August 2016 YTD	YTD	Budget to Actual YTD	Budget to Actual YTD	Components of Variance	
	Actual	Budget		Favourable/ (Unfavourable)	Favourable/ (Unfavourable)	
	\$	\$	%	\$	\$	
Recreation & Culture	(83,710)	(138,498)	40%	54,788	9,548	Halls less than budget - timing
					9,291	Parks and Gardens less than budget - timing
					32,158	Recreation Ground mtc less than budget - timing
					3,791	Minor Items
Transport	(316,825)	(464,528)	32%	147,703	126,520	Depreciation - timing
					4,383	Road Maintenance - timing
					4,178	Main Streets Beautification - timing
					2,972	Traffic Signs and Control - timing
					4,000	Loss on disposal of asset - timing
					5,649	Minor Items
Economic Services	(57,984)	(67,688)	14%	9,704	6,807	Other Economic Services - timing
					2,897	Minor Items
Other Property and Services	16,692	(36,909)	145%	53,601	3,860	Private Works - timing difference (offset by income)
					21,550	Plant Operating Costs - timing difference
					24,636	Plant Operating Depreciation - timing difference
					2,555	Public Works Overheads - timing difference
					999	Minor Items
<b>Total Expenses/Applications</b>	<b>(750,174)</b>	<b>(1,039,511)</b>	<b>(6%)</b>	<b>48,980</b>		

**Shire of Mt Marshall**  
**Capital Expenditure Report on Significant Variances**  
**For the Period 1 July 2016 to 31 August 2016**

	Full Year Budget	31 August 2016 YTD Actual	31 August 2016 YTD Budget	Budget to Actual YTD %	Budget to Actual YTD Favourable/ (Unfavourable)	Commentary
	\$	\$	\$	%	\$	
<b>Capital Expenditure</b>						
<b>Governance</b>						
Admin Vehicle	65,000	-	-	0%	-	
<b>Education &amp; Welfare</b>						
CEACA Land	21,600	-	-	0%	-	
<b>Community Amenities</b>						
Land & Buildings	5,000	-	-	0%	-	
Water Collection Projects	149,190	330	-	0%	(330)	
<b>Recreation &amp; Culture</b>						
Beacon Recreation Ground Power Upg	100,000	-	-	0%	-	
Other Infrastructure - Welbungin Tennis Courts, Beacon Oval Dam, Beacon Central & Hall Car Parks, Beacon Hockey Oval Lighting	135,100	-	-	0%	-	
Bencubbin Rec Complex	2,600,000	221	-	0%	(221)	
<b>Transport</b>						
Road Construction	2,152,313	157,044	374,797	58%	217,753	Timing
Footpath Construction	20,000	-	-	0%	-	
Plant Purchases	570,000	-	-	0%	-	
Motor Vehicle Purchases	28,000	-	28,000	100%	28,000	Timing
<b>Economic Services</b>						
Beacon Cabin C Upgrade	18,000	-	-	0%	-	
<b>Total Capital Expenditure</b>	<b>5,864,204</b>	<b>157,595</b>	<b>402,797</b>	<b>61%</b>	<b>245,202</b>	

# **Interface Agreement**

## ***Rail Safety National Law (WA) Act 2015***

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# **Public Road and Rail Crossing At Grade Interfaces**

## **BETWEEN**

Brookfield Rail Pty Ltd

## **AND**

The Shire of Mount Marshall

## **AND**

The Commissioner of Main Roads/  
Main Roads Western Australia

09/09/2016

## DOCUMENT CONTROL

Version	Date	Amended By	Details of Amendment
<b>1.0</b>	05/02/2013	Not Applicable	Original Issue
<b>2.0</b>	20/01/2014	Brookfield Rail	General revision. Responsibilities clarified. Background information added. Demarcation diagram revised. Reformatted.
<b>2.1</b>	20/06/2014	Brookfield Rail	Insertion of definition for Non-Operational Line. Amendment to the clauses 1.4, 5.2 & 13.5. Insertion of additional clause as 9.4 and consequential numbering amendments.
<b>2.2</b>	Not issued	Brookfield Rail	Amended to incorporate changes to legislation
<b>2.3</b>	09/09/2016	Brookfield Rail	General revision. Further clarifications added to clause 5.

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# INTERFACE AGREEMENT

Between the parties

BR	<b>Brookfield Rail Pty Ltd</b> ABN 42 094 721 301 of 2-10 Adams Drive, Welshpool, Western Australia 6106
Shire	<b>Shire of Mount Marshall</b> ABN 44 012 430 676 of 80 Monger Street, Bencubbin, Western Australia 6477
MRWA	<b>Commissioner of Main Roads/Main Roads Western Australia</b> ABN 50 860 676 021 of Waterloo Crescent, East Perth, Western Australia 6004
Background	<ol style="list-style-type: none"><li>1. Brookfield Rail Pty Ltd (BR) is the Rail Infrastructure Manager for the freight rail network in the southern part of Western Australia and is accredited for this purpose pursuant to Schedule Part 3 Division 4 of the Act.</li><li>2. The Shire of Mount Marshall is the local government body having charge of the roads and streets in its district and as such is the Road Manager of the local Public Roads (defined as secondary roads for the purposes of the <i>Main Roads Act 1930</i>) within its district.</li><li>3. The Commissioner of Main Roads has charge of main roads and highways (as defined in the <i>Main Roads Act 1930</i>) in Western Australia and as such is the Road Manager of main roads and highways. The Commissioner of Main Roads also has certain powers under the <i>Road Traffic Code 2000</i> with respect to the erection of traffic control signals and road signs (includes road markings), and additionally has agreements in place with local governments for certain maintenance aspects referred to in this Agreement.</li><li>4. Clause 107 of the Act requires the Road Managers of Public Roads and Rail Infrastructure Managers to identify and assess risks to safety associated with road and rail interfaces and to seek to enter into an Interface Agreement for the purpose of managing those risks.</li><li>5. This Agreement comprises the Interface Agreement between the parties.</li></ol>

The parties agree as follows:



## 1. PURPOSE

- 1.1 Public Road Managers and Rail Infrastructure Managers are required under clause 107 of the Act to identify and assess risks to safety associated with road and rail interfaces and to seek to enter into an Interface Agreement for the purpose of managing those risks.
- 1.2 The parties to this Interface Agreement recognise the need for an open and collaborative approach to identify, assess and manage risks to safety associated with road and rail interfaces, and commit to fully co-operate in all aspects of that need.
- 1.3 This Agreement:
  - (a) Provides a framework within which the parties commit to co-operatively manage the identified safety risks;
  - (b) Sets out and describes the responsibilities of the respective parties to this Agreement relating to the Interfaces specified in Schedule 1; and
  - (c) Provides the mechanism to jointly manage risks for the safe operation of rail and road movements at the Interfaces specified in Schedule 1.
- 1.4 This Agreement primarily relates to the responsibilities of each party in managing the safety risks at the Interfaces identified in Schedule 1 of this Agreement as amended from time to time. It is not intended to address cost, or cost distribution of compliance. To the extent that any cost is referred to in this Agreement, it is for general guidance only. Existing agreements relating to liability for cost remain unchanged.
- 1.5 This Agreement relates to At Grade Crossing Interfaces only. Where a grade separated Interface exists (i.e. where a Road or Footpath crosses over or passes under any railway by means of a bridge, overpass, tunnel or subway), this will be dealt with by a separate Interface Agreement.
- 1.6 This Agreement relates to Public Roads only. Where an Interface exists with a road other than a Public Road, a separate Interface Agreement may be entered into with the Road Manager of that private road under clause 108 of the Act.

## 2. DEFINITIONS

The meanings of the terms used in this Agreement are set out below:

Term	Meaning
<b>Act</b>	<i>Rail Safety National Law (WA) Act 2015</i> (as amended from time to time).
<b>Agreement</b>	This document including any schedules and annexures.
<b>ALCAM</b>	Australian Level Crossing Assessment Model – a tool used in the risk assessment of a Level Crossing.

<b>At Grade Crossing</b>	Where a Road or Footpath crosses a rail line at the same level.
<b>Carriageway</b>	The trafficable surface of a Road, ordinarily used for vehicular traffic.
<b>Corrective Action Report</b>	A report or similar that details specific actions designed to reinstate or maintain safety at a crossing and which identifies the entity responsible for the actions.
<b>Danger Zone</b>	The area encompassing the rail lines and extending 3 metres horizontally either side from the outer rails, including any distance above or below this area.
<b>Disused (Non-Operational) Line</b>	A railway line with rail infrastructure that remains in place which under current network operations no rail traffic is expected but which may carry machines, vehicles and equipment for minimal railway maintenance and/or inspection.
<b>Dormant (Non-Operational) Line</b>	A railway line with rail infrastructure that remains in place which under current network operations does not carry routine freight or passenger rail traffic but which does regularly carry machines, vehicles and equipment for railway maintenance and/or inspection.
<b>Footpath</b>	An area that is open to the public that is designated for, or has as one of its main uses, use by pedestrians. This includes, but is not limited to, a shared path, dual use path and bicycle path.
<b>Incident</b>	An occurrence at or affecting an Interface, which has the potential to adversely impact or has resulted in an adverse impact to the safety of persons or infrastructure or Road or train operations.
<b>Inspection</b>	An inspection carried out by a party based on their responsibility towards the Interface, as deemed appropriate by the party and in accordance with their processes or procedures.
<b>Interface</b>	The location where a rail line intersects or interacts with a Road or Footpath. For the purposes of this Agreement, this includes Level Crossings, Pedestrian Crossings and Mid-block Crossings.
<b>Interface Agreement</b>	<p>An agreement in writing about managing risks to safety identified and assessed under Schedule Part 3 Division 6 Subdivision 2 of the Act that includes provisions for –</p> <ul style="list-style-type: none"> <li>(a) implementing and maintaining measures to manage those risks; and</li> <li>(b) the evaluation, testing and, where appropriate, revision of those measures; and</li> <li>(c) the respective roles and responsibilities of each party to the agreement in relation to those measures; and</li> </ul>

- (d) procedures by which each party to the agreement will monitor compliance with the obligations under the agreement; and
- (e) a process for keeping the agreement under review and its revision.

<b>Level Crossing</b>	An area where a Road and a railway meet at substantially the same level, whether or not there is a “level crossing” sign on the road at all or any of the entrances to the area.
<b>Mid-block Crossing</b>	An area where a Footpath crosses a railway not adjacent to a Level Crossing that includes a Carriageway.
<b>Pedestrian Crossing</b>	An area where a Footpath crosses a railway adjacent to a Level Crossing that includes a Carriageway.
<b>Public Road</b>	A Road as defined below.
<b>Rail Infrastructure</b>	<p>The facilities that are necessary to enable a railway to operate safely and includes, but is not limited to –</p> <ul style="list-style-type: none"> <li>(a) railway tracks, and associated track structures; or</li> <li>(b) service roads, signalling systems, communication systems, rolling stock control systems and data management systems; or</li> <li>(c) notices and signs; or</li> <li>(d) electrical power supply and electric traction systems; or</li> <li>(e) associated buildings, workshops, depots and yards.</li> </ul>
<b>Rail Infrastructure Manager</b>	<p>In relation to rail infrastructure of a railway, means the person who has effective management and control of the rail infrastructure, whether or not the person –</p> <ul style="list-style-type: none"> <li>(a) owns the rail infrastructure; or</li> <li>(b) has a statutory or contractual right to use the rail infrastructure or to control, or provide, access to it.</li> </ul>
<b>Road</b>	Any highway, road or street open to, or used by, the public and includes every carriageway, footway, reservation, median strip and traffic island thereon.
<b>Road Infrastructure</b>	<ul style="list-style-type: none"> <li>(a) the infrastructure which forms part of a road, footpath or shoulder, including – <ul style="list-style-type: none"> <li>(i) structures forming part of the road, footpath or shoulder; or</li> <li>(ii) materials from which a road, footpath or shoulder is made.</li> </ul> </li> <li>(b) the road-related infrastructure including infrastructure which is installed or constructed to – <ul style="list-style-type: none"> <li>(i) facilitate the operation or use of the road or footpath; or</li> <li>(ii) support or protect the road or footpath;</li> </ul> </li> <li>(c) all bridges, viaducts, tunnels, culverts, grids, approaches and other things appurtenant to the road or footpath or used in connection with the road or footpath.</li> </ul>

## Road Manager

In relation to a Public Road means a Local Government or the Commissioner of Main Roads. For the purposes of this Agreement, the Road Manager means that party identified as the Road Manager of each Interface set out in Schedule 1.

### 3. SCOPE OF THE AGREEMENT

- 3.1 This Agreement applies to the management of risks at the Interfaces specified in Schedule 1 and includes provision for the requirements of clause 107 of the Act.

### 4. TERM OF INTERFACE AGREEMENT

- 4.1 This Agreement will commence on the date of execution by the last party.
- 4.2 This Agreement will be reviewed by the parties upon the earlier of:
- (a) a change in circumstance occurring in relation to any of the Interfaces specified in Schedule 1; or
  - (b) the 5 year anniversary of the date of commencement of this Agreement,

and in any event will be subject to ongoing review at least once every 5 years.

### 5. RESPONSIBILITIES OF PARTIES

#### 5.1 Primary sources of responsibility

In addition to the Act, the parties to this Agreement have responsibilities for Interfaces which are derived from various sources and which include:

#### ***Railway Crossing Protection in Western Australia – Policy and Guidelines***

This document (prepared by Main Roads WA) outlines the level of control required at all railway Level Crossings in Western Australia.

#### ***Public Works Act 1902 (WA)*** **Maintenance of public roads at railway crossings and near railway stations**

Section 103(1) of the *Public Works Act 1902* provides that where a road or street crosses a railway on the level, the local authority having charge of the roads or streets in the district shall maintain the road and crossing on the railway, and for a distance on each side of 10 metres outside the railway.

#### ***Road Traffic Code 2000 (WA)*** **Power to erect traffic-control signals and road signs**

Regulation 297(1) of the *Road Traffic Code 2000 (WA)* empowers the Commissioner of Main Roads to *erect, establish or display, and alter or take down any road sign, road marking or traffic control signal* on a Public Road. In the context of a Level Crossing, this includes approval for the level of control of:

- the regulatory GIVE WAY and STOP signs at passive crossings;
- regulatory traffic control signals including flashlights or boom barriers at active crossings;
- all warning signs including static and active advance warning signs;
- all road markings including holding lines, barrier centre lines and yellow box markings; and
- other complimentary signage such as speed zones, adjacent regulatory signs or traffic signals on roads.

#### ***Local Government Act 1995***

#### **Notices requiring certain things to be done by the owner or occupier of land**

Section 3.25 of the Local Government Act 1995 empowers a Local Government to give a person who is the owner or, unless Schedule 3.1 indicates otherwise, the occupier of land a notice in writing relating to the land requiring the person to do anything specified in the notice that is prescribed in Schedule 3.1, Division 1.

#### ***Rail Safety National Law (WA) Act 2015***

#### ***Rail Safety National Law (WA) Regulations 2015***

#### ***Rail Safety National Law (WA) (Alcohol and Drug Testing) Regulations 2015***

#### **Safety management system**

BR is an accredited rail transport operator under the Act and as such has statutory obligations under the Act and Regulations, including responsibility for ensuring the compliance of all rail related works on corridor land with the Act and Regulations. BR's activities are regulated by the Office of the National Rail Safety Regulator. In accordance with clause 99 of the Act, BR has in place a safety management system in respect of its railway operations. It is a requirement of that safety management system that, where necessary, persons carrying out rail safety work on corridor land are required to hold a Track Access Permit.

### **5.2 Allocation of specific actions and activities**

Where not otherwise subject to separate agreement, the parties agree that each party to this Agreement will undertake the following actions/activities in respect of the Interfaces specified in Schedule 1:

#### **Main Roads Western Australia/Commissioner of Main Roads (MRWA)**

- Install and maintain the appropriate regulatory signs, warning signs, road markings and advance flashing warning panels on Public Road approaches to Level Crossings – excludes signage affixed to railway hardware.

### **Road Manager – Local Government**

- Maintain the Road approaches up to three metres (3m) either side from the outside running rail.
- Arrange, undertake and maintain any vegetation clearing and/or removal of other physical obstructions on Roads to provide requisite driver visibility sightlines on the approaches to Level Crossings (including any negotiations with private property owners if required)
- Notify the Rail Infrastructure Manager of any road works planned, either of a temporary or permanent nature, in the vicinity of a crossing. (See section 9 of this Agreement)
- Notify the Rail Infrastructure Manager of any change in land use adjacent to an Interface or any change in Level Crossing use.
- Report to MRWA any damaged and unserviceable line marking and signage associated with a Level Crossing identified during inspection of the local road network in accordance with normal maintenance regimes.

### **Rail Infrastructure Manager**

- Arrange and coordinate installation of flashing lights, boom barriers, warning bells and advance warning sign control devices (in accordance with MRWA's renewal and upgrade programme).
- Maintenance of above equipment and devices in conjunction with MRWA.
- Undertake and maintain any vegetation clearing and/or removal of other physical obstructions within the rail corridor to provide adequate visibility on the approaches to Level Crossings.

Only accredited personnel holding a Track Access Permit are permitted to perform certain work within the rail corridor or within the Danger Zone (see diagram annexed as Appendix B). Works within the Danger Zone are generally undertaken by the Rail Infrastructure Manager due to the rail safety risks associated with works within the Danger Zone however subject to the necessary approvals from the Rail Infrastructure Manager works may be undertaken by the Road Manager. Accordingly, unless otherwise agreed and subject to prior written agreement between and as required by the parties, the following activities are carried out by the Rail Infrastructure Manager at the cost of either the Local Government or MRWA as indicated in brackets below<sup>1</sup>:

- Level Crossings - Maintain the roadway within three metres (3m) of the outside running rails. (Local Government)
- Pedestrian Crossings - Install and maintain flashing lights, warning bells, pedestrian mazes, gates and crossing paths (not approach

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<sup>1</sup> The indication of party responsible for cost should be used as a general guide only. All works are site and case specific.

paths) as applicable, including any signage affixed to these devices. (MRWA or Local Government in accordance with renewal and upgrade programme).<sup>2</sup>

- Mid-block Crossings - Install and maintain flashing lights, warning bells, pedestrian mazes, gates and crossing paths (not approach paths) as applicable, including any signage affixed to these devices. (Local Government).<sup>2</sup>
- Crossing Control Upgrades – Installation of flashing lights, boom barriers, warning bells and advanced warning sign control devices (MRWA in accordance with MRWA's renewal and upgrade programme).

#### **Reciprocal action for all parties**

- Notify each other party of material changes to usage of an Interface of which a party is aware. These changes may arise from things such as higher speed rail or road traffic, increased volume of rail or road traffic (for example arising from a change in land usage or development) or change of road vehicle types or change to road designation (for example to an oversize vehicle route). If the parties identify a new risk (or increased level of an existing risk), the parties must, as appropriate reassess and manage these risks so far as is reasonably practicable.

## **6. AGREEMENT OF PARTIES**

### **6.1 Each party agrees to:**

- (a) Commit to the highest standards of safety in performing its functions or conducting its business so far as is reasonably practicable;
- (b) Work co-operatively with the other parties, and with third party entities whose activities may give rise to risks at or near an Interface, to identify and assess risks at Interfaces and develop, implement and monitor measures to manage the risks;
- (c) Carry out the identification, assessment, allocation and management of risk in accordance with accepted risk management practice;
- (d) Commit to continued management of the Interface; and
- (e) Conform to the appropriate standards, policies and guidelines relevant to their respective operations.

## **7. IDENTIFICATION, ASSESSMENT AND MANAGEMENT OF RISK**

- 7.1 The Rail Infrastructure Manager and Road Manager have an ongoing obligation to identify and assess, so far as is reasonably practicable, risks to safety that may arise in relation to the Interfaces the subject of this Agreement.

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<sup>2</sup> There may be instances where the distinction between Pedestrian and Midblock Crossings is unclear, in such cases works required and division of cost must be negotiated and agreed between the Local Government and MRWA prior to the works being undertaken.

- 7.2 Clause 109 of the Act provides that for the purpose of identifying and assessing the risks to safety at an Interface, a party may:
- (a) by itself identify and assess those risks; or
  - (b) identify and assess those risks jointly with another party; or
  - (c) adopt the identification and assessment of those risks carried out by another party to this Agreement.
- 7.3 As a minimum, the following must be carried out in respect of each Interface:
- Identify the type of Interface;
  - Identify the location of the Interface;
  - Identify the risks to safety at each Interface;
  - Determine measures to manage, so far as is reasonable practicable, those risks; and
  - Assign responsibility for the management measures determined to the appropriate party.
- 7.4 ALCAM has been designed for and is used as a tool for risk assessment of Level Crossings. Each crossing is assessed uniformly using a standardised procedure to gather crossing data. The model then provides a risk score for each Level Crossing which enables the comparison of relative risk across all crossings within a given group (locality/line etc.). This model has been or will be used to assess risks at Interfaces the subject of this Agreement.
- 7.5 Where there has been a material change in relation to an Interface and such change is likely to affect the ALCAM assessment obtained in respect of an Interface, then the parties must arrange for the Interface to be re-assessed.
- 7.6 Either party may, by notice in writing to the other, instigate a re-assessment where it is deemed necessary.
- 7.7 Following an ALCAM assessment, if any corrective action is required in respect of an Interface, a Corrective Action Report (or similar) may be prepared. This will outline the action required for mitigation or elimination of unacceptable risks identified and the party responsible for carrying out the action.

## **8. INCIDENT MANAGEMENT**

- 8.1 Rail Infrastructure Managers and Road Managers shall manage incidents wholly within their area of responsibility in accordance with each party's incident management plan.
- 8.2 Incidents affecting both Rail Infrastructure and Road Infrastructure across an Interface should be managed jointly and cooperatively by the parties.
- 8.3 The established information sharing protocols shall be followed during an emergency incident.



- 8.4 Unless required by law or to ensure safety, the parties shall not engage in any conduct that is likely to prejudice an investigation into an Incident and reserve the right to undertake timely inspection of any Rail or Road Infrastructure, rolling stock or other property of the respective parties damaged as a result of an Incident.
- 8.5 The Rail Infrastructure Manager shall report rail safety Incidents to the National Rail Safety Regulator under the terms of its accreditation.
- 8.6 In the case of major Incidents involving serious injury or death, the activities of the parties may come under the control of emergency services organisation as detailed in BR's Westplan.
- 8.7 BR's Westplan (State Emergency Management Plan for BR Emergencies) is available on BR's website ([www.brookfieldrail.com](http://www.brookfieldrail.com)) and at the State Emergency Management Committee website ([www.semc.wa.gov.au](http://www.semc.wa.gov.au)).

## 9. WORKS

- 9.1 The parties acknowledge that any road or other works conducted in the vicinity of Interfaces can adversely affect the level of safety at that Interface.
- 9.2 In any case where any road or other works are likely to impact on the safety of rail operations, the Road Manager shall notify the Rail Infrastructure Manager of works planned, either of a temporary or permanent nature, in the vicinity of an Interface.
- 9.3 The need for such notification will depend on the level of risk of the work to be undertaken and the proximity of the work activity to the Interface. As a general guide, the table below shows the minimum distances from the railway within which any road or other works should not proceed without prior notification to the Rail Infrastructure Manager. Contact details are provided in the Rail Infrastructure Manager Details section of this Agreement.

Speed Limit Km/h	Distance from railway (m)
<70	150
70 to 90	200
>90	300

- 9.4 In any case where rail works are likely to impact on the safety of road operations, the Rail Infrastructure Manager shall notify the Road Manager of works planned, either of a temporary or permanent nature, in the vicinity of an Interface.
- 9.5 Emergency maintenance works

The parties will work cooperatively to minimise response times where emergency maintenance works are required to be undertaken at an Interface. Contact details of the applicable emergency contact personnel for each party is to be maintained by the respective parties in Appendix A.

## 10. PERSONNEL MANAGEMENT

### 10.1 Competency

Each party shall ensure that its workers carrying out activities in or about the Interface comply with the relevant safe working procedures, rules and policies developed by the party or as detailed in their organisation specific conditions. Such procedures, rules and policies must be consistent with the party's obligations under all applicable Law.

### 10.2 Safe Access by other parties

Each party may make use of third parties under contract or otherwise to deliver any aspect of its operational or infrastructure obligations at or affecting the Interface.

The party engaging the service of a third party shall ensure that any personnel working in or about an interface is fully informed as to the requirements of working in such a locality including any required accreditation, documentation, training, site induction or similar provisions.

The parties will ensure that their respective contractors and subcontractors will comply with this Agreement when engaged in works to which this Agreement relates. In particular third parties must be made aware of the requirements relating to working in the "Danger Zone" as shown in Appendix B.

## 11. AMENDMENT

11.1 The parties may without formal amendment to this Agreement, amend Schedule 1 from time to time by written agreement to allow for Interfaces to be added or removed as required. An updated Schedule becomes effective when it is dated and signed by all parties.

11.2 The parties may without formal amendment to this Agreement, amend Appendix A as per Clause 14.3.

## 12. CHANGE OF OWNERSHIP

12.1 A party to this Agreement undergoing a change in ownership shall notify the other parties as soon as practicable. Contact details for each party are as specified in this Agreement.

12.2 The change of ownership of either a Rail Infrastructure Manager or Road Manager shall require the re-negotiation of this Agreement to identify the new owners and inform them of their responsibilities.

12.3 Rail Infrastructure Managers are obliged to meet all regulatory requirements for transfer or assignment of accreditation, including clauses 79 and 80 of the Act.

## 13. AUDITING AND COMPLIANCE

### 13.1 Maintaining and Monitoring Compliance

- (a) The parties shall be jointly responsible through their nominated representatives for maintaining and monitoring compliance with this Agreement.
- (b) In the event of an emergency, and it is not possible to comply with this Agreement, every effort shall be made by the non-complying party to consult with other parties to the Agreement to determine the best course of action to ensure the safest conduct of activities at the Interface.

### 13.2 Register of Interface Agreements

In accordance with clause 111 of the Act, each party shall maintain a register of the Interface Agreements to which they are a party using their existing internal information and/or document management systems.

### 13.3 Record of Corrective Action Reports

The parties shall keep a record of all Corrective Action Reports.

### 13.4 Reporting Instances of Non-Compliance

Instances of non-compliance shall be brought to the attention of relevant compliance officers of each party to be dealt with in accordance with their internal procedures.

### 13.5 Safety Auditing Compliance

- (a) The Rail Infrastructure Manager shall conduct regular Inspections.
- (b) The Road Manager shall conduct regular Inspections to ensure the safety performance of the approach roads to an Interface are assessed as part of maintenance responsibilities in the context of the Local Government's road network.
- (c) The parties shall jointly reassess the risk to safety of an Interface after a major Incident.
- (d) Should a party discover a defect in another party's infrastructure, the party making the discovery will use best endeavours to share the relevant details with the other party as soon as is reasonably practicable.

### 13.6 Reciprocal Inspections and Audits

In the event the parties agree there is an issue adversely affecting Interface safety, the parties shall allow the conduct of relevant reciprocal inspections or audits to facilitate remedial action.

## 14. COMMUNICATIONS

- 14.1 The parties shall promptly notify each other of any occurrence or Incident which affects the responsibilities of any of the other parties to this Agreement in respect of an Interface.
- 14.2 Contact details for each party as identified in Appendix A are to be used in emergency situations or during normal course of business as appropriate.
- 14.3 All parties agree to regularly update Appendix A as changes occur. Updating of Appendix A can be carried out at any time by any Party for its own organisation without requiring approval from the other parties. The party amending its contact details shall forward to the other parties updated copies of Appendix A ensuring the Appendix A - Document Control table is appropriately updated prior to forwarding.

## 15. DISPUTE RESOLUTION

- 15.1 The parties agree to resolve all disputes in good faith.
- 15.2 Should a dispute arise between the parties in connection to this Agreement, a party may issue a written notice of dispute to the other party or parties.
- 15.3 Within 14 days, or as otherwise agreed by the parties, of receipt of a dispute notice, senior officers of each party shall meet or communicate to resolve the dispute.
- 15.4 If the senior officers are unable to resolve the dispute, Chief Executive Officers of the parties shall meet or communicate as soon as is practicable to attempt to resolve the dispute.
- 15.5 If the dispute is not resolved, then either party may refer the dispute to mediation by a single mediator by giving notice in writing to the other party or parties. If the parties are unable to agree upon the mediator and the mediator's remuneration, the mediator will be the person appointed by and the remuneration of the mediator is the amount determined by, the President of the Institute of Arbitrators & Mediators Australia (WA Chapter). Each party will bear its own costs relating to preparation and attendance at mediation, with the costs of the mediator being borne equally by the parties.
- 15.6 Failing resolution of the dispute at mediation, it will be open to any party to the dispute to commence legal proceedings.

## EXECUTION PAGE

This Interface Agreement is signed and witnessed on behalf of Brookfield Rail Pty Ltd by the following authorised representative:

SIGNED: _____	WITNESSED: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

This Interface Agreement is signed and witnessed on behalf of the Shire of Mount Marshall by the following authorised representative:

SIGNED: _____	WITNESSED: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

This Interface Agreement is signed and witnessed on behalf of Main Roads Western Australia by the following authorised representative:

SIGNED: _____	WITNESSED: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

## SCHEDULE 1 - LIST OF RAIL AND ROAD INTERFACES

No	Name	Type of Interface	Road number	Rail Line and kms from datum of the Level Crossing	Description of Crossing control	Rail Infrastructure Manager responsible	Road Manager responsible
1	Mouroubra Road	Road/rail crossing	415 0010	Line 37 - 48.986km	Give Way Signs	Brookfield Rail	Shire of Mount Marshall
2	Cleary-Gabbin Road	Road/rail crossing	Unknown	Line 37 - 51.219km	Give Way Signs	Brookfield Rail	Shire of Mount Marshall
3	Burakin-Wialki Road	Road/rail crossing	415 0150	Line 37 - 55.941km	Give Way Signs	Brookfield Rail	Shire of Mount Marshall
4	Marindo North Road	Road/rail crossing	415 0040	Line 37 - 60.496km	Give Way Signs	Brookfield Rail	Shire of Mount Marshall
5	Unnamed road built on a road reserve.	Road/rail crossing	Unknown	Line 37 - 61.242km	Give Way Signs	Brookfield Rail	Shire of Mount Marshall
6	Bimbijy Road	Road/rail crossing	415 0009	Line 37 - 66.433km	Give Way Signs	Brookfield Rail	Shire of Mount Marshall
7	Calderwood Drive	Road/rail crossing	415 0105	Line 37 - 70.078km	Give Way Signs	Brookfield Rail	Shire of Mount Marshall
8	Ingleton Road	Road/rail crossing	415 0006	Line 37 - 71.155km	Give Way Signs	Brookfield Rail	Shire of Mount Marshall
9	Pauley Road	Road/rail crossing	415 0027	Line 38 - 61.110km	Give Way Signs	Brookfield Rail	Shire of Mount Marshall
10	Unnamed road built on a road reserve	Road/rail crossing	415 0034	Line 38 - 62.831km	Stop Signs	Brookfield Rail	Shire of Mount Marshall
11	Cleary-Gabbin Road	Road/rail crossing	415 0008	Line 38 - 65.518km	Stop Signs	Brookfield Rail	Shire of Mount Marshall
12	Bencubbin-Gabbin Road	Road/rail crossing	415 0002	Line 38 - 66.361km	Stop Signs	Brookfield Rail	Shire of Mount Marshall
13	Gobbart Road	Road/rail crossing	415 0018	Line 38 - 67.002km	Stop Signs	Brookfield Rail	Shire of Mount Marshall
14	Kett Road	Road/rail crossing	415 0115	Line 38 - 71.050km	Give Way Signs	Brookfield Rail	Shire of Mount Marshall
15	Mandiga Road	Road/rail crossing	415 0026	Line 38 - 75.097km	Give Way Signs	Brookfield Rail	Shire of Mount Marshall

16	Murray Street	Road/rail crossing	415 0091	Line 38 - 83.605km	Give Way Signs	Brookfield Rail	Shire of Mount Marshall
17	Monger Street	Road/rail crossing	415 0146	Line 38 - 84.431km	Give Way Signs	Brookfield Rail	Shire of Mount Marshall
18	Koorda-Bullfinch Road	Road/rail crossing	415 0145	Line 38 - 89.028km	Flashlights	Brookfield Rail	Shire of Mount Marshall
19	Mackenzie Road	Road/rail crossing	415 0128	Line 38 - 93.266km	Give Way Signs	Brookfield Rail	Shire of Mount Marshall
20	Welbungin Bin Road	Road/rail crossing	415 0124	Line 38 - 96.470km	Give Way Signs	Brookfield Rail	Shire of Mount Marshall
21	Welbungin South Road	Road/rail crossing	415 0004	Line 38 - 97.320km	Stop Signs	Brookfield Rail	Shire of Mount Marshall
22	Barbalin-Koonkoobing Road	Road/rail crossing	415 0035	Line 38 - 104.197km	Stop Signs	Brookfield Rail	Shire of Mount Marshall

\*This section of rail line currently Dormant (Non-Operational)

\*\*This section of rail line is currently Disused (Non-Operational)

## APPENDIX A – CONTACT DETAILS

### RAIL INFRASTRUCTURE MANAGER DETAILS

Brookfield Rail Pty Ltd  
2-10 Adams Drive  
WELSHPOOL WA 6106

General: 08 9212 2800  
Emergency: 1300 087 246 (BR Train Control)  
OHS: (08) 9212 2933 (Safety & Environment Co-Ordinator)

### ROAD MANAGER DETAILS

The Shire of Mount Marshall  
80 Monger Street  
BENCUBBIN WA 6477  
General: 08 9685 1202

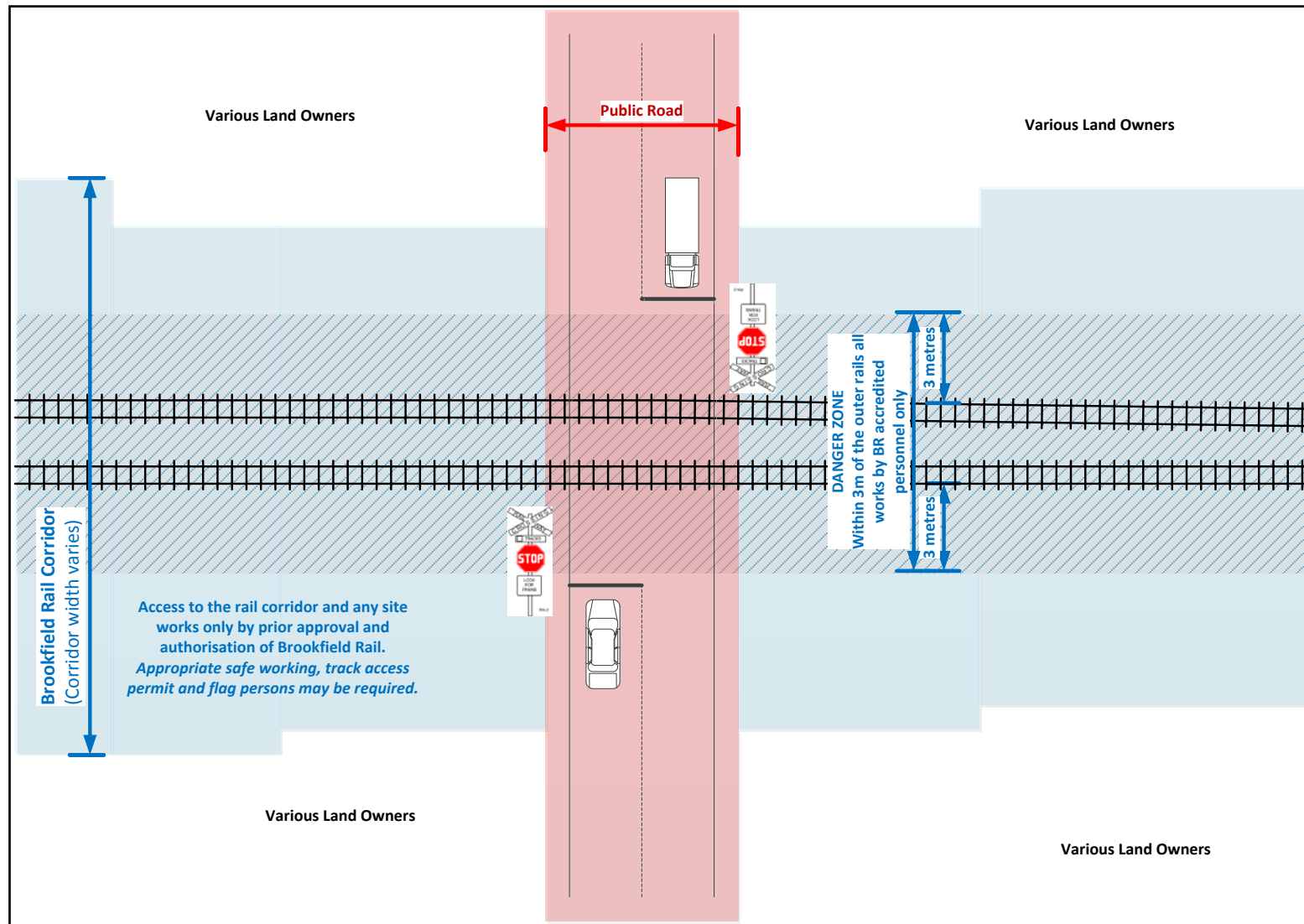
### MRWA DETAILS

Main Roads Western Australia  
Waterloo Crescent  
EAST PERTH WA 6004  
General: 13 81 38  
Emergency: 13 81 38

Appendix A – Document control		
Amended by	Date	Distributed to the following contacts of other parties



## APPENDIX B - AREAS OF DEMARCATION



For the purposes  
of this Interface  
Agreement, at a  
typical Level  
Crossing

The road reserve as shown in red.

The rail corridor as shown in blue.

Within 3 metres of the outer rail all work must be carried out by Brookfield Rail accredited personnel. (area shown hatched, the "Danger Zone").

## APPENDIX C - REFERENCE DOCUMENTS

Reference documents include:

*Rail Safety National Law (WA) Act 2015*

*Rail Safety National Law (WA) Regulations 2015*

*Rail Safety National Law (WA) (Alcohol and Drug Testing) Regulations 2015*

AS1742.7: 2007 – Manual of Uniform Traffic Control Devices - Railway Crossings

AS 1742.3: 2009 – Manual of Uniform Traffic Control Devices – Traffic control for works on roads

AS 4292.2: 2006 – Railway Safety Management – track, civil and electrical infrastructure

Main Roads WA – Railway Crossing Protection in WA – Policy and Guidelines

*Road Traffic Code 2000*

*Road Traffic Act 1974*

*Main Roads Act 1930*

*Public Works Act 1902*

*Local Government Act 1995*

AS/NZS ISO 31000: 2009 – Risk Management – Principles and guidelines

AS/NZISO 4801:2001 - OSH

Main Roads WA – Traffic Management for Works on Roads – Code of Practice

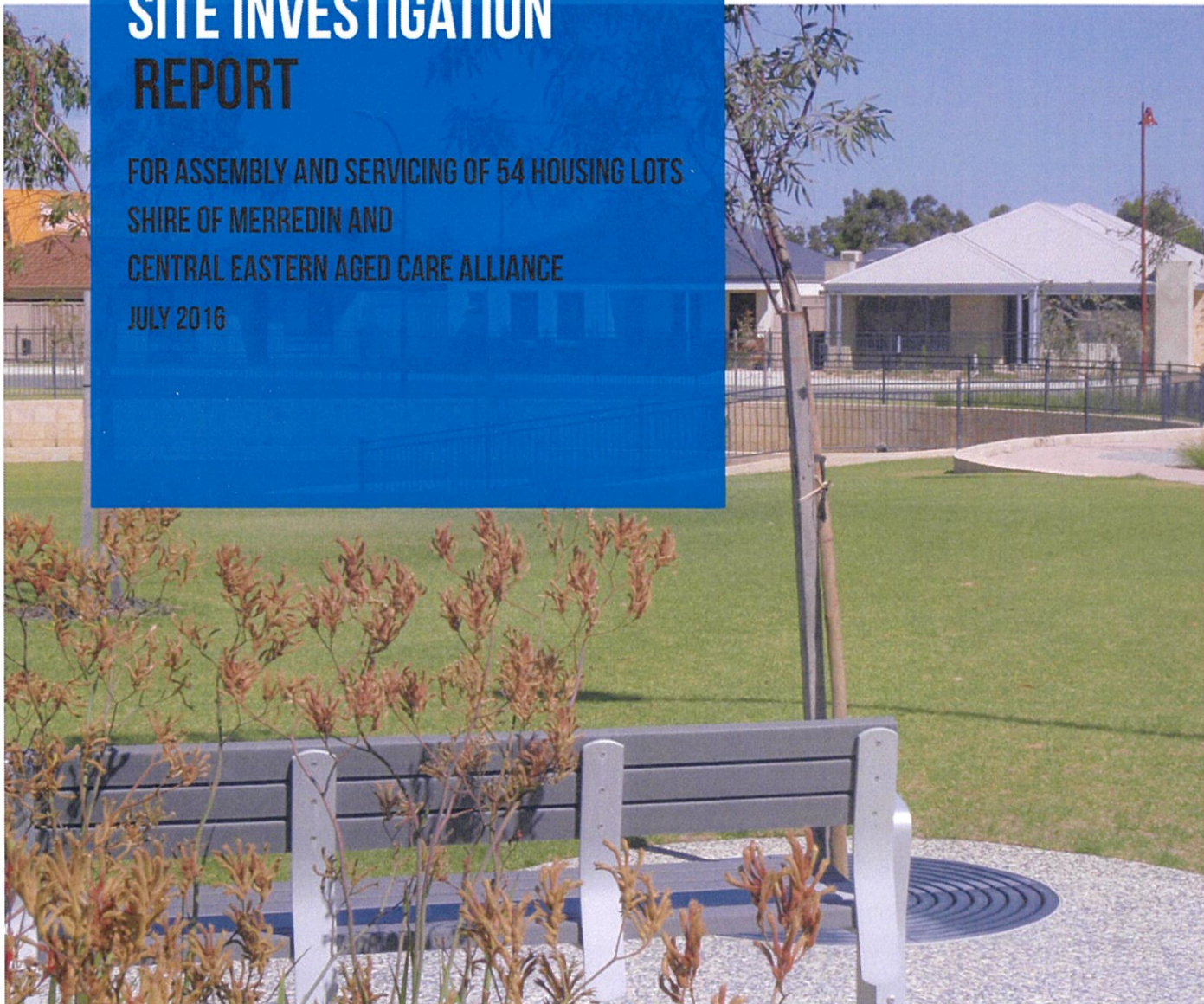
Rail Infrastructure Manager Operating Rules

Westplan: State Emergency Management Plan for Brookfield Rail Emergencies – Version September 2011, Review date December 2013

Copies of most documents are available from the State Law Publisher website or from the Road Safety Branch, MRWA – phone 9323 4111.

# SITE INVESTIGATION REPORT

FOR ASSEMBLY AND SERVICING OF 54 HOUSING LOTS  
SHIRE OF MERREDIN AND  
CENTRAL EASTERN AGED CARE ALLIANCE  
JULY 2016



Paul Broadhurst  
Project Director  
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River Engineering Pty Ltd  
ABN 78 146 050 384  
3/3 Pammment Street  
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## **PREAMBLE**

The site investigation took place at the end of June 2016 and together with Dial Before You Dig information the following report was written to identify the possible work that needs to take place for the site earthworks, drainage and servicing.

Apart from the Dial Before You Dig information received we haven't liaised with any servicing authorities and the information provided within this report is based on River Engineering's experience and the limited information we have available.

The cost estimate provided reflects our assumptions made based on the information currently available and only covers site clearing, importing fill (if required), drainage work and bringing services to the boundary of the site. No allowance has been made to accommodate the final arrangement of the development (i.e. internal roads, internal servicing and stormwater, building pads, retaining walls, etc.).

No allowance has been made with respect to NBN despite this being available in Mukinbudin and Nungarin together with the surrounding areas of Merredin. This will be investigated further as to whether this is available for all sites during the detailed design phase.

Once the preferred sites have been identified the next stage of the design work is to engage a planner, architect, surveyor and geotechnical engineer so a more accurate assessment can be made with respect to the development layout and confirmation of earthworks, drainage and servicing requirements can be achieved.

## **5 MT MARSHALL | LOTS 170 COLLINS STREET – BENCUBBIN**

### **5.1 Servicing Requirements**

#### **5.1.1 Introduction**

The Bencubbin site is expected to produce a total of four units with the land assembly sites being two in stage 1 and no sites in stage 2.

#### **5.1.2 Earthworks**

It is intended to design for the absolute minimum clearing of natural vegetation and trees including earthworks so that the existing natural topography could be retained.



Findings of geotechnical site investigation would determine the amount of fill which would be required so that suitable site classification could be achieved for building construction activities.

#### **5.1.3 Servicing**

##### **5.1.3.1 Water Supply**

An existing DN50 P water main within laneway at the rear of proposed lots can be utilised to provide the necessary water service to the future development.



There is an existing standard (20mm) water connection with water meter at the rear of the lot which could be utilised to service the future development.

##### **5.1.3.2 Wastewater Disposal**

There is no wastewater infrastructure within the vicinity of the proposed development. Therefore, aerobic treatment unit would be required to service the proposed development.

##### **5.1.3.3 Power Supply**

All electrical power reticulation to the proposed development area will be underground in accordance with WAPC Policy.

The existing low voltage aerial network in Collin Street adjacent to House No 6 could be extended to service the future development. Additionally, there are existing high voltage lines along Padbury Street. It is highly likely that the existing Western Power aerial network should have adequate spare capacity to service the proposed new development. However, confirmation on the adequacy or any upgrading of existing power network to support the new development will be determined at the design stage.

#### **5.1.3.4 Telecommunications**

The existing telecommunication network within Padbury Street should have adequate capacity to service the subject land. However, confirmation on the adequacy or any upgrading of existing telecommunication network to support the new development will be determined at the design stage.

#### **5.1.3.5 ATCO Gas**

There is no ATCO Gas infrastructure available within the area.

#### **5.1.3.6 Drainage**

Disposal of stormwater drainage from the subject land will be in compliance with environmentally sensitive design and the local authority requirements. The local authority will be contacted to confirm design standards prior to commencement of detailed design to ensure disposal of stormwater drainage is in compliance with local authority standards.

The drainage strategy for the subject site is to maximise infiltration into the groundwater when possible.

Visual site investigation has revealed the subject site falls from Collin Street towards the laneway. Additionally, it seems some of the drainage run-off from Padbury Street enters the subject site via open drain discharge. However, when feature site survey is carried out further clarification on the direction of stormwater flow will be provided. There was no evidence of drainage structures or drainage pipe network within the vicinity of subject site.

Applying the principle of pre-development flow / post-development should remain the same.

It is proposed to consider various drainage design concepts to harvest storm water run-off from the site for re-use as much as possible (i.e. rain water tank, underground storage, planted retention basins with over flow pipe work etc.).

Findings of geotechnical site investigation would have a direct impact on the design of stormwater drainage system.

## 5.1.4 Cost Estimates

Refer to the Preamble of this report together with the list of assumptions to understand how each cost estimate was obtained.

### 5.1.4.1 Stage One

LOTS 170 COLLINS STREET - BENCUBBIN - STAGE 1  
PRELIMINARY COST ESTIMATE - JULY 2016

Number of Lots: 2

Civil Costs		Cost	
1	Miscellaneous	\$	15,000.00
2	Earthworks	\$	47,000.00
3	Roadworks	\$	-
4	Pathways	\$	-
5	Drainage	\$	10,000.00
6	Sewerage	\$	30,000.00
7	Water	\$	3,000.00
8	Common Trenching	\$	-
9	Retaining Walls	\$	-
10	Allowance for Telstra	\$	4,000.00
11	Fencing	\$	-
<b>Subtotal Civil Works</b>		<b>\$</b>	<b>109,000.00</b>

#### Other Costs

12	Shire Supervision Fees	\$	-
13	Western Power	\$	8,000.00
14	Water & Sewer Headworks	\$	11,000.00
15	Geotechnical Site Investigation	\$	5,000.00
16	Survey Fees	\$	3,000.00
17	Planning Fees	\$	5,000.00
<b>Subtotal Other Costs</b>		<b>\$</b>	<b>32,000.00</b>
<b>Contingency</b>		<b>\$</b>	<b>10,900.00</b>
<b>Total</b>		<b>\$</b>	<b>151,900.00</b>
<b>Cost per lot</b>		<b>\$</b>	<b>76,000.00</b>

#### Notes

Cost estimate shall be read in conjunction with the relevant notes.  
No allowance has been for removal of top soil and mulched material off site.  
No allowance has been made for past usage of the land  
No allowance has been made to upgrade roads external to the site  
No allowance has been made to underground overhead power lines  
We have not included River Eng fees to the above cost estimate

### 5.1.4.2 Stage Two

No lots are planned in this stage.



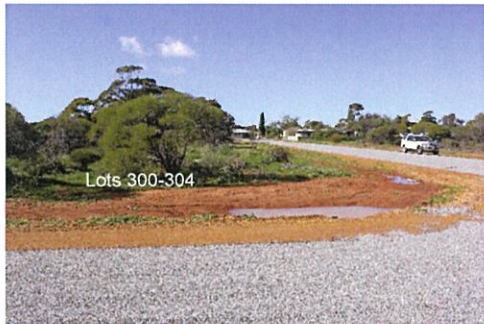
## **6 MT MARSHALL | LOTS 300 – 304 ASKEW STREET - BEACON**

### **6.1 Servicing Requirements**

#### **6.1.1 Introduction**

The Beacon site is expected to produce a total of two units with the land assembly sites being no site in stage 1 and one site in stage 2.

Although this is not required as part of the stage 1 works we have included this site within the report due to it being included within the list of sites proposed for future development.



#### **6.1.2 Earthworks**

It is intended to design for the absolute minimum clearing of natural vegetation and trees including earthworks so that the existing natural topography could be retained.

Visually the site seems to be below the existing road and most likely filling of the site would be required so that the proposed development would be above the existing road level.

Findings of geotechnical site investigation would determine the amount of fill which would be required so that suitable site classification could be achieved for building construction activities.

#### **6.1.3 Servicing**

##### **6.1.3.1 Water Supply**

The water supply in Beacon falls under the Water Corporation.

The nearest existing water pipe to the site is located on Dunne Street to the east of Askew Street. However, this is small being a 58AC pipe and there may not be sufficient capacity to service the future lots. There is a DN100 CI pipe located in the laneway between Lindsay and Rowland Street at Hamilton Street and we expect this to be the connection point for the water reticulation.

We would expect that this will involve replacing 380m of 58AC pipe with DN110 PE pipe to enable sufficient capacity to service this area together with adding a further 100m of new DN63 PE pipe to run down Askew Street to the lots requiring service.

##### **6.1.3.2 Wastewater Disposal**

There is no wastewater infrastructure within the vicinity of the proposed development. Therefore, aerobic treatment unit would be required to service the proposed development.

##### **6.1.3.3 Power Supply**

The existing low voltage aerial network extends along Dunne Street to the east of Askew Street. Additionally, there is a high voltage line along Lindsay Street. It is highly likely that the existing Western Power aerial network should have adequate spare capacity to service the proposed new development. However, confirmation on the adequacy or any upgrading of existing power network to support the new development will be determined at the design stage.



#### 6.1.3.4 Telecommunications

The existing telecommunication network along Dunne Street should have adequate capacity to service the subject land. However, confirmation on the adequacy or any upgrading of existing telecommunication network to support the new development will be determined at the design stage.

#### 6.1.3.5 ATCO Gas

There is no ATCO Gas infrastructure available within the area.

#### 6.1.3.6 Drainage

Disposal of stormwater drainage from the subject land will be in compliance with environmentally sensitive design and the local authority requirements. The local authority will be contacted to confirm design standards prior to commencement of detailed design to ensure disposal of stormwater drainage is in compliance with local authority standards.

The drainage strategy for the subject site is to maximise infiltration into the groundwater when possible.

Visual site investigation has revealed the site would require filling and it is below the existing road. In addition to filling the site there is a need to re-divert the stormwater which is currently running into the site via a stormwater pipe beneath Hymas Street. However, when feature site survey is carried out further clarification on the direction of stormwater flow will be provided.



There was no evidence of drainage structures or drainage pipe network within the vicinity of subject site.

Applying the principle of pre-development flow / post-development should remain the same.

It is proposed to consider various drainage design concepts to harvest storm water run-off from the site for re-use as much as possible (i.e. rain water tank, underground storage, planted retention basins with overflow pipework etc.).

Findings of geotechnical site investigation would have a direct impact on the design of stormwater drainage system.

## 6.1.4 Cost Estimates

Refer to the Preamble of this report together with the list of assumptions to understand how each cost estimate was obtained.

### 6.1.4.1 Stage One

No lots are planned in this stage.

### 6.1.4.2 Stage Two

LOTS 300- 304 - BEACON - STAGE 2

PRELIMINARY COST ESTIMATE - JULY 2016

Number of Lots: 1

Civil Costs		Cost	
1	Miscellaneous	\$	15,000.00
2	Earthworks	\$	94,000.00
3	Roadworks	\$	-
4	Pathways	\$	-
5	Drainage	\$	10,000.00
6	Sewerage	\$	2,000.00
7	Water	\$	2,000.00
8	Common Trenching	\$	-
9	Retaining Walls	\$	-
10	Allowance for Telstra	\$	2,000.00
11	Fencing	\$	-
<b>Subtotal Civil Works</b>		<b>\$</b>	<b>125,000.00</b>
<b>Other Costs</b>			
12	Shire Supervision Fees	\$	-
13	Western Power	\$	10,000.00
14	Water & Sewer Headworks	\$	5,500.00
15	Geotechnical Site Investigation	\$	2,500.00
16	Survey Fees	\$	1,500.00
17	Planning Fees	\$	1,500.00
<b>Subtotal Other Costs</b>		<b>\$</b>	<b>21,000.00</b>
<b>Contingency</b>		<b>\$</b>	<b>12,500.00</b>
<b>Total</b>		<b>\$</b>	<b>158,500.00</b>
<b>Cost per lot</b>		<b>\$</b>	<b>158,500.00</b>

#### Notes

Cost estimate shall be read in conjunction with the relevant notes.

No allowance has been for removal of top soil and mulched material off site.

No allowance has been made for past usage of the land

No allowance has been made to upgrade roads external to the site

No allowance has been made to underground overhead power lines

We have not included River Eng fees to the above cost estimate

# GEOFF NINNES FONG & PARTNERS PTY LTD

GEOFF NINNES (Managing Director)

C.P.Eng.,M.Eng.Sc.,B.E.(Civil),M.I.E.Aust.,Dip.Admin.,Dip.Env.Sc., NPER., RPEQ

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## REPORT ON:-

- THE EXISTING POOL CONDITION
- CONSIDERATION OF ATTACHING A NEW POOL TO EITHER THE SCHOOL OR THE RECREATION CENTRE

## LOCATION:-

BENCUBBIN WA – 50m POOL

## FOR

STEPHEN TINDALE

SHIRE OF MT MARSHALL (ACTING CEO)

PO BOX 20 BENCUBBIN WA 6477

6 SEPTEMBER 2016



G E O F F  
N I N N E S  
F O N G  
P A R T N E R S  
P T Y L T D  
ABN 56 001 849 289

## PERTH

Geoff Nannes Fong & Partners Pty Ltd

Level 2 Cedar House

1321 Hay Street

West Perth WA 6008

Ph: 08 9321 0159

Email: perth@gnfp.com.au



Geoff Ninnnes inspected the existing 50m pool at Bencubbin on the 29 August 2016 with yourself and Rod Munns and we have also read the shire file on the existing pool.

We comment as follows:

**A. General Observations**

1.

The 50m x 12.5m pool with 10 skimmers each side is very unusual as it appears to be either a sprayed concrete structure or a concrete pool with a curved wall to floor connection. It is built over a stream that runs diagonally under the pool just past the centre length. This area has many cracks in it, some are very substantial and shows long term movement. The pool has a deep diving area (3.4m deep). The pool is built in sections and the joints are suspect. It is felt that there are no water stops to retain the water in the pool just sealant. The sealant (Sikaflex or similar) is past the end of its life and has lost its adhesive ability.

The pool loses substantial amounts of water. The pool floor, in the area of the cracks, has in the past had substantial quantities of grout placed under the floor into substantial voids. It is felt that these voids will always occur under the pool floor as fine material is washed away from under it by the stream. The pool has settled from the 1.2m deep shallow end to the deep end by 50-75mm so that the deep end skimmers are fully submerged when the shallow end skimmers are properly operating.

2.

The concourse around the pool but especially in the area of the stream has settled significantly and in some spots there appears to be substantial voids near the pool walls. There are many areas where there are changes in level that could trip children or persons using the pool. The concourse requires to be rebuilt level to allow the drainage to act properly, and to be used safely.

3.

The children's pool is generally filled with carefully regulated mains water and it slowly drains in to the 50m pool via a pipe set in the pool wall. This does not comply with any standards and the children's pool should have its own water treatment system.

4.

The water treatment system to the main pool is four Chadson sand filters, each of about 1.5sq.m and two pumps that provide a turnover of about 7.5 hours. This turnover does not comply with either current or the old standards in place when the pool was initially built.

The collection of soiled water through the skimmers is unusual in that the water is sucked out of the skimmers by the pumps and then delivered to the top of the filters. This system is not advised and we believe should not be used due to the possibility of entrapment. It is also prone to problems as small cracks or breaks in the pipes from the skimmers can render the pump suction inadequate to supply the correct amount of water to the filters.

In addition the supply of filtered water enters the pipe that runs under the pool floor and this is only connected to the pool floor by the risers, and any movement in the pool floor or by the pipe under the pool can cause cracking in the pool risers and subsequent large loss of water. It is extremely difficult to correct this problem or even find it if it occurs.

The water supply pipes should be fully encapsulated in the pool floor with joints at the pool structural joints.

The correct way the water treatment should work is that soiled water should fall from the skimmers by gravity to a balance tank.

Water is then sucked out of the balance tank and pushed through the filter and enters the supply pipe encapsulated in the pool floor.

The existing system is high risk in reliability.

5.

Sanitisation is by sodium hypochlorite for chlorine supply and hydrochloric acid for pH control. It is essential that the correct separation distance between chemicals occur.

6.

The inside of the pool is painted with chlorinated rubber paint which requires recoating every three years at the approximated cost of \$30,000. It requires recoating now. The water line tiles are in poor condition. The cracks in the pool structure require filling with an epoxy before the pool is re-painted and the joints re-jointed with sealant.

As noted before it is unlikely that there are any waterstops running across the joints and the correct rectification is to construct external waterstops recessed in the pool floor and walls up to coping level, and then finally install sealant.

## **B. Partial Upgrade**

Geoff Ninnies Fong & Partners consider that this is the wrong type of pool to try to bring into the modern era as there are multiple expensive problems to rectify and substantial maintenance costs into the future.

The centre return line will always be a major potential problem unless encapsulated into the pool structure and the major cracks in the pool structure indicates substantial differential movement problems from the pool not being founded on a stable base.

The location and quality of the reinforcement in the pool is unknown, and also the longterm life span.

The water treatment reticulation system is unacceptable and of reducing capacity which requires to be rebuilt as a normal gravity system with a suction sump.

To try and squeeze out another year or two the pool could be repainted and the joints raked out and resealed with Maxisil-P sealant but it is anyone's guess as to how long the central return pipe will last.

I guess the real question is can the shire afford to maintain and largely rebuild a 50m pool or should the pool be reduced to a new 25m pool property designed with long lasting finishes and modern water treatment close to school or the recreation centre.

To correct the many manifest problems in this pool would first require relevening the pool and piering the floor to rock. Where the pool floor spans over the stream would also require piering to rock or spanning the pool floor over the stream.

Why the pool was built in such a location must be questioned. A normal concrete floor to the pool will only span about 1.5m if supported by piers so that a beam system or thicker floor may be required. In addition the centre return system of filtered water requires to be encapsulated in the pool floor with a new nozzle system using adjustable Haywood nozzles and joints.

The basic water treatment reticulation system is incorrect for a commercial pool with its suction system to skimmers and this requires to be rebuilt using a gravity system to a suction sump.

The Chadson filter system should really operate with a three filter system and shunt backwash system for maximum efficiency.

Frankly we believe that if it was considered to continue using this site that the location of the rock should be ascertained and a new 25m pool construction to be supported off the rock.

To continue trying to use this old pool with its many defects, some serious, is an exercise in futility. Another solution is to find a new site possibly near the school or leisure centre where it can be integrated in with existing staff and amenities.

### **C. New 25m pool at the shallow end of the 50m pool**

If this solution is to be considered at the shallow end of the pool the pool could be viable and it could be possible to build within the existing pool a new pool with wetdeck with a proper balance tank and new plant.

The following would be required:

- (i) Establish the level of rock under the shallow half of the pool and where the stream is. Also establish the rock level below the ground in the space from the shallow end of the pool to the boundary.
- (ii) Establish water table
- (iii) If rock is not present establish the level of stable consistent ground that the pool could sit on with maximum differential settlement of 5mm.  
Once this is known a new pool could be budgeted, possibly by extending into the lawn area at the back of the shallow end to keep it away from the stream. The remaining pool could either be demolished or filled in and used as a recreation space.

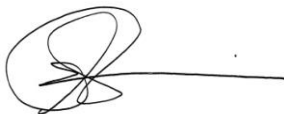
A rough budget for a 25m x 12.5m pool including plant would be \$1.2-\$1.5million.

As part of the study similar pool locations should be established at the Recreation Centre and the School and a needs analysis undertaken with a view to find funding.

We recommend Douglas & Partners for geotechnical work and CCS Strategic (Mark Casserly) for a needs analysis.

I trust the above is satisfactory. Please contact the undersigned for any queries.

Yours faithfully  
FOR AND ON BEHALF OF  
GEOFF NINNES FONG & PARTNERS PTY LTD



**GEOFF NANNES**  
**C.P.Eng., M.Eng.Sc., B.E.(Civil), M.I.E.Aust., Dip.Admin., Dip.Env.Sc., NPER., RPEQ**  
**Managing Director**

**Geoff Ninnes Fong & Partners Pty Ltd**  
**PO Box 2035**  
**BUNBURY WA 6231**

PER160463.00.P.001 Rev1  
16 September 2016

PH

Attention: Mr Geoff Ninnes

Email: geoffn@gnfp.com.au

Dear Sirs

**Proposal for Geotechnical Investigation**  
**Proposed 25 m Swimming Pool**  
**Bencubbin, WA**

**1. Introduction**

Following your request of 9 September 2016, Douglas Partners is pleased to present this fee proposal and scope of work to undertake a geotechnical investigation at the captioned site.

It is understood that an existing open air 50 m swimming pool, located at the north western end of Bencubbin, is to be replaced by a 25 m pool. The existing pool has developed cracks. It is further understood that there are four site options being considered for the proposed replacement pool, being:

- at the same site as the existing pool;
- at a site closer to the school at the corner of Murray Street and Monger Street,
- at the Bencubbin community centre off Dampier Street; or
- at the Beacon School oval, approximately 35 km north of Bencubbin.

The findings of the geotechnical investigation will provide input to the site selection process.

Douglas Partners has recently undertaken a geotechnical investigation at the Bencubbin community centre for a proposed extension to the existing community hall. Douglas Partners has also previously undertaken an investigation for a proposed industrial subdivision near Wellbungin Road in the south eastern corner of Bencubbin as part of the LandCorp Regional Development Assistance Program. Therefore, Douglas Partners has a good understanding of the likely subsoil conditions in order to suitably scope the proposed investigation.

## 2. Review of Published Geological Mapping

The 1:250,000 Geology sheet indicates that shallow sub surface conditions beneath the sites at Bencubbin generally consist of ferruginous duricrust. The eastern part of the community centre is shown as underlain by sand plain, described as sand or gravel alluvial / colluvial sheets with varying silt and clay content. The sheet indicates an outcrop of granite to the north east of Bencubbin, approximately 500 m from the existing pool site. Douglas Partners experience generally encountered clayey sand and sandy clay with highly variable degrees of reactivity. The site at Beacon is also indicated to be underlain by sand plain, with a similar description to that at Bencubbin.

No regional groundwater information was available to Douglas Partners during preparation of this proposal. Douglas Partners previous investigation in the town did not encounter groundwater in test pits excavated to a depth of approximately 2.5 m.

## 3. Objectives

The objectives of the geotechnical investigation are to assess the subsurface conditions at each site and subsequently provide:

- advice on the geotechnical suitability of each site, highlighting significant constraints or issues encountered by the investigation in relation to the proposed swimming pool development;
- a suitable site classification in accordance with AS 2870-2011 for each site;
- advice on site preparation, compaction and earthworks, if required, so as to allow the proposed development;
- geotechnical parameters for foundation design including bearing pressures and estimates of short and long term settlements;
- comments on soil aggressivity;
- the depth to groundwater, if encountered;
- the permeability of the soils and comments on site drainage based on the observed ground conditions; and
- preliminary comment on potential geotechnical causes for the observed pool cracking encountered by the investigation. It is not proposed to undertake specific investigation or testing for this, such as coring through the base of the existing pool, as it is beyond the scope of the brief. Douglas Partners can provide a proposal to undertake a formal forensic investigation of the existing pool on request.



#### 4. Scope of Work

To achieve the objectives outlined above, Douglas Partners propose the following scope of work:

- carry out a survey walk over of each site to note any items of geotechnical significance for the project;
- excavate, log and sample three test pits at each site using a 5 tonne backhoe, to a depth of 3 m or prior refusal (hence, total number of test pits is twelve);
- conduct dynamic cone penetrometer (DCP) testing at each test location to measure in-situ density of shallow soils;
- perform one in situ permeability test at each site using the falling head or constant head method;
- manage a laboratory testing programme, comprising the following:
  - o particle size distributions of two samples per site (total eight tests);
  - o the Atterberg Limits of one sample per site (total four tests);
  - o the shrink swell index of one sample per site (total four tests); and
  - o The pH, chloride and sulphate concentration of one sample per site (total four tests);
- prepare a report detailing the findings of the investigation, including conclusions and recommendations to address the objectives listed above.

The exact proposed location of the proposed pool at each site is not currently known and so it is not possible to provide a tentative investigation layout plan. Douglas Partners assumes that guidance will be given on the areas to investigation prior to commencing field work.

As the exact locations to be investigated is not known, it is not possible to evaluate whether or not it is necessary to have each test location cleared for buried services by an accredited service location subcontractor. Therefore, a fee is provided separately for this item and the need for it can be re-evaluated once specific test locations are known.

#### 5. Timeframe

Based on current workload, we should be able to commence within one week of receiving your written authorisation to proceed. The field work is expected to be completed within a single working day, with one night stay-over in the Bencubbin area either prior to or following the field work. Subsequent laboratory testing typically is anticipated to take a further one to two weeks to complete. The completed report will be issued one working week after receipt of laboratory test results.

Draft test pit logs can be made available within four working days of completion of field work if requested.

A Gantt chart indicating Douglas Partners proposed program of work is presented in Figure 1.

Weeks (from engagement)	1	2	3	4	5	6
Project Planning						
Ground Investigation						
Sample dispatch and lab testing						
Provision of preliminary information						
Provision of report						

**Figure 1: Proposed Project Program**

## 6. Company Profile

DP was founded in 1963 and is as an independent employee-owned and managed Australian professional consulting firm, specialising in the fields of Geotechnics, Environment and Groundwater. Please see the web site at <http://www.douglaspartners.com.au/> for more information.

Recent awards include multiple BRW Client Choice Awards (Revenue between \$50 million - \$200 million) in recent years, including 'Best Consulting Engineering Firm in Australia' in 2014.

DP also provided geotechnical, environmental and groundwater services for 9 out of the 13 finalists nominated for 'Awards of Excellence 2015' by the Urban Development Institute of Australia

Our services include:

- Geotechnical investigations, analysis and design for subdivisions, building foundations, excavations, slopes, retaining structures, dams, embankments, tunnels and pavements;
- Engineering geology, resource assessment, terrain and land capability mapping;
- Construction monitoring and earthworks testing;
- Contaminated sites assessment, remediation and management;
- Contaminated sites audits under the Contaminated Sites Act (2003);
- Acid sulphate soil and dewatering assessment and management plans; and
- Landfill investigations, management and design.

## 7. Project Team

The nominated Project Team for this project is summarised in Table 1. Details are also provided for key personnel, their proposed role in the project in addition to a brief description of their consulting experience.

**Table 1: Proposed Project Team**

<b>Key Personnel</b>	<b>Company Position</b>	<b>Project Role</b>
Frederic Verheyde	Principal, Geotechnical Engineer	Technical Review
Paul Hutchinson	Senior Geotechnical Engineer	Project Manager (Geotechnical)
Sanoj Jayaseelan	Geotechnical Engineer	Field Engineer

Frederic graduated from the Engineering School in Lille, France, majoring in civil engineering and geotechnics with a specialisation in underground works in 1996. Fred is a Chartered Professional Engineer (CPEng), a Registered Professional Engineer (NPER) in the areas of Civil and Subdivisional Geotechnics and a Registered Professional Engineer of Queensland. He received the Baden Clegg Award from the Australian Geomechanics Society in 2002 and published two technical papers on geotechnical topics. Fred is an active member of the Western Australia Pavement Group, which is a sub-committee of the Australian Geomechanics Society.

Paul Hutchinson is a senior geotechnical engineer with 26 years of experience. He graduated in the UK with a Master's Degree in Geotechnical Engineering and is a member of Engineers Australia. Paul has managed many geotechnical investigation and design projects for residential, commercial, industrial and civil engineering projects in Australia since 2005, and previously the UK and Hong Kong. Paul would be DP's point of contact for the project.

## 8. Quality Assurance, Health and Safety and Environmental Management

Douglas Partners maintain an integrated Quality Assurance, Occupational Health and Safety and Environmental Management System established to meet the requirements of ISO 9001:2008, ISO 14001:2004 and AS 4801:2001 along with occupational health and safety and environmental legislation applicable to our consulting work. Douglas Partners compliance with ISO 9001:2008 is accredited by a third party organisation.

## 9. Fees and Conditions

We propose to undertake the geotechnical investigation for a lump sum fee of **\$9,930 + 10% GST**. The main components of this fee are as follows:

- |  |         |
|--|---------|
| • Preliminaries                                | \$250   |
| • Field Work                                   | \$3,900 |
| • Geotechnical Laboratory Testing              | \$2,880 |
| • Analysis and Report (including draft report) | \$2,900 |

At this stage, it is not possible to evaluate whether locating of buried services is required. If it is required, the following fee will apply, in addition to the lump sum above:

- |                    |                   |
|--------------------|-------------------|
| • Service Location | \$2,100 + 10% GST |
|--------------------|-------------------|

This fee has been calculated on the basis of the stated scope of work and the following assumptions. If any of these changes, we reserve the right to renegotiate the basis on which this work is undertaken:

- i) This proposal is valid for 90 days from the date of issue.
- ii) The work will be carried out in accordance with the attached conditions of engagement.
- iii) Free access to the site will be available to DP personnel and investigation plant at a mutually convenient time.
- iv) Adequate survey control and a site contour plan will be available across the site to allow the easy horizontal and vertical location of all test positions.
- v) Contamination and acid sulphate soil investigation is not required as part of the present scope of work. Please note that such sampling and testing, if required, is commonly carried out at the same time as the geotechnical investigation, with a consequent saving in costs. We can prepare a proposal for environmental sampling and reporting, if required.
- vi) Services in the investigation area will be identified to DP personnel before the commencement of field work using information available from Dial Before You Dig, surface features, and, if required, an accredited service locator. Whilst care will be taken to avoid hitting any buried services, etc, DP will not, under any circumstances, take responsibility for any damage caused by the inadvertent intersection of such services during site investigation operations. It is recommended that any available information on underground services is provided to DP prior to field work.
- vii) On completion of excavation and logging, the test pits will be re-instated using excavated spoil, tamped in layers by the excavator bucket. Any excess material will be mounded above the surface at the test locations and trackrolled. It should be noted that some subsidence of the ground surface may occur following any rain periods or irrigation, well after the field work has been completed. While such tamping and mounding of excess material may be expected to mitigate against most of this subsidence, some further landscaping (by others) may be required at the pit locations if a long term level surface is essential.

- viii) It has been assumed that the cost of the geotechnical laboratory testing will not exceed \$2,160. Should additional testing prove to be required, approval to carry out this work will be obtained prior to undertaking it.
- ix) A plan of the areas, in AutoCAD or other suitable format, will be available for DP's use in report preparation.
- x) Approval to undertake any work additional to that set out in this proposal shall be obtained, where practical, prior to undertaking that work.
- xi) One paper and one electronic copy of the report will be issued. Additional copies will be charged at \$150 per paper copy and \$50 per electronic copy.
- xii) In the event of a change being required to the proposed scope of work, additional costs would be calculated in accordance with the rates shown in the schedule below. It should be noted that these rates exclude GST;

Personnel	Rate
Frederic Verheyde, Principal	\$290/hr
Paul Hutchinson, Project Manager (Geotechnical)	\$250/hr
Geotechnical Field Engineer	\$140/hr
Disbursements:	(Cost +10 %)

If you wish us to proceed with the investigation, could you please complete, sign and date the attached Services Order form and return it to us. To avoid any doubt once we have provided this letter to you and if you then request us to provide any services, the terms of this letter and its attachments will bind both you and us in connection with all those services performed by us at your request even if not signed by you unless we agree otherwise in writing. While we may agree in good faith to review other conditions of engagement, such review and any acceptance may be subject to additional fees.

We thank you for your enquiry and trust that it will meet with your approval. Please do not hesitate to contact us if you have any queries or if you require further information.

Yours faithfully

**Douglas Partners Pty Ltd**

Reviewed by



**Paul Hutchinson**  
Senior Geotechnical Engineer

Fred Verheyde  
WA Branch Manager

Attachments: Services Order  
Conditions of Engagement

## SERVICES ORDER

To	Douglas Partners Pty Ltd
Attention	Paul Hutchinson
Fax	(08) 9204 3522
Email	Paul.Hutchinson@douglaspartners.com.au

Please proceed with the work as detailed in DP's proposal listed below for the fee estimate provided.

Project	Geotechnical Investigation	
Address	Proposed 25 m Swimming Pool, Bencubbin, WA	
Proposal	PER160463.00.P.001 Rev 1 dated 16 September 2016 <i>Please tick</i>	
Geotechnical Investigation <b>\$9,930 + 10% GST</b>		
Service Location <b>\$2,100 + 10% GST</b>		

We confirm that we are responsible for payment and all invoices should be sent to the address below.

Company or Name	
ABN	
Address	
Phone	
Email/Fax	
Authorised by	Name: Title: who hereby warrants his/her authority to do so on behalf of
Signature	
Date	

## CONDITIONS OF ENGAGEMENT

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These conditions of engagement apply to services carried out by the Company and with the Proposal, constitute the terms of an agreement between the Company and the Client. Review and acceptance of other conditions of engagement may be subject to payment of additional fees. Unless agreed in writing, these conditions shall apply to the exclusion of any inconsistent provision which may appear on any order form or other document issued by the Client. The Proposal and these conditions of engagement shall apply to any variations which may be agreed or ordered in the scope of the work and to any supplementary work on the project which may be the subject of verbal agreement.

### 1. Definitions. In these conditions of engagement:

'Company' means Douglas Partners Pty Limited (ABN 75 053 980 117) and its employees.

'Client' means the person to whom the Company provides services and who is ultimately responsible for payment. The Client may be represented by an Agent (e.g. Consulting Engineer, Architect, Solicitor etc.) who acts with his authority and arranges for or directs the services on his behalf.

'Proposal' means the Company's written offer to provide consulting or other services which accompanies these conditions.

'Services' means the services to be provided by the Company to the Client, as detailed in the Proposal.

Words importing the singular include the plural, and vice versa. Words importing any gender include the other gender.

Any legislation referred to in these conditions is to that legislation as amended, re-enacted or replaced and includes any subordinate legislation issued under it.

**2. Role of the Company.** The Company will exercise reasonable skill, care and diligence in providing the Services using assumptions and engineering practices that can be reasonably expected of a consultant providing services of a similar nature in the same locality under similar conditions.

The Company may appoint sub-consultants, sub-contractors or agents to perform any part of the Services.

**3. Role of the Client.** The Client (or Agent) must provide to the Company (where relevant):

- written acceptance of the Proposal.
- approvals for access, name of site contact, and keys.
- survey plans and data regarding underground services.
- other information relevant to the brief, e.g. details of proposed construction, loadings, construction levels and cross-section drawings.
- any relevant information available regarding the presence on site of hazardous substances or any prior site usage which may have led to site contamination.

The Client must promptly inform the Company if any information or document provided to the Company is found to contain any material inaccuracies or is inadequate to enable the Company to properly perform the Services.

The Company is entitled to rely on information supplied by the Client for the purposes of providing the Services except where such information is in the reasonable professional opinion of the Company likely to be unreliable, outdated, inadequate, incomplete or inaccurate. The Company may suspend the provision of the Services if the Company is unable to obtain the information reasonably required to perform the Services provided written notice is given to the Client.

**4. Role of Agent.** If the Proposal is accepted by an Agent, the Agent warrants to the Company that he has the Client's authority to do so and accepts that he is personally liable for the Client's obligations under these conditions of engagement. If the person who accepts the Proposal does not indicate in writing that he is an Agent at the time of acceptance, he is the Client and liable accordingly.

**5. Fees.** The Proposal indicates whether the Company will provide the Services for a lump sum or a fee calculated by a schedule of rates. If a schedule of rates, then the Company may give an estimate of the total cost in the Proposal.

The estimate of total cost and the lump sum are based on the Company's understanding of the required scope of work and its expectation of sub-surface conditions as detailed in the Proposal. Any statements regarding an expectation of sub-surface conditions in the Proposal are provided for the purpose of providing a reasonable estimate of cost of Services and are not a professional opinion as to the site generally. The Company will endeavour to provide the Services within the estimate or sum provided.

If undisclosed or unexpected conditions are encountered then additional work not allowed for may be required. Under these circumstances the Company will endeavour to advise the Client and seek its approval before undertaking work which exceeds the estimate of total cost or lump sum.

If any activity is required which is outside the scope of the Proposal, the Company will charge for such additional work at the current standard hourly rates for personnel and equipment. Hire of outside services, if necessary, will be charged at cost plus 10% for procurement.

Unless otherwise stated Goods and Services Tax has not been included in either the rates or lump sum in our proposal and will be charged to the Client, when applicable.

The schedule of rates or lump sum in the Proposal is current for a period of three months from the date of the Proposal.

**6. Terms of Payment.** At the Company's election, invoices will be rendered monthly or on completion of the work and are due for payment in full within 30 days. The Company will charge interest at the rate of 1.5% per month on any invoices unpaid after 30 days.

If the Client disputes any part of the invoice then payment of the undisputed portion must not be delayed and a written schedule of the items disputed given to the Company within 10 business days of receipt of the invoice.

**7. Limitation of Liability.** The Company will effect and maintain professional indemnity insurance, public liability insurance and all other insurances which are appropriate for the Services.

Where the Client is a Consumer as defined under the Competition and Consumer Act 2010 (Cth) the Company's liability for a breach of warranty or any condition of this agreement, to the extent permitted by law, will be limited at the Company's option to either providing those Services again, or refunding the price of that part of the Services in respect of which the breach occurred.

The Company's liability to the Client for loss or damage caused by a failure to exercise reasonable care is limited to the greater of either:

- \$500,000; or
- three times the fee actually paid by the Client to the Company for the services concerned (to a maximum of \$3,000,000); or
- any other amount agreed in writing between the Client and the Company, subject to payment of an additional fee contributing to the cost of the extra insurance cover.

In all cases of legal liability (whether under contract, in statute, tort or law), the Company's liability to the Client for any loss, damage, liability, expense or cost suffered arising from or in connection with the Company's provision of Services shall:



## CONDITIONS OF ENGAGEMENT (Cont'd)

- be limited to the extent to which the Company's own negligent or wrongful acts, errors or omissions contributed to the loss, damage, liability, expense or cost suffered; and
- not exceed the amount covered by the Company's relevant insurance policy.

The Company shall have no liability for:

- a claim where the Client acts contrary to the Company's written recommendation or purports to use the Services contrary to this agreement.
- a claim unless such claim is notified in writing to the Company within 12 months of the completion of the provision of the Services.
- a claim involving consequential or economic loss or for loss relating to delay of the project.

**8. Intellectual Property.** The Company retains intellectual property rights in all designs, documents, data, analyses and materials prepared or provided by the Company. The Company grants a royalty-free, non-exclusive licence to the Client to use this material in connection with the project for which it is prepared. The Client is not permitted to assign, transfer or convey this licence without the prior written consent of the Company.

If the Client is in breach of any obligation to make payment to the Company, the Company may revoke this licence and the Client shall cause to be returned to the Company all material in which such copyright subsists which is in its possession or otherwise destroy such material as directed by the Company.

The Client must not alter or amend any material produced by the Company and must acknowledge the Company's work in all material incorporated into other documents or reports or otherwise used in the public domain.

**9. Termination, Disputes and Governing Law.** This agreement may be terminated by either party if a party commits a material breach of its obligations and this is not remedied within fourteen (14) days of receipt of written notice requiring the breach to be remedied.

In the event of termination, the Company shall be paid for all services performed to the termination date plus reasonable termination expenses.

Any disputes between the Company and the Client shall first be the subject of mediation. This provision shall not prevent the Company from instituting legal action at any time to recover moneys owing and the Client shall pay to the Company the costs and expenses (including mercantile agent's costs and legal costs) incurred by the Company in obtaining payment of any amount not paid by the due date.

The agreement between the Company and Client shall be governed by the laws of the State or Territory where the project site is located or, in the event that there is no specific site, of the office in which the Services are performed.

**10. Field Work.** The Company's fees allow for the establishment of equipment to carry out drilling, sampling and testing referred to in the Proposal. In providing the fee estimate and agreeing to conduct the Services, it is assumed that access is available for the equipment and that an adequate supply of water is available if required.

Standby rates will be applicable for delays associated with access, providing water, inclement weather, bogging of vehicles and equipment or any other delays not readily avoided.

The Client accepts responsibility for ensuring that the site is reasonably accessible and safe for the Company and its personnel, sub-consultants, sub-contractors and agents to conduct any field work required. The Company and its personnel, sub-consultants, sub-contractors and agents shall comply with any reasonable directions given by Client in respect of safety and access while on site. If reasonable and safe access to the site cannot be obtained,

the Company may suspend the provision of Services for the period specified in a written notice given to the Client. Remobilisation and standby costs incurred as a result of suspension will be borne by the Client.

The unit rates provided are for work within the reasonable capacity of the proposed equipment, using the techniques specified. Unless stated otherwise, no provision has been made for drilling hard filling, concrete, boulders, cobbles or gravels. Equipment, cones, or drilling bits damaged or lost in hard filling, concrete, gravels, cobbles or boulders will be charged at cost plus 10%. Time spent attempting to recover such equipment will be charged at the appropriate rates for the personnel and equipment.

The methods used indicate sub-surface conditions only at specific locations where samples were obtained or testing completed, only at the time the work was carried out, and only to the depths penetrated. Samples and test results cannot be relied on to accurately reflect the strata variations that usually exist between sampling locations.

Samples and cores obtained from the investigation will be retained, unrefrigerated without a charge for a period of three months following the submission of the report. Thereafter, this period of time may be extended at the Client's specific request for an agreed fee.

**11. Laboratory Testing.** Laboratory testing will be carried out in accordance with Australian or relevant Standards as agreed, or generally accepted industry practice.

**12. Reports.** Reports and documentation are provided for the exclusive use of the Client at a specific time, for a specific purpose and particular project. They should not be used by or relied upon for other projects or purposes on the same site or by a third party without written permission from the Company. This is because project details, statutory requirements and site conditions may change with time affecting report recommendations and conclusions.

The Company does not assume responsibility for interpretations or conclusions from other's review of the report or the test data, which are not otherwise supported by an expressed statement, interpretation, outcome or conclusion stated in the report.

**Site Investigations.** Written reports will be provided on completion of the work giving a statement of procedures and all field and laboratory results. Interpretation and analysis of results and comments thereon will be provided, where and as indicated in our Proposal. The reports will be based on normally accepted theory and practice and on the limits of information available.

The Company does not assume responsibility for the adequacy of its recommendations when they are used in the field without the Company being retained to observe construction. This is because during construction variations in sub-surface conditions between sampling locations may be exposed which require re-evaluation of previous recommendations.

**Earthworks Testing.** Written test reports will be provided in accordance with appropriate Standards and with NATA endorsement where appropriate. Unless otherwise agreed, earthworks reports will not contain interpretive comment or advice. Engineering reports providing interpretive comment or an overview of results, can be provided where specifically requested and at an agreed fee.

**13. Construction Site Services.** The Company does not supervise and is not responsible or liable for the work of construction contractors.

The Company is not responsible or liable for any advice on site which is not confirmed in writing.

Any certification relating to construction or site conditions will be provided in writing and on terms approved by Douglas Partners.



CORPORATE BUSINESS PLAN 2013 - 2017																
Term	Action	2013/14	2014/15	2015/16	2016/17	Officer	Funding	Cost	Schedule	Resource	Project Standing	Comments				
CATEGORY ONE: SOCIAL																
Strategy 1: Maintain a strong sense of local community																
Short	S1.1 Advocate for enhanced service provision from government agencies to ensure these support services are available to local families and individuals	X	X			CDO	Recurrent Operating Budget Item	On Budget								
Short	S1.2 Partner with the community to support the creation of community driven activity centres such as playgroups and		X	X		CDO	Recurrent Operating Budget Item	On Budget		On Schedule		Sufficient Resource		Above average		Land and financial support provided for Beacon Men's Shed Project
Short	S1.3 Advocate and strengthen Bencubbin an administrative centre for local government services for the district		X	X	X	CEO	Recurrent Operating Budget Item	On Budget						Poor		No longer a priority with the amalgamation debate off the State Government's agenda
Strategy 2: Create an environment that provides for a caring and healthy community																
Ongoing	S2.1 Advocate and lobby for appropriate and accessible health services throughout the Shire						Operating Budget Item	On budget		No Schedule		Sufficient Resource		Average		Ambiguity as to what services are required
Medium	S2.2 Facilitate provision of infrastructure for aged persons and people with disabilities			X		CEO	Funded - \$21,600 for	On budget		On Schedule		Sufficient Resource		Average		Working with CEACA to deliver 3 independent living units into Mt Marshall
Medium	S2.3 Provide an environment that enhances the growth, development and retention of youth			X		CDO										
Ongoing	S2.4 Advocate for the provision of education services within the community															
Medium	S2.5 Facilitate community provision of appropriate playgroup facilities															
Ongoing	S2.6 Provide to the community quality regulatory services					RO	Recurrent Operating Budget Item			On Schedule		Sufficient Resource		AboveAverage		Dedicated Regulatory Officer now in place
Strategy 3: Provide services and processes to enhance public safety																
Ongoing	S3.1 Support provision of emergency services such as bush fire brigades, ambulance and LEMC												Above average			
Short	S3.2 Lobby to maintain adequate police services															
Strategy 4: Provide active and passive recreation facilities and services																
Short	S4.1 Develop a broad recreation master plan for the Shire	X	X	X		CDO										Completed April 2016
Ongoing	S4.2 Develop, maintain and support appropriate recreation facilities throughout the Shire															See Sport & Recreation Master Plan
Medium	S4.3 Partner with stakeholders to achieve greater community participation in recreational facilities and services															See Sport & Recreation Master Plan
CATEGORY TWO: ECONOMIC																
Strategy 5: Actively support and develop local and new business																
Ongoing	E1.1 Develop a local economic development strategy															
Ongoing	E1.2 Lobby for the technological infrastructure (such as mobile telephone) necessary to support commercial and business growth						Recurrent Operating Budget Item	On budget		On Schedule		Sufficient resource		Average		Telstra mobile telephone in Bencubbin commissioned in 2015. Planned Telstra mobile telephone tower for Beacon appears to be sub optimal
Ongoing	E1.3 Lobby for the provision of reliable electricity supply from government agencies with respect to both headworks charges and reliability															
Short	E1.4 Support processes that will enhance local business access to professional services and advice															
Medium	E1.5 Facilitate and create sustainable business and community partnerships															
Long	E1.6 Enhance the aesthetic environment to support business opportunities															
Medium	E1.7 Build the capacity to develop and implement communication and marketing initiatives															
Strategy 6: Facilitate the development of local and regional tourism																
Ongoing	E2.1 Advocate, promote and market the Shire as a place to live, work and visit															
Short	E2.2 Assist with the provision of relevant tourist information and marketing services															
Medium	E2.3 Support a coordinated approach for regional tourism promotion and management															
Ongoing	E2.4 Facilitate the development of local tourism activities associated with the Shire's diverse natural, social and built heritage															
Ongoing	E2.5 Develop partnerships to actively support visitor growth															

[illegible]

# Council Meeting

Tuesday 23 August 2016

Meeting held at the  
Shire of Mt Marshall, Council Chambers,  
80 Monger Street,  
BENCUBBIN

## MINUTES

1:30pm	Light Lunch and Networking
2:00pm	NEWROC Council Meeting

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## ANNUAL CALENDAR OF ACTIVITIES

MONTH	ACTIVITY	MEETING
January		Executive
February	<ul style="list-style-type: none"> <li>☼ Council refreshes itself on NEWROC Vision, Mission, Values (review Vision and Mission every other year)</li> <li>☼ Council reviews NEWROC project priorities</li> </ul>	Council
March	<ul style="list-style-type: none"> <li>☼ WDC attendance to respond to NEWROC project priorities</li> <li>☼ Submit priority projects to WDC, Regional Development and WA Planning</li> </ul>	Executive
April	<ul style="list-style-type: none"> <li>☼ NEWROC Budget Preparation</li> <li>☼ Review NEWTRAVEL Tourism Officer Contract - expires June 2017</li> </ul>	Council
May	<ul style="list-style-type: none"> <li>☼ NEWROC Draft Budget Presented</li> <li>☼ NEWROC Executive Officer Contract/Hourly Rate Review (current contract expires June 2019)</li> </ul>	Executive
June	☼ NEWROC Budget Adopted	Council
July		Executive
August	☼ Information for Councillors pre-election	Council
September		Executive
October		Council
November	<ul style="list-style-type: none"> <li>☼ NEWROC Induction of new Council representatives (every other year)</li> <li>☼ NEWROC CEO and President Handover</li> <li>☼ Review NEWROC MoU (every other year)</li> </ul>	Executive
December	☼ NEWROC Annual Dinner	Council

### **ONGOING ACTIVITIES**

Compliance

Media Releases

### **NEWROC CEO Rotation**

Shire of Mt Marshall

**Shire of Nungarin** (2015/16)

Shire of Wyalkatchem

Shire of Koorda

Shire of Mukinbudin

Shire of Trayning

## NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Ordinary Meeting of Council held at the Shire of Mt Marshall, Council Chambers, Monger Street, Bencubbin on Tuesday 23 August 2016 commencing at 2:02pm.

### AGENDA

#### 1. OPENING AND ANNOUNCEMENTS

The Chair, Cr O'Connell declared the meeting open at 2:02 pm and welcomed everyone

#### 2. RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

##### 2.1. Attendance

###### Elected Members

Cr Eileen O'Connell	Delegate	NEWROC Chair, Shire of Nungarin
Cr Ricky Storer	Delegate	President, Shire of Koorda (entered 2.06pm)
Cr Gary Shadbolt	Delegate	President, Shire of Mukinbudin
Cr Rachel Kirby	Delegate	President, Shire of Mt Marshall
Cr Freda Tarr	Delegate	President, Shire of Trayning
Cr Quentin Davies	Delegate	President, Shire of Wyalkatchem

###### Chief Executive Officers

David Burton	Director Community Development and Regulatory Services, Shire of Koorda
Stephen Tindale	Director Economic Development and Tourism, Shire of Mt Marshall
Bill Fensome	Director Corporate Services, Shire of Nungarin
Pascoe Durtanovich	Director Environment, Shire of Trayning

###### Officers

Caroline Robinson	NEWROC Executive Officer
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###### Guests

Linda Vernon	NEWTRAVEL Tourism Officer
Jim Wyatt	Optimi Digital
Joanne Burgess	WALGA

##### 2.2. Apologies

Ian McCabe	Director Emergency Management and Health, Shire of Wyalkatchem
Ray Hooper	Acting CEO, Shire of Mukinbudin

### 3. Presentations

#### 3.1. Linda Vernon – NEWTRAVEL Tourism Officer

Linda presented to the group, with the following information provided:

Top Visitor Wants (Tourism Australia Research) discussed at the August Tourism WA Conference:

1. Safety and Security
2. World Class Nature
3. Food and Wine
4. Aquatic and Coastal Experiences
5. Value for Money
6. Local Experiences

- 🔥 Nearly 500,000 RV's and Caravans are registered in WA
- 🔥 Elements of Successful Destination Delivery: The Product (e.g. Wheatbelt Way – 24 Sites, 4 day itinerary), The Tour Guide (Interpretation, Tour Guides), The Satisfied Tourist (connection through experiences leading to tourist promotion)
- 🔥 Target market for the Wheatbelt Way: 30 – 65yrs, working and living in WA, double income, no kids, wanting an experience
- 🔥 Wheatbelt Way Marketing Plan objectives: Increase tourism numbers, increase length of stay, increase average spend, increase awareness of the product
- 🔥 Wheatbelt Way 5yr goal: To have visitors spending \$94 a day/night, on an average of 1.5 nights, with a total of 2000 visitors a year
- 🔥 Currently an increasing trend of visitors in Caravan Parks in the Wheatbelt Way (except 2 privately owned caravan parks in the area – Dowerin and Wyalkatchem – data was not included), particularly patronage increasing at the Westonia Caravan Park
- 🔥 Current Wheatbelt Way visitors include 34% on business and 66% on holiday / leisure purposes
- 🔥 Costs of managing the tourism assets by the Shire, value of the NEWTravel and Wheatbelt Way funding investment was discussed
- 🔥 Wheatbelt Way App will be funded by Community Chest Funds, it will be launched in 2018 and will be able to track visitors footprint across the Wheatbelt Way
- 🔥 Future role of Community Resource Centres as local tour guides (to provide that engaging visitor experience)
- 🔥 Recommendations of the Roe Tourism/WEROC/NEWTravel Accommodation Study are being taken on by the Wheatbelt Way
- 🔥 Marketing activities: 6IX Radio in Perth, Australia's Golden Outback joint advertising, one annual write up in The West, adverts in interstate caravan magazines, RM Williams Outback magazine, social media (Facebook, Instagram)
- 🔥 NEWTravel Memberships offered at \$20 with a view to having a tiered membership structure in the future
- 🔥 NEWTravel Tourism Officer is approx. 400hrs a year
- 🔥 Challenges: Limited resources and funding, limited private investment, lack of understanding of tourism value, apathy, land use planning, active management of sites, general poor standard of accommodation and services
- 🔥 Upcoming projects: Filming this September with Dan Parris Photography (3min film and a couple of 15 – 30sec videos on the Wheatbelt Way), Wheatbelt Way App
- 🔥 Future Focus Areas: Online accommodation bookings, local ambassadors and business engagement, guided experiences and improving the quality of accommodation

#### 3.2. Jim Wyatt – Optimi Digital

Optimi Digital is a specialist digital strategy and implementation advisory practice based in Perth. Over 30 years of experience working with technology, people, development projects, strategy and innovation, across three different states and at the national level, involving both the public and private sectors.

Optimi Digital aims to assist its clients to access world's best practice applications, technology and infrastructure whilst encouraging greater levels of digital literacy and participation, to improve social and economic amenity, particularly for SME's and regional, rural and remote areas.

**Presentation:**

- 👉 Discussion on trends: Pokemon Go App, Drone training
- 👉 We have moved on from the social media age into the collaborative economy age e.g. Uber. The next one is the autonomous world age e.g. drones
- 👉 Discussion regarding Nungarin, Mukinbudin on fixed wireless, elsewhere in the NEWROC (71.3%) is on satellite (over subscribed)
- 👉 Alternatives to NBN: RedTrain Networks, Meta Mesh Community Wireless Networks, Lightning Broadband, ECFiber.Net
- 👉 Information provided on Mac Address Tracker / Mac Sniffers (100 going into the Mid West, tracks phones but does not give personal details)
- 👉 Discussion on data analytics trends and digital automation, digital engagement and participation (1 in 5 adults are not online)
- 👉 Recommended Focus Areas for the NEWROC:
  1. NBN deficiencies
  2. Digital participation (access, affordability and literacy)
  3. Improve social and economic amenity e.g. Smart Community Models
  4. Smart farming (needs a good value proposition to farmers)
  5. Digital tourism
- 👉 Smart Farming – addressing efficiencies and productivity in agriculture, using LoRa technology (sensors bringing information back and turning things on and off), NarrowBand Internet of Things (enhancing the devices that can get the signal and the range of the signal)
- 👉 Smart Communities – looking at how digital devices can improve local government management e.g. water sensors in storm drainage, free WiFi to populate community spaces, traffic sensors etc
- 👉 Digital Tourism – augmented reality, tracking smart phones

Linda left at 3.47pm

Jim left at 4.02pm

<b>4. Minutes of Meetings</b>
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<b>4.1. Minutes of Ordinary Meetings</b>
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<b>4.1.1. Minutes of Ordinary Meeting of NEWROC Council – 28 June 2016</b>
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Minutes of the meeting held 28 June 2016 have previously been circulated.

<b>RESOLUTION:</b>
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<b>That the Minutes of the NEWROC Meeting of Council held on 28 June 2016 be confirmed as a true and correct record of proceedings.</b>
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<b>Moved Cr Tarr</b>
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<b>Seconded Cr Shadbolt</b>
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<b>Carried 6/0</b>
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<b>4.1.2. Business Arising from NEWROC Council meeting</b>
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Nil

<b>4.2. Minutes of Executive Committee Meetings</b>
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#### **4.2.1. NEWROC Executive Committee Meeting – 26 July 2016**

Minutes of the NEWROC Executive Committee Meeting held on 26 July 2016 have been circulated.

##### **RESOLUTION:**

**That the Minutes of the NEWROC Executive Committee Meeting held on 26 July 2016, be received.**

**Moved Cr Davies**

**Seconded Cr Tarr**

**Carried 6/0**

#### **4.2.2. Business Arising from NEWROC Executive Meeting**

##### **4.2.2.1. Childcare Update**

It has been previously acknowledged that the Shire of Brookton with the support of the WDC has commenced research into childcare services in the Southern Wheatbelt.

The Hon Tony Simpson MLA and Hon Terry Redman MLA announced on 21 July 2016 that 10 regional organisations received funding to strengthen the provision of local childcare. The Shire of Brookton received \$135,000 to conduct further investigations of understanding the financial and operation capacity. Funding will also go towards redevelopment of Narrogin's regional children's service. The progression and outcome of this research may be beneficial to the NEWROC shires.

<https://www.mediastatements.wa.gov.au/Pages/Barnett/2016/07/Childcare-funding-boost-for-regions.aspx>

##### **RESOLUTION:**





**That the information be received.**

**Moved Cr Kirby**

**Seconded Cr Shadbolt**

**Carried 6/0**

##### **4.2.2.2. Presentation from Innovation Central Midlands**

-  Cr Shadbolt shared information on the presentation from Central Midlands Innovation
-  Joanne Burges discussed the drivers and mechanisms for pursuing a different structure
-  Cr Shadbolt outlined the road construction group idea
-  Discussion regarding risk management

##### **MOTION:**

**Executive Officer to speak to Ray Davy regarding a Business Case on future structures for the NEWROC, in light of possibly pursuing road construction work**

**Moved Cr Shadbolt**

**Seconded Cr Tarr**

**Carried 6/0**

## 5. FINANCIAL MATTERS

### 5.1. List of Income and Expenditure

**PORTFOLIO:** Corporate Capacity  
**FILE REFERENCE:** 42-2 Finance Audit and Compliance  
**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 16 August 2016  
**ATTACHMENT NUMBER:** Nil  
**CONSULTATION:** Nil  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

#### COMMENTS

The below list outlines the income and expenditure from 1 July 2016 to 31 July 2016

**NEWROC Funds #5557 Transactions**  
**North Eastern Wheatbelt Regional Organisation of Councils**  
 From 1 Jul 2016 to 31 Jul 2016

Date	Transaction	Project	Credit	Debit
30/06/2016	Opening Balance	Allocation	\$49,991.32	
1/07/2016	Bendigo Bank Monthly Fee	Governance		\$2.40
1/07/2016	Bendigo Bank Interest Received	General Purpose	\$14.94	
2/07/2016	Payment: Digit Books Pty Ltd INV 4855	Governance		\$50.00
<b>Total</b>			<b>\$14.94</b>	<b>\$52.40</b>
31/07/2016	Closing Balance		\$49,953.86	

**NEWROC Investment Account#6026 Transactions**  
**North Eastern Wheatbelt Regional Organisation of Councils**  
 From 1 Jul 2016 to 31 Jul 2016

Date	Transaction	Reference	Credit	Debit
30/06/2016	Opening Balance		\$310,074.02	
<b>Total</b>				
31/07/2016	Closing Balance		\$310,074.02	

#### RESOLUTION:

That the income and expenditure from 1 July to 31 July 2016, as listed, be endorsed.

Moved Cr Kirby

Seconded Cr Tarr

Carried 6/0

## 5.2. Balance Sheet

**PORTFOLIO:** Corporate Capacity  
**FILE REFERENCE:** 42-2 Finance Audit and Compliance  
**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 16 August 2016  
**ATTACHMENT NUMBER:** Nil  
**CONSULTATION:** Nil  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

### COMMENT:

Balance Sheet as at 30 June 2016.

**Balance Sheet as at 30 June 2016**  
**North Eastern Wheatbelt Regional Organisation of Councils**  
**30 June 2016**

<b>Assets</b>	
<b>Bank</b>	
NEWROC Funds #5557	\$49,991.32
NEWROC Investment Account#6026	\$310,074.02
<b>Total Bank</b>	<b>\$360,065.34</b>
<b>Current Assets</b>	
Community Safety & Crime Prevention	-\$801.00
Executive Officer	-\$35,353.01
General Purpose	-\$164,848.88
Governance / General Administration	-\$1,042.35
Joint Planning Project	-\$7,629.86
Medical Enhancement Fund	-\$13,317.36
Natural Resource Management	-\$8,982.76
NEWROC Promotion (853)	-\$5,981.09
NEWTRAVEL Tourism Officer	\$2,898.78
Sundry Debtors Control	\$90.00
Wheatbelt Way	-\$39,116.31
<b>Total Current Assets</b>	<b>-\$274,083.84</b>
<b>Total Assets</b>	<b>\$85,981.50</b>
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Gst Payable	\$2,059.06
Rounding	-\$0.02
Sundry Creditors Control	\$10.50
<b>Total Current Liabilities</b>	<b>\$2,069.54</b>
<b>Total Liabilities</b>	<b>\$2,069.54</b>
<b>Net Assets</b>	<b>\$83,911.96</b>
<b>Equity</b>	
Current Year Earnings	\$83,911.96
<b>Total Equity</b>	<b>\$83,911.96</b>

Balance Sheet as at 1 July 2016.

<b>Balance Sheet</b>	
<b>North Eastern Wheatbelt Regional Organisation of Councils</b>	
<b>As at 1 July 2016</b>	
<b>Assets</b>	
<b>Bank</b>	
NEWROC Funds #5557	\$49,953.86
NEWROC Investment Account#6026	\$310,074.02
<b>Total Bank</b>	<b>\$360,027.88</b>
<b>Current Assets</b>	
Community Safety & Crime Prevention	-\$801.00
Executive Officer	-\$85,000.00
General Purpose	-\$50,645.46
Governance / General Administration	-\$2,860.00
Grant Funding	-\$19,240.00
Joint Planning Project	-\$7,629.86
Medical Enhancement Fund	-\$38,317.36
Natural Resource Management	-\$8,982.76
NewArts - Literary Luncheon	-\$600.00
NEWROC Promotion (853)	-\$5,981.09
NEWTRAVEL Tourism Officer	-\$15,000.00
Sundry Debtors Control	\$90.00
Wheatbelt Way	-\$39,116.31
<b>Total Current Assets</b>	<b>-\$274,083.84</b>
<b>Total Assets</b>	<b>\$85,944.04</b>
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Gst Payable	\$2,041.02
Rounding	-\$0.02
Sundry Creditors Control	\$208.90
<b>Total Current Liabilities</b>	<b>\$2,249.90</b>
<b>Total Liabilities</b>	<b>\$2,249.90</b>
<b>Net Assets</b>	<b>\$83,694.14</b>
<b>Equity</b>	
Current Year Earnings	-\$217.82
Retained Earnings	\$83,911.96
<b>Total Equity</b>	<b>\$83,694.14</b>

**Notes:**

**Project Comments**

*Medical Enhancement Fund – Current Scholar Tony Hu.*

It was agreed member Shires will make a contribution to the 16/17 budget for the scholarship of Tony Hu. Funds contributed by KTY, MM, MBL and NA for the purpose of funding the Kununoppin Medical Scholarship. Notre Dame has been advised that the Scholarship will not be offered at this stage.

*Community Safety and Crime Prevention*

Balance of fund remaining. No project allocated for this funding.

*Joint Planning* - No project has been identified.

*NEWROC Promotion* – Proposed project within the agenda.

*Tourism Officer* - Employment of Linda Vernon. Contract expires 30 June 2017.

*Wheatbelt Way*

Wheatbelt Way Shire's are able to apply to NEWTRAVEL to upgrade or replace signage for the Wheatbelt Way sites only, these request must go to a NEWTRAVEL.

**RESOLUTION:**

**That the Balance Sheet for the period ending 30 June 2016 and 1 July 2016 be endorsed.**

**Moved Cr Davies**

**Seconded Cr Storer**

**Carried 6/0**















## 6. MATTERS FOR CONSIDERATION

### 6.1. NEWROC Strategic Projects

**PORTFOLIO:** Corporate Capacity  
**FILE REFERENCE:** 041-5 Strategic and Future Planning  
**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 16 August 2016  
**ATTACHMENT NUMBER:** Nil  
**CONSULTATION:** Nil  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

#### COMMENTS:

An extract of the NEWROC Strategic Plan is below, a summary of the operational activities identified by the group and what is currently being delivered:

Strategic Theme	NEWROC Project	Current Activity
<b>Core Driver 2</b> GOVERNMENT RELATIONS AND FUNDING OPPORTUNITIES	 Investigation into alternative governance models for the NEWROC (to attract funding, deliver new services etc)	 Presentation at July Executive Meeting by ICMI
<b>Opportunity / Challenge related to Regional Competitive Index</b>  Business sophistication / business innovation / business growth	 Telecommunications Business Case (2016) and implementation of recommendations  Multiplier Effect project  NEWROC Workforce Plan	 Telecommunications Business Case sent to relevant Ministers and bodies  WBN has received Community Chest funding to determine the multiplier effect of dollars being spent in the NEWROC communities  Koorda CRC currently completing the NEWROC Workforce Plan
<b>Opportunity / Challenge related to Regional Competitive Index</b>  Senior dependency increasing	 CEACA universal accommodation  NEWROC Aged Care Strategy (linked to CEACA and aged friendly communities) and implementation  Investigation into Wyalkatchem Medical Practice footprint expansion	 Funding received for Stage 2 of CEACA  Wyalkatchem Medical Practice and Kununoppin Medical Practice in discussions  Funding received for NEWROC Health Strategy, meeting held with Rural Health West on 8/6/16 to discuss project and outcomes

#### RESOLUTION:

That the information be received.

Moved Cr Tarr

Seconded Cr Shadbolt

Carried 6/0

## 6.2. Kununoppin Bonded Medical Scholarship

<b>PORTFOLIO:</b>	Emergency Management and Health
<b>FILE REFERENCE:</b>	075-4 –Kununoppin Bonded Medical Scholarship
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	9 August
<b>ATTACHMENT NUMBER:</b>	#1 – Letter of Acknowledgement from Notre Dame #2 – Update from Tony Hu
<b>CONSULTATION:</b>	Anita Campbell Dr Brian Walker – Kununoppin Medical Practice Stefania Demurtas –University of Notre Dame
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

### COMMENT:

At the June NEWROC Council meeting the following resolution was endorsed;

### RESOLUTION:

1. *That the NEWROC Council determine and advise Anita Campbell of employment opportunities within the Kununoppin Medical Practice.*
2. *The NEWROC advise Notre Dame University that they will not be offering the scholarship in 2017-2019; and*
3. *Kununoppin Bonded Medical Scholarship budget line be re-named Medical Enhancement Fund.*

*Moved Cr Tarr*

*Seconded Cr Shadbolt*

*Carried 5/0*

The Executive Officer has contacted Anita Campbell and Dr Walker to discuss employment opportunities. Dr Walker will contact Anita and liaise directly with her to determine if a suitable arrangement can be agreed upon.

The Executive Officer advised The University of Notre Dame that they will not be offering the scholarship. Please see the letter of reply in attachment #1.


The Kununoppin Bonded Medical Scholarship purpose is to secure the services of an Australian trained general practitioner in the North Eastern Wheatbelt. Tony Hu's scholarship agreement is due to be completed in 2017. The value of each scholarship is \$75,000 over three years. Tony has provided an update which provides an overview of his rotations undertaken in 2016 including Collie medical Group, Psychiatry Unit at SJOG Midland Hospital, General Surgery at Sir Charles Gairdner Hospital and various musculoskeletal clinics including Orthopedic and Rheumatology Outpatient Clinic.

Tony extended his thanks to the Kununoppin Consortium for providing the Scholarship fund as this has helped in alleviating the financial burden of full-time study. Tony is only a few months away from completing his medical studies and is preparing for the next challenge of internship in 2017.

The Kununoppin Bonded Medical Scholarship budget line has been re-named "Medical Enhancement Fund" for the 2016-17 budget.

Actions since the July Executive Meeting:

- 👉 Executive Officer has had phone discussions with Dr Walker and Anita Campbell regarding the scholarship and future opportunities

-  Email introduction by the Executive Officer for Dr Walker and Anita Campbell for further discussions

**RESOLUTION:**



**That the information be received.**

**Moved Cr Shadbolt**

**Seconded Cr Tarr**

**Carried 6/0**

**Discussion:**

-  Discussion regarding correspondence between Dr Walker and Anita
-  Discussion regarding the current recipient (Tony Hu) and implications

**MOTION:**

**A meeting be convened between the four participating Shires, Kununoppin Medical Practice and WA Country Health service to discuss the scholarship and other placement options with an invitation extended to David Burton and Ian McCabe to also attend.**

**Moved Cr Shadbolt**

**Seconded Cr Kirby**

**Carried 6/0**

**ACTION:**

**Executive Officer to provide feedback to Cr Tarr on the Kununoppin Bonded Medical Scholarship agreement prior to the meeting with WA Country Health Service**



### 6.3. NEWROC Health Strategy

<b>PORTFOLIO:</b>	Corporate Services
<b>FILE REFERENCE:</b>	035-4 Royalties for Regions
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	16 August 2016
<b>ATTACHMENT NUMBER:</b>	#3 – NEWROC Health Strategy Media Release #4 – Letter from Hon Terry Redman
<b>CONSULTATION:</b>	Dannelle Foley Bill Fensome Tim Shackleton, Rural Health West
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

#### COMMENT:

At the NEWROC Council meeting held on 23 February 2016 the following was resolved.

#### RESOLUTION:

*The NEWROC apply for a Community Chest Fund application to complete a NEWROC Health Strategy*  
*Moved Cr Tarr* *Seconded Cr Shadbolt* *Carried 6/0*

The Wheatbelt Development Commission has formally announced the 2016 recipients and advised the Executive Officer that the NEWROC has successfully received funding. An application for \$20,000 was submitted and \$19,240 has been approved to deliver the \$35,000 project.

The NEWROC will develop a Health Strategy specific to the six member Shires – the first in the Wheatbelt. The Health Strategy will provide a common vision and philosophy for primary and allied health services (government and private), common planning and delivery strategies that are specifically targeted at the needs of residents in the NEWROC. The Health Strategy will be approached on a geographical basis but also the natural flow of patient care.

The Health Strategy will aim to:

- 👉 improve access to and resources provided for public health services in the NEWROC,
- 👉 address workforce issues within the local health industry,
- 👉 implement the primary and allied health service recommendations from the NEWROC Age Friendly Community Plan,
- 👉 complement the infrastructure developments of the Central East Aged Care Alliance by providing health planning for beneficiaries going into the accommodation,
- 👉 improve the health and community outcomes of the NEWROC Kununoppin Bonded Medical Scholarship, and
- 👉 assist in appropriately planning and improving GP access for the proposed expansion of the Wyalkatchem Medical Practice.

The Executive Officer with support from the Shire of Nungarin and external expertise (to be appointed) will deliver the project.

Actions since the July Executive Meeting:

- 👉 Executive Officer and Cr O'Connell have been requested for a meeting with the WDC to confirm the contract for funding

- 👤 Executive Officer has had a meeting with Rural Health West to discuss the project, invite them to be a key stakeholder on the future project steering group and to seek contact details for consultants to deliver the project

**RESOLUTION:**

**That the information be received.**

**Moved Cr Tarr**

**Seconded Cr Storer**

**Carried 6/0**

#### 6.4. Brookfield Rail – Interface User Agreement

**PORTFOLIO:** Transport and Infrastructure  
**FILE REFERENCE:** 121-1 Roads General  
**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 17 June 2016  
**ATTACHMENT NUMBER:** Nil  
**CONSULTATION:** David Burton, Shire of Koorda  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

#### COMMENTS:

At the June NEWROC Council meeting the following resolution was endorsed;

#### RESOLUTION:

*That the item lay on the table until the next NEWROC Council meeting scheduled for the 23 August 2016.*

*Moved Cr Storer*

*Seconded Cr Tarr*

*Carried 5/0*

The Shire of Wyalkatchem has signed the original version and version two. Shire of Koorda identified issues with the 2 metres either side of the rail (hot zone). Also concerns over Shire staff responsibilities i.e. if a staff member saw an issue with the railway they have to report it, what impacts does that have on LG's and staff members.

Training Shire staff to work within the corridor (hot zone) is seen as a possible solution by the NEWROC. The Shire of Koorda has made comment to Brookfield but an appropriate response has not been received. The current assumption is that any persons working in the corridor must be accredited.

The Shire of Mukinbudin has issues getting a pedestrian crossing on Strugnell Street. NEWROC Shires would like more control and input on costs for works carried out within their shire. Repairs carried out by Brookfield Rail contractors are exorbitant.

The below recommendation was submitted for Council decision. Discussion was undertaken and it was determined that an update has been provided to local governments by WALGA. WALGA are addressing this issue directly with Brookfield, NEWROC writing a letter at this point in time could be surplus to the work that is currently be undertaken by WALGA. The Shire of Mt Marshall advised that they have given WALGA approval to act on their behalf.

#### OFFICER RECOMMENDATION:

*That the NEWROC write to Brookfield, WALGA, Great Eastern zone and the Office of Rail Regulator outlining the below issues with the current agreement;*

- 1) Staff reporting railway issues – what are the impacts/ramifications; and*
- 2) Staff Training to perform work within the 'hot zone'*

#### RESOLUTION:

**That the item be raised from the table for discussion by the NEWROC Council.**

**Moved Cr Storer**

**Seconded Cr Davies**

**Carried 6/0**

**Discussion:**

- 👉 Cr Storer indicated there was a new version / agreement (10<sup>th</sup> August) with ongoing discussions occurring
- 👉 Some members had concerns with costs and access to the railway land
- 👉 WALGA is currently working on the issue. NEWROC will wait for the response from their negotiations

**MOTION:**

**That the item be referred to the next NEWROC Council meeting**

**Moved Cr Kirby**

**Seconded Cr Storer**

**Carried 6/0**

## 6.5. CEACA Update

<b>PORTFOLIO:</b>	Emergency Management and Health
<b>FILE REFERENCE:</b>	085-6 Central East Aged Care Alliance
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	20 July 2016
<b>ATTACHMENT NUMBER:</b>	#5 – Hon Terry Redman MLA Media Release
<b>CONSULTATION:</b>	Dannelle Foley Cr Gary Shadbolt Greg Powell
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

### COMMENTS:

The \$23.3 million housing initiative will enable senior residents to remain in their communities in the central and eastern Wheatbelt. It was made possible by a \$19.98 million Royalties for Regions investment - as part of the Government's \$600 million Growing Our South initiative. The Central East Aged Care Alliance (CEACA) senior housing project stage 2 will involve the construction of 75 houses and servicing of 21 lots (announced on July 8).

On Friday 31 July, the Hon Mia Davies MLA announced that stage one of the project would receive \$2.075 million. The initial funding injection was to be allocated to land assembly and servicing of 54 lots as outlined in the CEACA Business Case.

The CEACA project has been staged (as outlined in the Business Case):

- Stage 1 (\$2.075m – 54 lot assembly)
- Stage 2 (\$19.98m - 21 lot assembly, construction of 75 ILU's)

In the future CEACA may decide to do both stages concurrently; however this is only an initial thought.

CEACA is currently in the process of drafting an agreed process to appoint a project manager.

Caroline Robinson of the Wheatbelt Business Network has contacted Greg Powell at the Shire of Merredin to request involvement in the procurement processes to ensure local content can be used in the works – when the project is up and running.

### RESOLUTION:

**That the information be received.**

**Moved Cr Tarr**

**Seconded Cr Shadbolt**

**Carried 6/0**

### Discussion:

- 👉 Access Housing has been selected as the Project Manager and River Engineering as the engineers
- 👉 Meeting on the 24 August with Hon Melissa Price to discuss the project and possible Federal support
- 👉 Next Directors meeting 7<sup>th</sup> September
- 👉 In the next edition of Western Councillor there will be a feature article on aged housing

## 6.6. Funding Opportunities – CLGF and Department of Transport

<b>PORTFOLIO:</b>	Corporate Services
<b>FILE REFERENCE:</b>	035-1 Grant General
<b>REPORTING OFFICER:</b>	Dannelle Foley
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	16 August 2016
<b>ATTACHMENT NUMBER:</b>	Nil
<b>CONSULTATION:</b>	Nil
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

### COMMENTS:

Currently there are a number of funding opportunities available that the NEWROC local governments may be interested in applying for as an individual local government or as a group of two or more local governments.

### Community Development Grants Program (\$20,000)

The Country Local Government Fund Community Development Grants Program provides funding for country local governments to undertake projects that demonstrate best practice in community development, partnerships with the not-for-profit sector and engage the community in service design. Funding of up to \$20,000 per project is available to undertake a community development project.

Joint applications between two or more local government authorities are encouraged. A demonstrated impact across multiple local government areas, through partnership and collaboration to achieve economies of scale, will be viewed favourably during assessment. Applications close at 4pm Thursday, 8 September 2016. A second round of the grant program will be offered in March 2017.

Funding Source: Department of Local Government and Communities  
<https://www.dlgc.wa.gov.au/GrantsFunding/Pages/Community-Development-Grants-Program.aspx>

*One possible joint project could be in conjunction with the NEWROC CRC's who would like to deliver a series of workshops by the Tourism Council WA. NEWTRAVEL are currently investigating the costs and are seeking NEWROC's support to submit an application on behalf of the six local governments. No financial impact to the NEWROC is foreseeable.*

### Community Development Scholarship Program (\$10,000)

The Country Local Government Fund Community Development Scholarship Program provides funding for country local government employees and elected members to undertake accredited training to build their capacity to deliver community development within their local government and community. Funding of up to \$10,000 per individual is available to participate in community development training. Applicants are encouraged to consider online training options. All courses must be completed by 30 June 2018. Applications close at 4pm on Thursday, 8 September 2016- See more at:

Funding Source: Department of Local Government and Communities  
<https://www.dlgc.wa.gov.au/GrantsFunding/Pages/Community-Development-Scholarship-Program.aspx>

### Youth Development Scholarship Program (\$10,000)

The Country Local Government Fund Youth Development Scholarship Program provides scholarship funding for country local government employees, aged 30 years or under, to participate in nationally accredited training to build their knowledge, skills and leadership capacity for their career within country local government. Local governments must apply on behalf of their employee for the program. Funding of up to \$10,000 per individual is available to undertake nationally accredited training. Courses must be delivered through a Western Australian institution, where possible. Applicants are also encouraged to

consider online training options. Initiatives within the program are geared towards attracting and retaining young people in employment in country local governments. Applications close at 4pm on Thursday, 25 August 2016

Funding Source: Department of Local Government and Communities  
<https://www.dlgc.wa.gov.au/GrantsFunding/Pages/Youth-Development-Scholarship-Program.aspx>

### **Youth Development Traineeship Program (\$20,000)**

The Country Local Government Fund Youth Development Traineeship Program will provide support to country local governments to employ young people, aged 24 years or under, in a traineeship program. The traineeship will enable the young person to develop long-term employment skills and expose them to future employment opportunities and networks within their country local government. Country local governments will be provided with:

- up to \$5,000 per trainee to pay course fees
- up to \$15,000 per trainee as a wage subsidy
- the Department's traineeship support resources and contact person

Funding may be used for:

- wage subsidy for traineeships listed on the [DTWD Eligible Traineeship list](#)
- course fees for courses listed on the [DTWD Preferred Priority Panel Traineeship](#) list

Expressions of Interest close at *4pm on Thursday, 25 August 2016*. No late submissions will be accepted.

The attraction and retention of young people is an important consideration. High staff turnover and an ageing workforce maybe impacting on the current and future capacity to deliver and maintain services within the region.

Funding Source: Department of Local Government and Communities  
<https://www.dlgc.wa.gov.au/GrantsFunding/Pages/Youth-Development-Traineeship-Program.aspx>

### **RESOLUTION:**

**That the NEWROC support NEWTRAVEL in their application to the Department of Local Government and Communities; Community Development Grants Program to deliver a series of workshops in conjunction with NEWROC CRC's and the Tourism Council WA providing there is no financial impact to the NEWROC.**

**Moved Cr Tarr**

**Seconded Cr Storer**

**Carried 6/0**

## 6.7. NEWTRAVEL Update

<b>PORTFOLIO:</b>	Economic Development and Tourism
<b>FILE REFERENCE:</b>	132-1 NEWTRAVEL
<b>REPORTING OFFICER:</b>	Dannelle Foley
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	18 July 2016
<b>ATTACHMENT NUMBER:</b>	Nil
<b>CONSULTATION:</b>	Linda Vernon Cr Ricky Storer
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

### COMMENTS:

Tourism Officer, Linda Vernon has contacted Manager of Community Services, Jenny Gemund in Southern Cross regarding Wheatbelt Way brochures being stocked in their Visitor Centre. The Southern Cross Visitor Centre is still not up and running but they are happy to take an initial fifty brochures to display on their information stand in the Shire Office and if they prove to be popular they will contact Linda for more brochures as required.

NEWTRAVEL do not have the funds to pay brochure racking fees at Visitor Centres. Currently the group work on a process of dispensing brochures to locations that ask for them or direct people to the website to request one from there. The current Visitor Centres Linda has sent brochures to in the last 12 months are:

1. Geraldton VC
2. Wongan Hills VC
3. Perth VC
4. Mundaring VC
5. Kalamunda VC
6. Kalgoorlie VC
7. Norseman VC
8. The Great Beyond - Laverton VC
9. Corrigin CRC/VC
10. Lake Grace VC
11. Central Wheatbelt – Merredin VC
12. Cue CRC/VC
13. York VC
14. Dryandra – Narrogin VC
15. Gomalling CRC/VC
16. Toodyay VC
17. Northam VC
18. Rockingham VC
19. Harvey VC
20. Dalwallinu VC
21. Moora VC



The above places contact Linda to request a re-stock as required. This limits excess stock of the brochures sitting under counters and in stationery cupboards around the state. All the Wheatbelt Way Shires and CRCs stock brochures and Guidebooks. Australia's Golden Outback also stock the Wheatbelt Way brochure and display/hand out at all the trade shows that they attend (i.e. NSW, Queensland & South Australia Caravan and Camping Shows).

Linda is aware of the Tour Bus market and the opportunities that it presents for the region, primarily there are not enough rooms of 3 star rating or higher to meet the accommodation demand for a bus of 20-50 people. Also other inhibiting factors attracting the Bus Market are; the availability of meals across the Wheatbelt Way towns; as well as the interest of private enterprise to become actively engaged in the tourism space and offer tourism opportunities (i.e. tours). NEWTRAVEL are currently focused on providing information and education to businesses about the potential growth for tourism in the region.

The Executive Officer contacted Cr Storer to obtain the contact details of a marketing contact as suggested at the June Council meeting. The gentleman's name is Carmello Amalfi publisher of Freo Street Wise (<https://freoview.wordpress.com/2015/12/21/freo-street-wise-is-out/> )

Currently NEWTRAVEL have a limited marketing budget of \$16,000 per annum provided by NEWTRAVEL Shires. \$8,000 is allocated to brochure and guidebook printing each year. Linda will contact Carmello to discuss opportunities for NEWTRAVEL and NEWROC and will also discuss his fee structure.

NEWTRAVEL are becoming more active on social media platforms which is increasing exposure at a minimal cost. Creation of a marketing video is progressing well - filming will take place this September for use in the 2017. NEWTRAVEL has also successfully secured funding from the Wheatbelt Development Commission for the creation of an App and the development of a Social Media Marketing Strategy for launch in July 2017.

Linda will be attending and presenting at the NEWROC Council meeting on the 23 August. NEWTRAVEL will be again be hosting a stand at the Dowerin Field Days.

**RESOLUTION:**

**That the information be received.**

**Moved Cr Davies**

**Seconded Cr Tarr**

**Carried 6/0**

## 6.8. Wheatbelt Regional Grants Scheme and Community Chest Funding

<b>PORTFOLIO:</b>	Corporate Capacity
<b>FILE REFERENCE:</b>	035-4 Royalties for Regions
<b>REPORTING OFFICER:</b>	Dannelle Foley
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	15 August 2016
<b>ATTACHMENT NUMBER:</b>	Nil
<b>CONSULTATION:</b>	Caroline Robinson Linda Vernon – Tourism Officer Ben Robins – WDC Ron Van Der Sluys - Telstra
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

### COMMENTS:

Hon Terry Redman MLA announced a new round of funding for both the Community Chest Fund and the Regional Grants Scheme.

The Regional Grants Scheme provides grants up to \$300,000 for infrastructure projects, project development activities, non-capital projects such as community development activities, establishment of new services and increasing access to information. Funds are also available to assist with costs associated with headworks undertaken by essential service providers to connect businesses to water, electricity, gas, **telecommunications**, drainage and sewerage.

The Community Chest Fund provides grants up to \$50,000 for smaller community projects including but not limited to events, community enhancements and project planning.

Applications for both funds close at 12pm Tuesday 20 September 2016. More information and applications guidelines can be found at <http://www.wheatbelt.wa.gov.au/funding/wheatbelt-regional-grants-scheme/>

Mia Davies has suggested to David Burton, CEO at the Shire of Koorda that the State Government may need to assist with investment to encourage the federal government to invest in regional areas to improve sub-standard telecommunications.

### OFFICER RECOMMENDATION:

That a working group consisting of David Burton, Stephen Tindale and the Executive Officer meet with Telstra to discuss possible partnerships, financial contribution from Telstra to progress it and seek funding to upgrade identified NBN satellite town sites to ADSL2+.

Moved D Burton

Seconded I McCabe

Carried 6/0

The Executive Officer has contacted Ron Van Der Sluys at Telstra to discuss the NEWROC ADSL2+ proposal and to arrange a meeting to discuss and develop a suitable plan to enable the NEWROC to apply for funding through the Wheatbelt Regional Grants Scheme or other funding opportunities. As Telstra are currently not selling an NBN SkyMuster product they see opportunities in building fibre infrastructure in communities that are listed to only receive NBN Satellite, this is favourable new information for the NEWROC. Ron will have more information and a new proposal with potential contributions from Telstra by Friday 19 August.

There are three possible scenarios and stages to be investigated and determined by the working group;

- 👉 1 – Upgrades to ADSL2+ infrastructure in Bencubbin, Koorda and Trayning (Stage 1)

- 🔥 2 – Upgrades to ADSL2+ infrastructure in Beacon and Kununoppin (can't be costed and undertaken until new infrastructure is built in Beacon scheduled for 2017)
- 🔥 3 – Upgrades to ADSL 2+ infrastructure in Bencubbin, Koorda, Kununoppin and Trayning (subject to re-quote of Kununoppin site now the new tower has been completed).

**RESOLUTION:**

**That;**

- 1) The working group consisting of David Burton, Stephen Tindale and the Executive Officer be endorsed to progress the concept, liaising with key stakeholders including but not limited to the Shire of Koorda, Shire of Mt Marshall, Shire of Trayning, Telstra and the Wheatbelt Development Commission;**
- 2) If agreed and deemed appropriate by the Shires of Koorda, Mt Marshall and Trayning the NEWROC support an application to the Wheatbelt Regional Grants Scheme providing there is no financial impact to the NEWROC; and**
- 3) The NEWROC Telecommunications business case be endorsed to be used to support any funding applications.**

**Moved Cr Kirby**

**Seconded Cr Storer**

**Carried 6/0**

**Discussion:**

- 🔥 Cr Storer discussed a proposal by RDA Wheatbelt to conduct a business case into developing secondary freight routes in the region e.g. road structures, what is needed to make them into category 2, RAV7. RDA Wheatbelt were requesting a letter of support for the funding application to do the business case (estimated at \$300,000). Members discussed an in kind contribution for the application e.g meeting time within their sub groups (Road Groups) and possible financial contribution in the future but for many this was under discussion and unconfirmed.

## 6.9. NEWROC Live, Work, Invest Online Platform

<b>PORTFOLIO:</b>	Corporate Services
<b>FILE REFERENCE:</b>	042-6 NEWROC Promotion
<b>REPORTING OFFICER:</b>	Dannelle Foley
<b>DISCLOSURE OF INTEREST:</b>	DF - Executive Assistant of Heartlands WA CR - Executive Officer of the Wheatbelt Business Network
<b>DATE:</b>	15 August 2016
<b>ATTACHMENT NUMBER:</b>	Nil
<b>CONSULTATION:</b>	Caroline Robinson Linda Vernon – NEWTRAVEL Tourism Officer NEWROC CEO's Luke Melville – TechCloud Enterprises
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

### COMMENT:

The following agenda item relates to the following objectives in the NEWROC Strategic Plan:

#### CORE DRIVER 1 – Population Retention and Growth

##### *Opportunity:*

Business sophistication / business innovation / business growth

The Executive Officer has identified an opportunity to promote the Live, Work and Invest opportunities of the NEWROC. Within the annual budget there is an amount of \$5981.09 for NEWROC promotion that is yet to have a project allocated.

Currently NEWROC promotion consists of media releases regarding our joint member projects and in the past the development of the new logo.

Funds could be used to develop a website for the NEWROC to:

- 🔥 provide an online presence for the group
- 🔥 create an online presence to highlight NEWROC projects such as the telecommunications business case, aged friendly community plan etc
- 🔥 list member land, housing and job opportunities
- 🔥 include media releases
- 🔥 links to NEWTravel activities and the Wheatbelt Way website
- 🔥 list businesses within the six member Shires (see further description below)
- 🔥 provide a central access for members to access NEWROC agenda's, minutes, budget etc (log in area)

Recently, Heartlands WA in conjunction with the Wheatbelt Business Network and Northam Chamber of Commerce launched the [Wheatbelt Business Directory](http://www.heartlandswa.com.au/wheatbeltdirectory) (<http://www.heartlandswa.com.au/wheatbeltdirectory>) – the first region wide online business directory.

The Online Business Directory consists of self managed listings enabling businesses and community groups to manage and keep their own listings up to date. For the first year of operation (2016/17

financial year) all businesses in the Wheatbelt will receive a free listing. After this, only members of the above three organisations will receive a free listing in the directory.

The Online Business Directory has the capability to be built into existing local government websites reducing the expectation of local governments to keep individual local directories. The Online Business Directory could be built into the NEWROC website also.

A dedicated NEWROC website would assist in showcasing the groups innovative and progressive thinking. The website content and updates would be managed by the Executive Officer with information being supplied by member local governments.

Features of the website would include;

- 🔥 A user friendly and modern design
- 🔥 Responsive template so the site can be used on any screen resolution i.e. smartphone, tablet, laptop
- 🔥 Access to form creator which allows you to create forms and place them anywhere within the website
- 🔥 Access to photo gallery creator
- 🔥 Backup management
- 🔥 Easily insert downloadable content into articles
- 🔥 Setup of 5 content pages such as Home Page, About Us Page, Contact Page and two other various pages of choice
- 🔥 Setup of “Places to see” section linking back to the Wheatbelt Way
- 🔥 Setup of Publications sections which would include latest news area
- 🔥 Integration of Wheatbelt Business Directory results limited by postcode to businesses within the NEWROC region (optional – one-off setup fee and annual fee to be confirmed by Heartlands WA)
- 🔥 Setup of document sharing portal: Area to access Minutes, Agendas, Strategic Planning Documents, MoU, NEWTRAVEL documents etc. Protected by username and passwords. Can be setup so that new users have to be approved by an administrator before they can login.
- 🔥 Live, Work, Invest custom application: ability to list jobs, properties and business opportunities
- 🔥 Search functionality: allowing users to easily search for articles or resources on the website
- 🔥 1 Year Site Technical Support Subscription
- 🔥 1 Year Site Maintenance Support Subscription (Once a month - backup of the site, updates, site vulnerability scan and fix any issues, check database for errors and fix them, clean website cache.

Costs to build a website for the NEWROC by TechCloud Enterprises (former Mukinbudin resident)

- 🔥 Website Construction \$4927.00  
(includes Web Hosting 1 year, Domain Name 2 years, Site Maintenance 1 year and Technical Support 1 Year)
- 🔥 Integration of Online Business Directory \$2000.00 – indicative pricing only  
(please note that the pricing structure needs to be confirmed by Heartlands WA this is an estimate only)

Ongoing Annual Costs

- 🔥 Site Maintenance \$179.00
- 🔥 Site Technical Support \$149.00

- 🔥 Domain Name \$30.00 (after two years from launch)
- 🔥 Online Business Directory \$1000.00\* - please note this is indicative pricing to be confirmed

**OFFICER RECOMMENDATION:**

That;

- 1) the NEWROC develop a website costing \$4927.00 from the NEWROC Promotion budget;
- 2) Integration of the Online Business Directory be included in the package providing the setup payment is \$2000 or less with the additional funds being paid from the General Purpose budget (potential \$1054.09 GP budget line impact); and
- 3) \$1500.00 be allocated in the annual NEWROC budget under NEWROC Promotion for the ongoing maintenance of the website

**MOTION:**

**Executive Officer discuss the project in further with Ian McCabe as he had a suggestion for the structure of the online platform (email received prior to the meeting). The item to be discussed again at the next NEWROC Executive Meeting.**

**Moved Cr Tarr**

**Seconded Cr Storer**

**Carried 6/0**

## 6.10. Small Business Friendly Local Governments Initiative

<b>PORTFOLIO:</b>	Corporate Services
<b>FILE REFERENCE:</b>	051-4 Local Government Department
<b>REPORTING OFFICER:</b>	Dannelle Foley
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	15 August 2016
<b>ATTACHMENT NUMBER:</b>	Nil
<b>CONSULTATION:</b>	Nil
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

### COMMENTS:

The Small Business Development Corporation (SBDC) have developed the Small Business Friendly Local Governments initiative to recognise local government authorities in Western Australia that are committed to actively supporting small businesses in their local area.

Local governments are encouraged to sign the Small Business Friendly Local Governments Charter to show they have committed to work with, and support, small business by:

- 👉 offering enhanced customer service
- 👉 reducing red tape
- 👉 making on-time payments
- 👉 having a process in place to handle disputes
- 👉 introducing other activities to improve the operating environment for small businesses in their area

Participating local governments will provide the SBDC with updates on how they are meeting these commitments. All local governments in Western Australia are invited to participate in the initiative.

The benefits of being small business friendly and supporting the growth of small businesses include:

- 👉 building relationships with local business owners
- 👉 creating a desirable location to live and to establish a business;
- 👉 supporting your local economy, including providing employment opportunities;
- 👉 building vibrancy in your community;
- 👉 meeting the needs of ratepayers for local goods and services; and
- 👉 collaborating and sharing with other small business friendly local governments.

More information can be found on the [SBDC website \(https://www.smallbusiness.wa.gov.au/business-in-wa/about-sbdc/small-business-friendly-local-governments-initiative\)](https://www.smallbusiness.wa.gov.au/business-in-wa/about-sbdc/small-business-friendly-local-governments-initiative)

This initiative is supported by the WA Local Governments Association, the Department of Local Government and Communities and the Local Government Managers Australia WA.

### RESOLUTION:

**That the six NEWROC member Shires submit an item at their next Council meeting for consideration to sign up to become a Small Business Friendly Local Government.**

**Moved Cr Kirby**

**Seconded Cr Shadbolt**

**Carried 6/0**

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

Nil

**8. WALGA ZONE ISSUES**

Information sheet from Joanne Burges (see attachment #1)

**9. OTHER MATTERS**

**9.1. Presentations**

Presenters be reminded that they have 15-20mins to present.

**9.2. Local Government Week**

**MOTION:**

**A letter be written from NEWROC congratulating WALGA on a successful Local Government week**

**Moved Cr Davies**

**Seconded Cr Kirby**

**Carried 6/0**

**9.3. Goomalling Merredin Rd**

👉 Grain is currently being transported from Trayning to Wyalkatchem (excess of 30,000T) which is not the designated route

👉 Main Roads have recently re-done the shoulders and they have been effected

**MOTION:**

**A letter be written to the local member and CBH regarding the matter**

**Moved Cr Davies**

**Seconded Cr Shadbolt**

**Carried 6/0**

**9.4. Census**

👉 Cr O'Connell outlined the issues experienced by local Census staff this year

👉 NEWROC to note that the local government boundaries were not the same as the ones aligned with the electoral boundaries. Cr O'Connell is planning on writing to the Federal Government on the issue.

**9.5. Age Friendly Communities Media Release**

Media Release included as attachment #6

**9.6. Peter Geraghty Ceremony**

Media Release included as attachment #7 and a feature in WALGA news is attachment #8 (note Cr Tarr's name needs correcting)

Cr Tarr and Pascoe Durtanovich left at 5.15pm



## **10. MEETING SCHEDULE**

Please note Hon. Martin Aldridge (with his research officer and telecommunications officer) will be attending the September meeting to discuss the telecommunications business case.

### **10.1. 2016 Meeting Dates**

The following meeting dates have been endorsed for 2016:

27 September	Executive	Shire of Mt Marshall
25 October	Council	Shire of Koorda
22 November	Executive	Shire of Koorda
13 December	Council	Shire of Nungarin

### **10.2. Great Eastern Country Zone 2016 Meeting Dates**

Thursday 1 September 2016	Merredin
Thursday 1 December 2016	Kellerberrin

## **11. CLOSURE OF MEETING**

The Chair, Cr O'Connell thanked everyone for their attendance and closed the meeting at 5.33pm

# **ACTING CHIEF EXECUTIVE OFFICER - STEPHEN TINDALE**

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2016/121 Aug 2016	That Council endorse the Shire undertaking an audit of the Shire's works, services and social capital within the towns of Beacon and Bencubbin to assist in the development of the Shire's Strategic Community Plan.	Ongoing		Oct 2015
2016/120 Aug 2016	<p>That for the purposes of raising and repaying loans for the redevelopment of the Bencubbin Recreation Complex,</p> <ol style="list-style-type: none"> <li>1. Council adopt the dotted line shown on the map attached to this agenda item as the northern boundary of a specified area (for the raising of a specified area rate) together with the eastern, southern and western boundaries of the Shire generally south of the northern boundary of the specified area referred to above.</li> <li>2. Council make provision in the 2016/17 Annual Budget for the raising of the following loans to be repaid over 20 years in quarterly instalments: <ol style="list-style-type: none"> <li>a) a loan of \$432,600 to be repaid by the Shire out of general revenue,</li> <li>b) a loan of \$491,300 to be repaid by a specified area rate to be struck within the specified area referred to at point 1 above, and</li> <li>c) a self-supporting loan of \$250,000 to be repaid by the Bencubbin Community Recreation Council over 20 years in quarterly instalments.</li> </ol> </li> <li>3. The Shire of Mt Marshall enter into a legal agreement with the Bencubbin Community Recreation Council for the repayment of the self-supporting loan of \$250,000.</li> </ol>	<p>Completed</p> <p>Completed</p> <p>Underway</p>	<p>Draft agreement received from McLeods. Needs amending to suit local circumstances.</p>	<p>Nov 2016</p>

AUGUST 2016

# **ACTING CHIEF EXECUTIVE OFFICER - STEPHEN TINDALE**

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2016/119 Aug 2016	That: 1. Council commit to an allocation of \$20,000 per independent living unit constructed in Mt Marshall as part of CEACA Incorporated's Stage 2 project, being a total commitment of \$60,000 to be funded from the 2017/18 Annual Budget and/or 2018/19 Annual Budget; and	Completed		
	2. the Shire undertake an assessment of 43 Brown St, Bencubbin and 3 Rowlands St, Beacon as alternative sites for the construction of three independent living units.	Ongoing	Report going to September Council meeting.	
2015/094 July 2015	That Council:  2. consider any expressions of interest received at the September 2015 Ordinary Meeting of Council.	Discontinued	Advertisement for EOI's was drafted, however never published as planned. Park manager resigned in February 2016. Advertising for her replacement took place. Porky's Enterprises have been contracted to manage the park.	
2015/159 December 2015	That Council make a formal request to the Geographical Names Committee requesting that Hymas Street within the Beacon Town site be changed to Hymus Street as it is strongly believed this was the intention based on the Pioneering Hymus family who farmed within the Shire of Mt Marshall in the early 1900's, and this request for a change is considered a minor spelling correction.	Completed	Approval has been granted for the name change and a new sign will be erected. Works Supervisor will order signage in next bulk order.	

[illegible]

AUGUST 2016

# ACTING CHIEF EXECUTIVE OFFICER - STEPHEN TINDALE

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2015/151 December 2015	That:			
	2. Council fund \$550,000 (five hundred and fifty thousand dollars) of the borrowings towards the redevelopment of the project with a specified area rate with this portion of the loan being payable over a maximum of 25 years;	<b>Superseded</b>	<b>Amount amended to \$491,000 over 20 years at August 2016 meeting of Council.</b>	<b>March 2017</b>
	3. Council enter into an agreement with the Bencubbin Community Recreation Council for repayments of \$150,000 (one hundred and fifty thousand dollars) of loan proceeds towards the Bencubbin redevelopment project as a self-supporting loan payable over a maximum of 25 years;	<b>Superseded</b>	<b>Loan amount amended to \$250,000 over 20 years at August 2016 meeting of Council.</b>	<b>March 2017</b>
	4. the Bencubbin Community Recreation Council contributes a further \$100,000 (one hundred thousand) in cash to the project;	<b>Ongoing</b>	<b>Reaffirmed at August 2016 meeting of Council.</b>	<b>June 2017</b>
	5. the Shire of Mt Marshall contribute reserve funds totalling \$250,000 (two hundred and fifty thousand) towards the Bencubbin complex redevelopment project as follows: Reserve Funds – Public Amenities \$243,000 Reserve Funds – Bencubbin Rec Complex \$7,000	<b>Superseded</b>	<b>Amount amended to \$308,700 at August 2016 meeting of Council.</b>	<b>June 2017</b>
	6. Council continues to commit \$100,000 (one hundred thousand dollars) from the 2015/2016 Budget as per the original Budget document. (continued over page)	<b>Ongoing</b>	<b>Reaffirmed at August 2016 meeting of Council.</b>	<b>June 2017</b>

ACTING CHIEF EXECUTIVE OFFICER - STEPHEN TINDALE				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2015/151 December 2015	7. Council borrow the remaining project balance of \$317,000 (three hundred and seventeen dollars) to be paid over a period of 20 years.	Superseded	Loan amount amended to \$432,600 over 20 years at August 2016 meeting of Council.	March 2017
	10. A summary of the new project Budget follows:	Superseded		Completed
	Loan Proceeds – Specified Area Rate	\$550,000		
	Loan Proceeds – Bencubbin Recreation Council	\$150,000		
	Cash – Bencubbin Recreation Council	\$100,000		
	Loan Proceeds – All of Shire of Mt Marshall	\$317,600		
	Council Reserve Funds	\$250,000		
	2015/2016 Budget Allocation	\$100,000		
	In Kind – Project Management	\$100,000		
	In Kind – Bencubbin Recreation Council	\$100,000		
National Stronger Regions Grant Funding	<u>\$932,400</u>			
Total Budget	\$2,600,000			
			Amended at August 2016 Council meeting.	
			SAR Loan \$491,300	
			BCRC Loan \$250,000	
			BCRC Cash \$100,000	
			Shire Loan \$432,600	
			Reserve Funds \$308,700	
			Budget Allocation \$100,000	
			NSR Grant Funding <u>\$917,400</u>	
			Total Budget \$2,600,000	

# ACTING CHIEF EXECUTIVE OFFICER - STEPHEN TINDALE

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2015/150 December 2015	<p>That Council :</p> <ol style="list-style-type: none"> <li>accept the surplus funding of \$51,520 from the Regional Road Group funding pool; and</li> <li>make an allowance of \$77,280 in the 2016/2017 Budget which includes \$25,760 (1/3) of Council own funding for resealing works associated in the vicinity of 2.20 to 3.70SLK of the Bencubbin-Kellerberrin Road.</li> </ol>	<b>Completed</b>	An allowance <b>has been</b> made in the 2016/2017 budget.	
2015/108 August 2015	<ol style="list-style-type: none"> <li>That Council endorse, in principal, to a trial of RAV7(36.5m C-train) vehicles operating on the Shire of Mt Marshall road network subject to the following: <ol style="list-style-type: none"> <li>That RAV7 combination vehicles not operate on designated unsealed School Bus Routes within the Shire of Mt Marshall between 7am to 8.30am and 2:30pm to 4.00pm, Monday to Friday, excluding School Holidays.</li> <li>That a maximum speed stipulation of 80kmh be enforced for all RAV7 combination vehicles operating on all unsealed roads throughout the Shire of Mt Marshall.</li> <li>A trial period of 1 October 2015 to 30 January 2016.</li> </ol> </li> <li>That Council endorse trialling an all-inclusive Shire approach with the exception of any roads deemed not suitable by the Works Supervisor and or Main Roads Heavy Vehicle Staff.</li> <li>That Council endorse the CEO being authorised to remove any road from RAV7 rating at any time throughout the trial period without giving reason for doing so.</li> <li>That Council endorse considering a list of all roads deemed unsuitable for RAV7 combination vehicles presented at the September 2015 Ordinary Meeting of Council.</li> </ol>	<b>Discontinued</b>	<p><b>Main Roads WA have advised of changes to the RAV approvals system. Onus is now on haulage operators to seek approvals from Main Roads WA.</b></p> <p><b>MRWA intended approvals will then be referred to affected local governments for comment/conditions before final approval is given.</b></p>	

<b>ACTING CHIEF EXECUTIVE OFFICER - STEPHEN TINDALE</b>				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2015/049 April 2015	That Council:			
	<ol style="list-style-type: none"> <li>1. endorses the CEO approaching the Grand Lodge of Western Australian Freemasons seeking the Bencubbin Masonic Lodge property situated at 170 Collins Street be transferred to the Shire of Mt Marshall, subject to local lodge member support, with the intention of the construction of future aged units associated with the CEACA project and;</li> <li>2. make a draft allowance in the 2015/2016 Budget for a transfer of one hundred thousand dollars (\$100,000) to the existing Aged Units Reserve as a part Shire contribution towards the future aged units within the Bencubbin and Beacon town sites.</li> </ol>	<p><b>Ongoing</b></p> <p><b>Superseded</b></p>	<p><b>No contact as yet. Further report going to September Meeting.</b></p> <p><b>Reduced allowance made in the 2016/17 Budget.</b></p>	<b>Dec 2016</b>
2015/045 April 2015	That Council:			
	<ol style="list-style-type: none"> <li>1. make an allowance in the 2015/2016 Budget document for the disposal of asset number L09006, being Lot 168 Collins Street (Land and Building or Building only), Bencubbin</li> <li>2. call public tenders for the disposal of Lot 168 Collins Street, Bencubbin in the first quarter of the 2015/2016 financial year at which time Tenders will be referred to Council for consideration and decision.</li> </ol>	<p><b>Completed</b></p> <p><b>Ongoing</b></p>	<p>Included in 2016/17 budget</p> <p>Tenders yet to be called</p>	
2015/030 March 2015	That Council:			
	<ol style="list-style-type: none"> <li>2. endorse the CEO preparing a detailed costing for Council consideration and decision at the April 2015 Ordinary Meeting of Council.</li> </ol>	<b>Discontinued</b>	<b>Allowance made in 2016/17 budget for transportable accommodation for Beacon Caravan Park.</b>	



<b>ACTING CHIEF EXECUTIVE OFFICER - STEPHEN TINDALE</b>				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2015/012 February 2015	That Council request the Local Government Advisory Board undertake a Minor Boundary alteration between the Shire of Mt Marshall and Shire of Trayning as follows:	<b>Ongoing</b>		
2013/062 May 2013	That a reserve price for the sale of: 1. Lot 22 Rowlands Street be set at \$5,000; 2. Lot 45 Rowlands Street be set at \$5,000; 3. Lot 46 Rowlands Street be set at \$5,000.	<b>Ongoing</b>	Lot 22 sold.  Report to Council October 2016	

<b>ENVIRONMENTAL HEALTH OFFICER – BILL HARDY</b>				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2016/104 July 2016	That Council endorse, in accordance with section 3.12 of Local Government Act 1995, the giving of 42 days state wide public notice of intention to make the Shire of Mt Marshall Health Amendment Local Law 2016.		Currently being advertised for public submissions. Proposed Local Law with DLGC and Dept of Health for comment.	December 2016

# ENVIRONMENTAL HEALTH OFFICER – BILL HARDY

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2011/197 December 2011	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Proceed with legal action for failing to comply with the Notice served under the Health Act 1911 Part V Dwellings Division 1 Houses unfit for occupation Sec. 139 served to Mrs GM Trainor by registered post on the 14/10/2009.</li> <li>2. That the dwelling located on Lot 10 Hammond Street Gabbin being of brick veneer, suspended timber floors and timber framed roof with clay tiles be declared condemned and that the dwelling is to be demolished and that a notice to that effect be issued with immediate effect and that the Land is to be cleaned up after removal of the dwelling pursuant to Health Act 1911 Part V Dwellings Division 1 Houses unfit for occupation Sec. 138 and that the demolition be completed within 82 days.</li> <li>3. After 82 days from the serving of the demolition notice that the principal Environmental Health Officer/Building Surveyor inspect Lot 10 Hammond Street Gabbin to determine compliance with the demolition notice.</li> </ol>	To be reviewed	<p>Scoping document for McLeods to be written and submitted for legal opinion/advice to proceed or not.</p> <p>Letter received from Trainors builder asking for info about what required for a building permit. Inspection of dwelling imminent.</p> <p>Building license issued for renovations, Works progressing.</p> <p>At completion of 2 years from date issue of license will investigate if suitable progress has been made BL issued 30/3/2012 and will expire on the 30/3/2014</p> <p>Will investigate works undertaken at expiry of BL and review.</p> <p>Oct 2014 - Inspection done, unable to track down builder for a report of works completed. Letter sent to owners of house requesting update of progress and intent for house.</p> <p>Continued over page</p>	<p>Be reviewed early April (expiry of BL)</p> <p>Onsite inspection planned 17 June 2014 to determine extent of works, letter to be written to Builder &amp; owners to say this will occur.</p>

ENVIRONMENTAL HEALTH OFFICER – BILL HARDY				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2011/197 December 2011 (continued)		Ongoing	House inspected on 10/8/2016 – House is in need of repairs. Owner has advised that the Shire withdrew its order to demolish after an appeal was lodged with the State Administrative Tribunal. The owner will be undertaking repairs in the next few weeks.	
2009/081 April 2009	That the dwelling located on Lot 94, Lindsay St, Beacon being of weather board walls over wooden stud frames, suspended timber floors and timber framed iron clad roof be declared unfit for human habitation from immediate effect of date of notification and also the Council place a work order on the said dwelling to bring the dwelling up to a standard deemed by the Environmental Health Officer/Building Surveyor to be compliant with the Health Act 1911, Shire of Mt Marshall Health Local Laws 2007 and Local Government (Miscellaneous Provisions) 1960 and that a period of time being 90 days of notification of dwelling unfit for habitation to be allowed to do such works and in the event of works not commenced to bring the dwelling to the said standard that a demolition order be placed on the said dwelling.	Ongoing	<p>Works inspected by EHO/BS and are acceptable. House Unfit for habitation to stay in effect until rear plumbing is confirmed done. Discussions with Ruth DeJong said they were keen to fix plumbing so they could get workers into the house BUT were out on jobs Statewide. Works ongoing when workhands available.</p> <p>House inspected on 10/08/2016. The house remains unfit for habitation by the owner's workers. The owner has been informed that the house needs to be made good before the order can be lifted and used for habitation.</p>	Ongoing.

FINANCE & ADMINISTRATION MANAGER – TANIKA MCLENNAN																				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION																
2016/117 Aug 2016	That Council endorse the amount of \$112.50 outstanding against Debtor Number 81476, Craig Fitzgerald, be written off.	Complete	Debt written off	September 2016																
2016/078 May 2016	<p>That the following lending with Bendigo Bank, Muckinbudin Branch be established:</p> <p>Overdraft of \$500,000, secured by the Shire of Mt Marshall Rate Roll. The Shire authorises the following signatories to operate this account:</p> <table><tr><td>Chief Executive Officer</td><td>To be advised (Vacant)</td></tr><tr><td>Finance &amp; Administration Manager</td><td>Tanika McLennan</td></tr><tr><td>Regulatory Officer</td><td>Jack Walker</td></tr><tr><td>Administration Officer</td><td>Sandra Wyatt</td></tr></table> <p>Credit cards with individual limits of \$5,000, to be held by the following staff:</p> <table><tr><td>Chief Executive Officer</td><td>To be advised (Vacant)</td></tr><tr><td>Finance &amp; Administration Manager</td><td>Tanika McLennan</td></tr><tr><td>Regulatory Officer</td><td>Jack Walker</td></tr><tr><td>Executive Assistant</td><td>Nadine Richmond</td></tr></table>	Chief Executive Officer	To be advised (Vacant)	Finance & Administration Manager	Tanika McLennan	Regulatory Officer	Jack Walker	Administration Officer	Sandra Wyatt	Chief Executive Officer	To be advised (Vacant)	Finance & Administration Manager	Tanika McLennan	Regulatory Officer	Jack Walker	Executive Assistant	Nadine Richmond	Complete	<p>Bendigo Bank advised of decision, overdraft approved.</p> <p>Credit cards received</p>	September 2016
Chief Executive Officer	To be advised (Vacant)																			
Finance & Administration Manager	Tanika McLennan																			
Regulatory Officer	Jack Walker																			
Administration Officer	Sandra Wyatt																			
Chief Executive Officer	To be advised (Vacant)																			
Finance & Administration Manager	Tanika McLennan																			
Regulatory Officer	Jack Walker																			
Executive Assistant	Nadine Richmond																			
2016/048 March 2016	<p>That:</p> <ol style="list-style-type: none"><li>1. Mr RJ Back be engaged to review Council's Integrated Plans as per the attached quote, provided Mr Back only completes \$15,000 of invoiced work in the 2015/2016 financial year;</li><li>2. \$15,000 from the Integrated Planning/Financial Reporting Reserve be utilised for the review of Council's Integrated Planning and Reporting; and</li><li>3. Consideration of \$35,000 be included in the 2016/17 Annual Budget for the purpose of reviewing Council's Integrated Planning and Reporting.</li></ol>	Ongoing	Ron Back to conduct consultation sessions 19/20 July 2016.	December 2016																

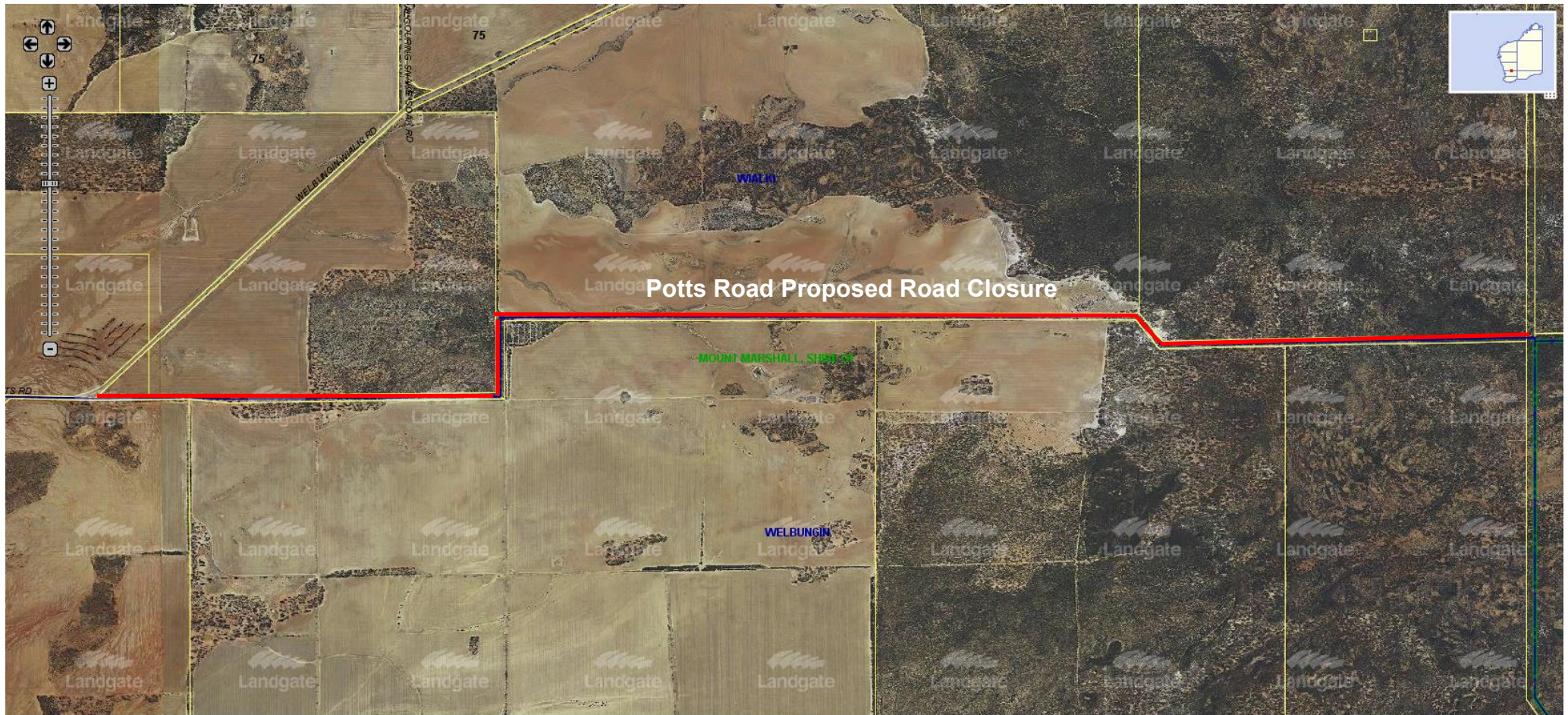
REGULATORY OFFICER – JACK WALKER				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2016/125 Aug 2016	<b>That subject to a building license, Council endorses a Development Approval for the development of a 20,000 tonne open bulkhead storage facility as proposed in the current application for Lot 33 Ingleton Road, Beacon.</b>	<b>Complete</b>	<b>Advised by the Shire's Building Surveyor that a building permit was not required.</b>	
2016/110 July 2016	<p>That Council endorse the recommendation of the Wheatbelt North East Sub Regional Road Group in relation to the Wheatbelt Freight Plan as follows:</p> <p>That:</p> <p>a) The following "Collector" Routes within the WNE SRRG road network:</p> <ol style="list-style-type: none"> <li>1 Wyalkatchem to Southern Cross Route</li> <li>2 Cunderdin to Wyalkatchem Route</li> <li>3 Wongan Hills to Koorda Route</li> <li>4 Hines Hill to Burakin Route</li> <li>5 Kulja to Dalwallinu Route</li> <li>6 Kellerberrin to Beacon Route</li> <li>7 Warralakin to Burracoppin Route</li> <li>8 Bruce Rock to Moorine Rock Route</li> </ol> <p>be endorsed as our Wheatbelt Freight Plan routes.</p> <p>b) All of the 2030 roads within these eight (8) WFP "collector" routes be allocated a single RAV access level of Network 7.</p> <p>c) All of the 2030 roads within these eight (8) WFP "collector" routes be allocated an AMMS level of 2, except for the Mukinbudin / Wialki Rd within the Shire of Mukinbudin from SLK 0.0 – 25.00 (Mukinbudin – Bonnie Rock Rd intersection), which is to be kept at its current level 3.</p>	Ongoing	Awaiting confirmation that the Wheatbelt Freight Plan has been adopted	August 2017

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

<b>EXECUTIVE ASSISTANT – NADINE RICHMOND</b>				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
<b>2016/124 Aug 2016</b>	<b>That Cr HJ Shemeld represent the Shire of Mt Marshall on the Eastern Wheatbelt Biodiversity Group with Cr ARC Sachse as proxy.</b>	<b>Complete</b>	<b>Have advised EWBG of the new reps.</b>	<b>Complete</b>
<b>2016/122 Aug 2016</b>	<b>That Council authorise the President and Acting CEO to apply the Shire of Mt Marshall common seal in accordance with the Local Government Act 1995, Section 9:49A (3) to the Shire of Mt Marshall Health Amendment Local Law 2016.</b>			
2016/095 June 2016	That agenda item 12.5.6 lay on the table for further consideration at future meetings.	Ongoing		Ongoing



<b>COMMUNITY DEVELOPMENT OFFICER – SALLY MORGAN</b>				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2016/116 Aug 2016	That the Community Sport and Recreation Facilities Funding application for the resurfacing of the Welbungin Tennis Courts be endorsed for submission to the Department of Sport and Recreation, in the form as presented to the 16 August 2016 Ordinary Meeting of Council.	Ongoing	Application submitted. Successful applicants will be notified in late 2016.	Nov 2016
2016/036 March 2016	That Council make an allowance of \$30,000 in the 2016/17 Budget for costs associated with a further 12 months of operation of the Little Bees Family Day Care Service.	Ongoing	<p>Little Bees will continue to operate in 2016/17, the current Coordinator has been advised.</p> <p>New information has been circulated to Council regarding the changes in regulations, ultimately allowing us to operate the service from 2 different venues. We envisage that Little Bees will begin to operate on a trial 1 day a week basis from the end of September 2016.</p>	June 2017



SHIRE OF MT MARSHALL - 2016/17 BITUMEN SURFACING RFQ VIA WALGA VENDOR PANEL - SUMMARY OF RESPONSES

				Bitutek		Boral Resources		Colas WA		Downer EDI		Fulton Hogan	
Item No.	Road Name, Mobilisation & Expected Date	Treatment	Qty m2	Cost Rate	Total Cost	Cost Rate	Total Cost	Cost Rate	Total Cost	Cost Rate	Total Cost	Cost Rate	Total Cost
1	Koorda / Bullfinch Rd - 2 sections	Rate to apply 14 mm single Coat Cutback Bitumen <u>Seal</u>	48600	\$3.80	\$184,680.00	\$3.84	\$186,624.00	\$3.51	\$170,586.00	\$4.22	\$205,092.00	\$3.44	\$167,184.00
2	Bencubbin / Beacon Rd - 3 sections		35064	\$3.80	\$133,243.20	\$3.84	\$134,645.76	\$3.51	\$123,074.64	\$4.22	\$147,970.08	\$3.44	\$120,620.16
3	Bencubbin / Gabbin Rd	Rate to apply 14 mm single Coat S45R Crumbed Rubber <u>Seal</u>	16500	\$4.90	\$80,850.00	\$5.03	\$82,995.00	\$4.70	\$77,550.00	\$4.61	\$76,065.00	\$4.45	\$73,425.00
4	Rupe St, Bencubbin		4080	\$4.90	\$19,992.00	\$5.03	\$20,522.40	\$4.70	\$19,176.00	\$4.61	\$18,808.80	\$4.45	\$18,156.00
5	Monger St, Bencubbin	Rate to apply 14 mm single Coat S45R Crumbed Rubber Seal with 7mm scatter coat	1000	\$5.55	\$5,550.00	\$13.29	\$13,290.00	\$5.70	\$5,700.00	\$7.87	\$7,870.00	\$13.56	\$13,560.00
6	Burakin / Wialki Rd - Mobilisation # 1 - Early - Mid September 2016	Rate to apply 14 & 7mm 2 Coat Cutback Bitumen Primerseal	5040	\$6.45	\$32,508.00	\$6.80	\$34,272.00	\$6.23	\$31,399.20	\$5.43	\$27,367.20	\$7.11	\$35,834.40
7	Dampier St, Bencubbin - Mobilisation # 3 - Mid to Late December 2016		3,120	\$7.65	\$23,868.00	\$8.82	\$27,518.40	\$7.94	\$24,772.80	\$6.24	\$19,468.80	\$7.11	\$22,183.20
8	Koorda / Bullfinch Rd - Blackspot Section - Mobilisation #4 - Early / Mid February 2017		1280	\$15.60	\$19,968.00	\$15.25	\$19,520.00	\$15.66	\$20,044.80	\$11.87	\$15,193.60	\$14.75	\$18,880.00
9	Mukinbudin / Wialki Rd - Mobilisation # 5 - Late March / Early April 2017		19760	\$5.80	\$114,608.00	\$5.51	\$108,877.60	\$5.22	\$103,147.20	\$4.28	\$84,572.80	\$5.60	\$110,656.00
			Total Cost (Ex GST)		\$615,267.20		\$628,265.16		\$575,450.64		\$602,408.28		\$580,498.76
10	Rate to adjust CL 170 Bitumen BAR rate from OAR. (\$ / L)			\$0.75		\$0.99		\$0.66		\$0.63		\$0.65	
11	Rate to adjust S45R Crumbed Rubber BAR rate from OAR. (\$ / L)			\$1.05		\$1.25		\$0.98		\$0.96		\$0.95	
12	Name Of Company and Quarry Aggregate is to come from.			Midwest Quarries - Morawa		Winchester Quarries - Moora		Hanson Aggregate - Redhill		BGC Quarries - The Lakes		Hanson Aggregate - Redhill	