



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

TENDERERS OFFER

COMPLETE AND RETURN THIS PART

OFFER FORM

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

I/We

(BLOCK LETTERS): Michael Lanoue

ADDRESS: 6 Collins St BENCUBBIN WA
6477

Telephone No: 0411 133 763

E-mail (if any): mmweldfab@gmail.com

In response to Tender MM 05.18/19 – 39 Monger Street, Bencubbin

I/We offer \$ 150.00

for the purchase (lease per week) (please circle) of 39 Monger Street, Bencubbin.

The tendered price is valid up to ninety (90) calendar days from the date of the tender closing.

Dated this: 8th day of April 2019

If purchasing, do finance arrangements need to be completed for this purchase? Yes No
(Please circle)

Signature of authorised signatory of Tenderer: [Signature]

Name of authorised signatory (BLOCK LETTERS): Michael Lanoue

Attachment 12.1.12a



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

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Please provide details of your proposed use:

My business Heavy Metal Welding & Custom Fabrication has been operating out of the Industrial Shed on Monger St, Bencubbin for just over 3 yrs and I would like to continue to operate from these premises. I need a large area to house all of my equipment as well as any large agricultural machinery I am repairing. The height of the shed in particular has proven to be invaluable when carrying out such repairs.

My partner and I also use the shed to house equipment we use to run our mobile pizza business "Fire & Slice Mobile Pizza". We do not have sufficient shed space at home for this storage.

I would be happy to look at offering the small section at the front to another third business/party for storage. Due to the fact that there are no other suitable industrial premises in town I would be wanting to enter into a 5-10yr lease to help ensure continuity of both Heavy Metal Welding & Custom Fabrication and Fire & Slice Mobile Pizza.



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OFFER FORM

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

I/~~We~~

(BLOCK LETTERS): CRAIG SACHSE

ADDRESS: 3 RAWLANDS STREET

BENCUBBIN WA 6477

Telephone No: 0427 350 427

E-mail (if any): bennytruck@bigpond.com

In response to Tender MM 05.18/19 – 39 Monger Street, Bencubbin

I/~~We~~ offer \$ 150 p.w over 10 years + \$10,000 upfront payment for a
lease buy agreement.
for the purchase / lease per week (please circle) of 39 Monger Street, Bencubbin.

The tendered price is valid up to ninety (90) calendar days from the date of the tender closing.

Dated this: 9 day of April 2019

If purchasing, do finance arrangements need to be completed for this purchase? Yes ☐ No ☒
(Please circle)

Signature of authorised signatory of Tenderer: [Signature]

Name of authorised signatory (BLOCK LETTERS): CRAIG SACHSE

Attachment 12.1.12b



Shire of Mt Marshall

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Please provide details of your proposed use: I would like to further expand my current business; Bencubbin Truck N Auto's into a larger shop front premises. The larger premises would allow for a larger stock holding resulting in additional sales and services provided to the community. Additional space would also allow the company to purchase and install new equipment enabling us to explore / deliver a variety of new services and streamline current methods. New and vibrant signage would be erected at the entrance of the building.

A lease/buy agreement would be our preference. An upfront payment of \$10,000 would be made, weekly rent of \$150 is proposed with the option to pay out in a lump sum the remainder of agreed value prior to 10 years. We understand that awarding the tender to Bencubbin Truck would have an impact on the current leasee and also ICS Carpentry who are seeking to expand. We would welcome the opportunity to work with Council and the two businesses to possibly come to a viable solution for all parties. If Bencubbin Truck were to be successful and move premises then our existing premises would become available for purchase or lease. We would like to see all businesses thrive & work together where possible.

Shire of Mt Marshall



Workforce Plan 2013-2017

Development of this plan has been supported by the Department of Local Government and Communities funded from the Royalties for Regions Country Local Government Fund, which is administered by the Department of Regional Development.

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Executive Summary

Local governments face increasing and diverse challenges in providing local services and facilities for their communities. To meet these challenges, local governments will need to have staff with appropriate knowledge, skills and expertise. Skills shortages in the local government sector and other sectors in this State and across Australia have highlighted the need for a concerted Workforce Planning effort.

The Shire of Mt Marshall's Workforce Plan (2013 – 2017) has been developed to align with the community aspirations identified in the Mt Marshall's Strategic Community Plan 2013 and the Shire's Corporate Business Plan, wherever possible. It also enables the Shire of Mt Marshall (the Shire) to address the regulatory requirements contained in the *Integrated Planning and Reporting Advisory Standard*.

Mt Marshall comprises an area of 10,189 km² and is located within the north eastern Wheatbelt area of Western Australia.

It is approximately 273 kilometres north east of Perth and has borders with the Shires of Trayning, Koorda, Mukinbudin, Yalgoo, Dalwallinu, Westonia, Yilgarn, Wyalkatchem, Sandstone and Menzies. The area is primarily a wheat, coarse grain, cattle and sheep farming district. There are many points of interest all serviced by the two main centres, Bencubbin and Beacon.

In the 2011 Census, the total labour force in Mt Marshall totalled 248. Of this total 62% were male (154) and 94 or 38% were women.

The Shire currently operates through eight (8) main work areas.

Comparatively speaking, the Shire is a small industry employer representing approximately 14% of the Mt Marshall's total labour force. Of the 34 employees, 56% are male. This is largely due to the number of males in the engineering area. Approximately 65% of the staff are in the external workforce. The majority of the staff are employed on a full time basis.

The largest percentage of staff (44%) is in the age group 30 years to 49 years with 38% being 50 years of age and over. However, it is important to note that approximately 62% of staff in engineering services are aged over 50 years. The workforce age ranges from 22 years to 67 years. It is a relatively new workforce with, 68% of employees having been with the Shire for five years or less.

The Shire is well placed in light of the lifestyle opportunities it presents and its relative proximity to Perth. It also has a number of workforce strategies currently in place. These include, but are not limited to:

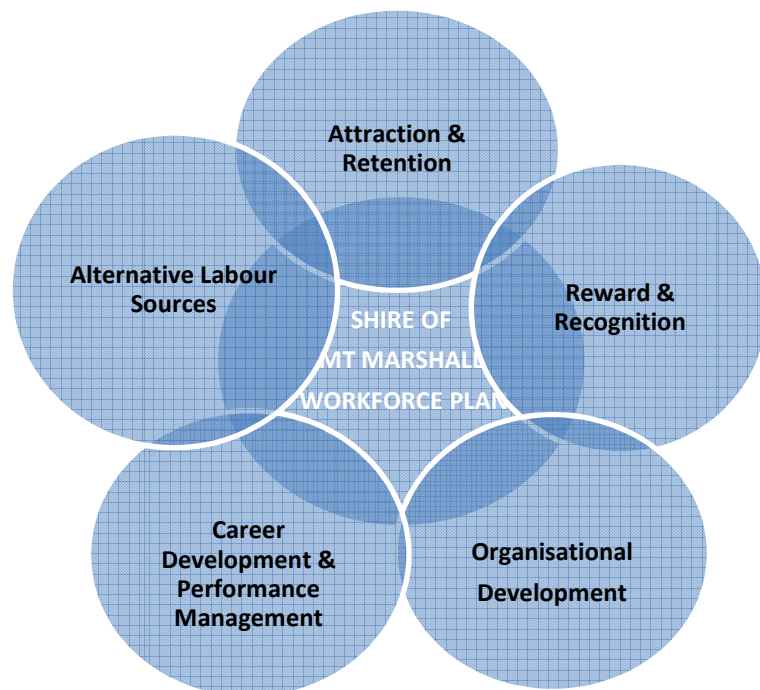
- Broadening of skills through opportunities to undertake work in a number of different roles;
- Provision of financial support, on request, to undertake further training;
- Subsidised rental or housing support;
- Telephone allowance;

- Flexible hours and/or job sharing;
- Transferable long service leave within other local government positions;
- Above award payments;
- Vehicle allowance; and
- \$100 voucher for taking care of machinery.

However, the Shire is facing a number of challenges related to:

- Succession planning;
- Cost of employment;
- Retention;
- Ageing workforce;
- Provision of training;
- Job variation;
- Changing workplace expectations from employees;
- Changes in the National Employment Standards (NES) and Awards;
- Changing community expectations; and
- Possible amalgamations of Shires.

The model utilised for the future strategies to address the workforce needs of the Shire include the following components that were identified and validated during the consultation phase of this project and is provided below. It is worth noting that many are inter-related and overlapping and hence the strategies take an integrated approach wherever possible.



The Mt Marshall Strategic Community Plan (the Community Plan) outlines the community's long term vision, values, aspirations and priorities, with reference to other shire plans, information and resourcing capabilities.

The following areas were assessed as being the strategic priority areas that best meet the vision and strategic goals of the Council:

- Social;
- Economic;
- Natural environment; and
- Civic leadership.

The outcomes of the interviews and consultations indicated that there were a number of gaps and a need to reshape the future workforce to deliver the core business and associated services expected by the Shire.

The twenty-one (21) strategies identified below have been developed to align with the Community Plan through interviews undertaken with the CEO, senior management and a consultation workshop with a cross-section of staff across the Departments and key service areas.

CODE	STRATEGY
AR1	Investigate the feasibility of including financial assistance as part of the remuneration package to assist with attracting and retaining employees with children attending secondary schools.
AR2	Recruit and maintain at least one trades apprentice and one office trainee as a strategy designed to address the Shire's aging workforce and to contribute to the Shire workforce's future skill base.
AR3	Negotiate flexible working arrangements, wherever appropriate, with those employees who wish to transition to retirement including consideration of a reduced working week.
AR4	Undertake a review of the remuneration packages and recruitment strategies for those positions considered to be at 'high risk' ¹ .
AR5	Consideration be given to providing job opportunities to partners, either with the Shire or another local employer, as a way of attracting high calibre applicants for those positions which are expected to be difficult to fill.
AR6	Investigate the feasibility of providing child care support for existing employees or potential employees who would otherwise be restricted in their available work times or unable to undertake or remain in employment with the Shire.
AR7	Review the existing remuneration package applying to the CEO position which would include undertaking a benchmarking exercise with other comparative local government authorities.
RR1	Complement the current use of the local newspaper by establishing a bi monthly e-newsletter which, amongst other things, will inform the local community of the Shire workforce's contribution to the social and economic development and well-being of the region.

¹ High risk positions are those which are critical to the organisation, would cause significant dysfunction if left unfilled or vacant for any period of time and require specialised skills or qualifications which may be in short supply.

RR2	Establish a Shire workforce recognition program which provides regular opportunities for the Council and CEO to celebrate staff contributions and achievements.
CD&PM1	Extend the Shire's existing performance review system to a fully developed careers and performance management system which would include annual career development and performance agreements for all staff which, in turn, would take into account the key directions contained in the Shire's Strategic Community Plan and the business objectives of the annual Corporate Business Plan.
CD&PM2	Establish an annual workforce training and professional development plan for Council approval, which identifies up-skilling and re-skilling requirements and opportunities for Shire's existing workforce.
CD&PM3	Give a high priority to increasing investment in the Shire's training and professional development plan by 10% for the next three (3) years.
CD&PM4	Once approved by Council, the training and professional development plan be administered by the CEO with regular progress reports provided to the Council.
ALS1	Establish a pool of local casual or sessional staff who would be trained in various job categories and be available when permanent staff are absent or when short term vacancies occur.
ALS2	Investigate the possibility of forming regional partnerships with other local government authorities to enable shared positions to be created with expertise which may include but not limited to: <ul style="list-style-type: none"> • Human resource management; • Procurement; • Economic development; • Ranger services; • Health services; • Regional tourism and marketing; and • Natural resource management.
OD1	Investigate the feasibility of establishing two (2) manager positions which would: <ul style="list-style-type: none"> • Allocate responsibility for the Shire's "external service" to one senior manager and responsibility for the "internal" services to the other; • Create the external services manager position by re-classifying the existing Works Supervisor's position; • Create a new Deputy CEO position which would also incorporate some or all of the functions of one or more of the existing internal services positions; and • Require both senior managers to report directly to the CEO².
OD2	Establish an executive leadership team comprising the CEO and the two senior managers.
OD3	Each senior manager conduct regular team meetings to discuss work plans and be briefed on Council policies, plans and decisions.
OD4	The Shire to invest in software to enable data to be stored, reports to be generated and workforce performance and productivity to be monitored.
OD5	A staff satisfaction survey be administered annually or bi-annually to assist with the regular review of the Shire's Workforce Plan.

² See Appendix 1 for a proposed new organisational structure.

OD6	The CEO to report annually to the Council on the progress with the Shire's Workforce Plan and recommend any revisions to the Community Plan.
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The monitoring and evaluation of progress against this Workforce Plan is a critical component of the Integrated Planning and Reporting Framework for Local Government. The toolkit developed for Western Australian local governments (*Workforce Planning – the Essentials*, 2012) recognises that many local governments do not have readily available workforce data and that there will be some resourcing requirements as information will need to be collected and entered into a data collection system. In particular, this will relate to:

- Appropriate information systems & monitoring tools and processes;
- On-going consideration of workforce implications;
- Progress against monitoring and evaluation timelines; and
- Regular review of Workforce Plan strategies.

1. Workforce Planning for the Future

1.1 Introduction

Comparatively speaking, the Mt Marshall Shire (the Shire) is a small industry employer representing approximately 14% of the Mt Marshall's total labour force. Of the 34 employees, 56% are male. This is largely due to the number of males in the engineering area. Approximately 65% of the staff are in the external workforce. The majority of the staff are employed on a full time basis.

The largest percentage of staff (44%) is in the age group 30 years to 49 years with 38% being 50 years of age and over. However, it is important to note that approximately 62% of staff in engineering services are aged over 50 years. The workforce age ranges from 22 years to 67 years. It is a relatively new workforce with 68% of employees having been with the Shire for five years or less.

1.2 Background

Local governments face increasing and diverse challenges in providing local services and facilities for their communities. To meet these challenges, local governments will need to have staff with appropriate knowledge, skills and expertise. Skills shortages in the local government sector and other sectors in this State and across Australia have highlighted the need for a concerted Workforce Planning effort.

The *Integrated Planning and Reporting Framework* which was introduced for Western Australian local governments during 2011 and underpinned by regulatory amendments is a key to this. Workforce planning is an important lynchpin in building capacity to support the framework. It is aimed at improving the ability of individual local governments to undertake long-term strategic planning as well as the future sustainability of local government service delivery.

What is workforce planning?

"A continuous process of shaping the workforce to ensure that it is capable of delivering organisational objectives now and in the future" [Australian National Audit Office (ANAO), 2004].

The toolkit developed for Western Australian local governments (*Workforce Planning – the Essentials*, 2012) uses the above definition to highlight the key elements of Workforce Planning.

Workforce Planning:

- is continuous, not a one-off activity
- is a process, not a static action or set of actions
- is about shaping the workforce with a clearly identified purpose and to bring about particular changes
- has its purpose linked with organisational objectives, and
- applies not just to the current workforce but anticipates future workforce requirements.

The Shire's Workforce Plan has been developed to align with the community aspirations identified in the Strategic Community Plan and the Corporate Business Plan, wherever possible. It also enables the Shire to address the regulatory requirements contained in the *Integrated Planning and Reporting Advisory Standard*.

The linkages of this Workforce Plan, the Strategic Community Plan and Corporate Business Plan are shown in Figure 1.

Elements of the Integrated Planning Framework



Figure 1: Elements of the Integrated Planning and Reporting Framework

Mt Marshall comprises an area of 10,189 km² and is located within the north eastern Wheatbelt area of Western Australia.

It is approximately 273 kilometres north east of Perth and has borders with the Shires of Trayning, Koorda, Mukinbudin, Yalgoo, Dalwallinu, Westonia, Yilgarn, Wyalkatchem, Sandstone and Menzies. The area is primarily a wheat, coarse grain, cattle and sheep farming district. There are many points of interest all serviced by the two main centres, Bencubbin and Beacon.

1.3 Workforce Profile – 2013

This section addresses the workforce profile of the Shire. It is based on data gathered in May 2013. It is considered in the context of the local government area of Mt Marshall.³

When reflecting on the profile of a local government's workforce, it is helpful to consider the environment in which it operates and the issues and challenges which may influence the recruitment and retention of staff. Therefore, in developing this profile judicious use has been made of population and labour force statistics for the Mt Marshall Local Government Area (LGA) available from the Australian Bureau of Statistics (ABS) 2011 Census.

1.3.1 Population

According to the Australian Bureau of Statistics 2011 Census, there were 486 people living in Mt Marshall. The median age was 39 years. More than half the population (294) lived in and around Bencubbin.⁴

Across Mt Marshall as a whole, the population aged 15 years and over is relatively stable. Approximately 69% population at the 2011 Census were at the same address on census night in 2006. While this indicates stability, it could suggest that the Shire does not have a changing or diverse pool of potential employees from which to draw.

1.3.2 Labour Force

In the 2011 Census, the total labour force in Mt Marshall totalled 248. Of this total, 62% were male (154) and 94 or 38% were women.

Table 1 presents the three industries in the Shire which were recorded as having the largest labour force. The Shire's workforce is included in category of Public Administration and Safety, in the subcategory of Public Administration.

Table 1: Top Three Industries by Labour Force, Shire of Mt Marshall, 2011

Industry	Labour Force
Agriculture, forestry and fishing	157
Education and training	23
Public administration and safety	19
• Public administration	16*
Accommodation and food services	6

Source: ABS 2011 Census Working Population Profile, Mt Marshall Local Government Area, 2012

*Please note that the difference between the Census figures and the Shire Council employee numbers may be due to Shire Council employees recording their occupation rather than their industry sector.

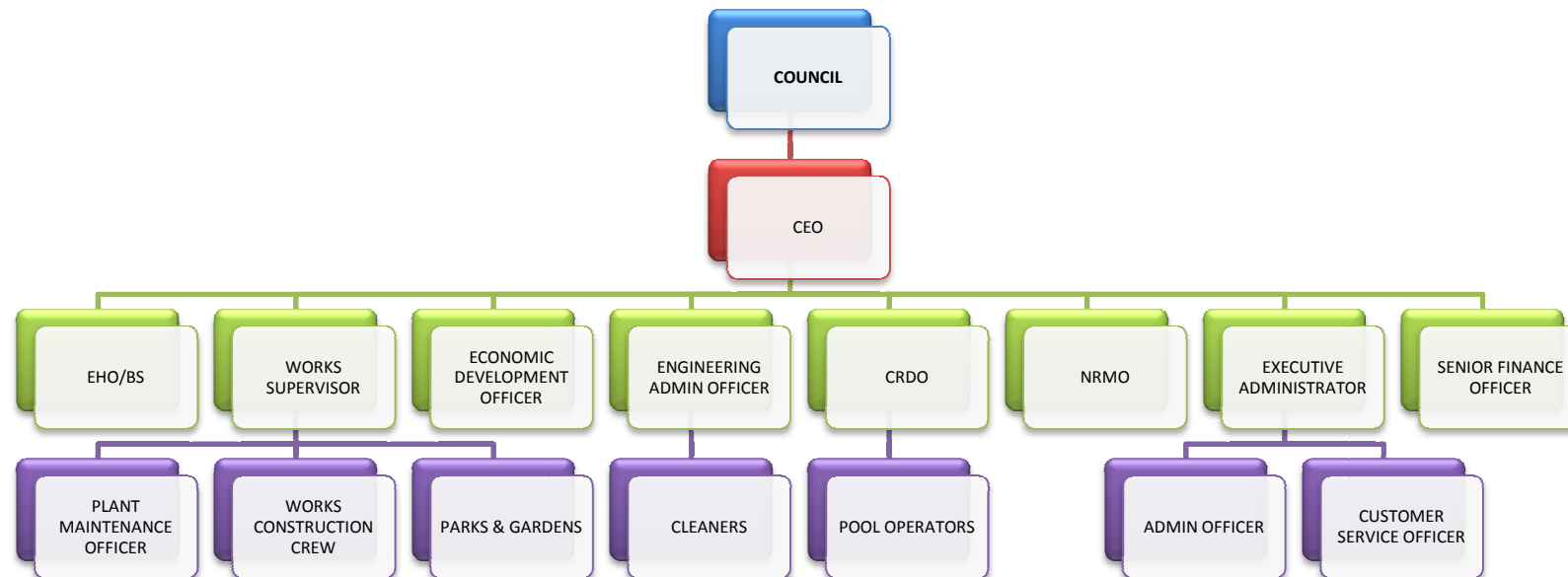
³ Throughout this paper, reference to the *Shire* refers to the local government area and reference to the *Shire Council* refers to the staff employed by the local government authority.

⁴ The statistics are based on the usual place of residence.

1.3.3 Organisational Structure

The Shire currently operates through eight (8) main work areas.

SHIRE OF MT MARSHALL ORGANISATIONAL STRUCTURE



The officers of the 8 main work areas report directly to the Chief Executive Officer. Other employees are directly responsible to these officers as shown in the organisational structure above.

The Shire's workforce of 34⁵ represents approximately 14% of the Mt Marshall's total labour force.

1.3.4 Workforce Patterns

Mt Marshall Shire offers, full time, part time and casual employment. It also provides flexible working arrangements. All engineering, parks & gardens and cleaning staff work a nine day fortnight (76 hours). Administration staff work a five day week with 1 rostered day off every four weeks.

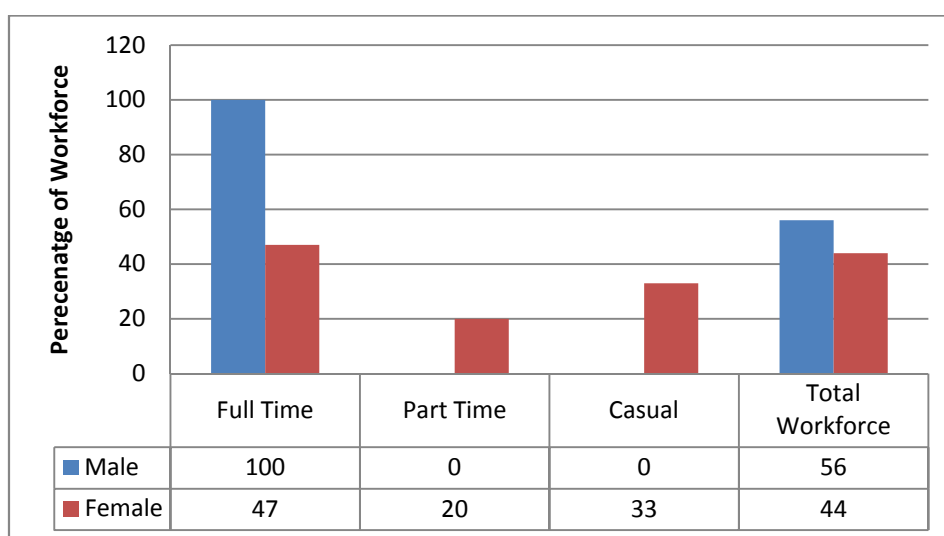
Of the 34 employees, 85% are considered to be in the permanent workforce. The majority of the workforce are employed on a fulltime basis (76%), 9% are employed part time and 15% are employed as casual employees. The four casual employees share the position of pool attendant. They are only employed during the summer season.

1.3.5 Gender

The Shire's workforce is a majority of male employees. Fifty six per cent of the workforce is male and 44% is female. This is largely due to the high number of males employed as external staff (44% of the total workforce) of which 57% are employed in engineering services. The proportion of females who are employed as internal staff (53% or 8 staff) is almost equal to the number who are employed as external staff (47% or 7 staff). All the part time and casual employees are women.

Figure 2 provides a breakdown of the workforce according to gender and workforce pattern. Males who work full time represent the largest employee group.

Figure 2: Workforce Pattern by Gender



Source: Mt Marshall Shire Council, 2013

⁵ This includes 2 staff on maternity leave and a contract position expiring in March 2014.

1.3.6 Age Structure

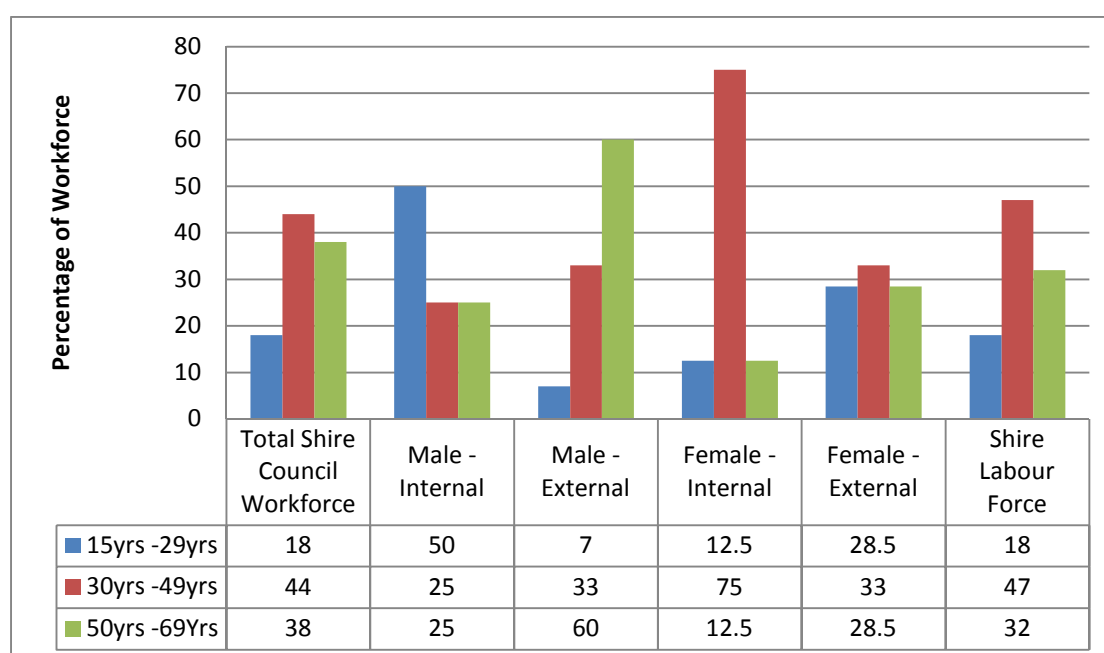
Approximately 38% of the workforce is over 50 years of age. Furthermore, 50% of the external workforce is 50 years of age and over. It is important to note that approximately 62% of staff in engineering services are aged over 50 years. Also noteworthy is that 44% of the workforce is aged between 30 years - 49 years. Fifty eight per cent of the internal employees fall into this category and 36% of the external staff.

The majority of the female workforce is aged 15 years - 49 years (60%). The internal male workforce of four is spread relatively equally across the age ranges. Two are under 30 years of age, one is aged under 50 years of age and the other under 60 years of age.

In general, the age structure of the Shire's workforce reflects that of the overall Mt Marshall LGA. Approximately 18% of the working population of the Shire is aged between 15 years and 29 years. This age group represents the potential future local workforce pool for the Shire. Forty seven per cent of the Shire's labour force is aged 30 years - 49 years.

Figure 3 compares the age structure of the Shire's workforce with that of the wider Shire⁶.

Figure 3: Workforce by Age and Gender - Shire of Mt Marshall LGA and Mt Marshall Shire Council



Source: Mt Marshall Shire Council, 2013 and ABS 2011 Census Working Population Profile, Shire of Mt Marshall Local Government Area, 2012

1.3.7 Length of Service

With regard to length of service, the workforce is relatively new. For example, 68% of employees have been with the Shire for five years or less. Sixty per cent of these staff have been working with the Shire for two years or less. This equates to 41% of the

⁶ Please note that figures used in this paper may not add up to 100% due to rounding.

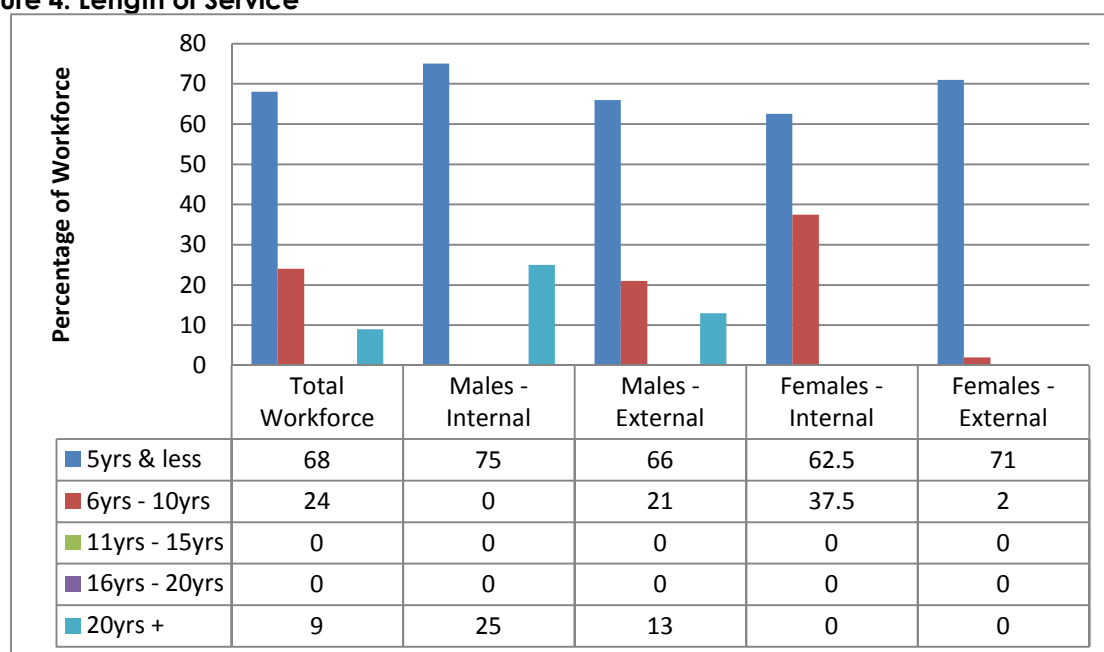
overall workforce. On the other hand, 9% have been in the Shire's workforce for more than 20 years. Interestingly there are no staff with a length of service between 10 to 15 years. The longest serving employee is an internal staff member who has been with council for 31 years. Two external staff have been with the Shire for more than 20 years.

The number of new employees may indicate the potential for developing a new younger staff. Conversely, it could indicate a high turnover rate and the need to address recruitment and retention policies and practices.

Approximately 91% of the internal and external workforces have been with the Shire for between 5 years to 10 years. It is also noteworthy that approximately 91% of the workforce has spent as many years working with the Shire as they have in working in local government.

Figure 4 maps the length of service with the age range of the workforce currently with the Shire.

Figure 4: Length of Service



Source: Mt Marshall Shire Council, 2013

2. Workforce Implications for the Future

2.1 Supporting the Mt Marshall Strategic Community Plan 2013

The Mt Marshall Strategic Community Plan (the Community Plan) highlights the following vision and mission for the Shire:

Vision Statement

The Shire of Mt Marshall is an active, safe and vibrant community that works together with honesty and is respectful of the values of all. We are committed to a progressive, diverse and profitable community that supports healthy lifestyles sustained by positive social values and engaged youth. Our natural assets are valued, protected and enhanced for future generations.

Mission Statement

To excel at providing fair, efficient and effective services and facilities which enhance the quality of life for all residents.

The Community Plan outlines the community's long term vision, values, aspirations and priorities, with reference to other Shire plans, information and resourcing capabilities.

The following areas were assessed as being the strategic priority areas that best meet the vision and strategic goals of the Council:

- Social;
- Economic;
- Natural environment; and
- Civic leadership.

The table below identifies the objectives and strategies contained in the Community Plan that are considered to influence the Shire of Mt Marshall's Workforce Plan (2013 – 2017), both directly and indirectly.

FOCUS	OBJECTIVE/STRATEGY
SOCIAL	S 1.3 Advocate and strengthen Bencubbin as an administrative centre for local government services for the district (short term); S 2.1 Advocate and lobby for appropriate and accessible health services throughout the Shire (ongoing); S 2.3 Provide an environment that enhances the growth, development and retention of youth (medium term); S 2.6 Provide to the community quality regulatory services (ongoing); S 3.1 Support provision of emergency services such as bush fire brigades, ambulance and LEMC (ongoing); S 4.1 Develop a broad recreation master plan for the Shire (short term); and S 4.2 Develop, maintain and support appropriate recreation facilities throughout the Shire (ongoing).

<p>ECONOMIC</p>	<p>E 1.1 Develop a local economic development strategy (ongoing); E 1.4 Support processes that will enhance local business access to professional services and advice(short term); E 1.5 Facilitate and create sustainable business and community partnerships (medium term); E 1.7 Build the capacity to develop and implement communication and marketing initiatives (medium term); E 2.1 Advocate, promote and market the Shire as a place to live, work and visit (ongoing); E 2.2 Assist with the provision of relevant tourist information and marketing services (short term); E 2.3 Support a coordinated approach for regional tourism promotion and management (medium term); E 2.4 Facilitate the development of local tourism activities associated with the Shire's diverse natural, social and built heritage (ongoing); E 2.5 Develop partnerships to actively support visitor growth (ongoing); and E 3.2 Maintain an efficient, safe and quality local road network (ongoing).</p>
<p>NATURAL ENVIRONMENT</p>	<p>N 1.1 Identify vulnerable environments or areas in need of protection (short term); N 1.2 Perform sustainable resource use and land management practices (ongoing); and N 1.4 Encourage and support community awareness and participation in environmental projects (medium term).</p>
<p>CIVIC LEADERSHIP</p>	<p>C 1.1 Enhance open and interactive communication between Council and the community (ongoing); C 2.1 Increase capacity through the application of the integrated strategic planning processes (short term); C 2.2 Promote a culture of continuous improvement processes (ongoing); C 2.3 Facilitate resource sharing on a regional basis (medium term); C 2.4 Use resources efficiently and effectively (ongoing); C 2.5 Operate in a financially sustainable manner (long term); C 3.1 Provide responsive high level customer service (ongoing); C 3.2 Enhance the capacity and effectiveness of administrative processes (short term); C 3.3 Provide reporting processes in a transparent, accountable and timely manner (short term); C 3.4 Recruit, retain and develop suitably qualified, experienced and skilled staff (ongoing); and C 3.5 Provide flexible and attractive work conditions in a supportive work environment (ongoing).</p>

2.2 Workforce Gaps, Issues and Risks

This sub-section provides a commentary on the methodology utilised in the development of the Shire's Workforce Plan. It includes the internal and external risks

identified as part of the various interviews and consultations undertaken with Shire staff.

2.2.1 Methodology

The twenty-one (21) strategies identified within this inaugural Workforce Plan (2013 – 2017) have been developed in light of:

- The Mt Marshall Strategic Community Plan 2013;
- The development of the Shire's Corporate Business Plan;
- Interviews undertaken with the:
 - CEO
 - Supervisors/managers;
- A consultation workshop with a cross-section of staff across the key service areas to undertake a SWOT analysis, identify knowledge of existing workforce strategies and brainstorm potential future strategies for inclusion in the Workforce Plan to support the Mt Marshall Community Plan 2013;
- An analysis of internal and external risks based on an environmental scan; and
- An analysis of May 2013 Shire's workforce data and ABS 2011 Census LGA data for Mt Marshall.

2.2.2 Existing Workforce Strategies

The Shire is well placed in light of the lifestyle opportunities it presents and its relative proximity to Perth. It also has a number of workforce strategies currently in place. These include, but are not limited to:

- Broadening of skills through opportunities to undertake work in a number of different roles;
- Provision of financial support, on request, to undertake further training;
- Subsidised rental or housing support;
- Telephone allowance;
- Flexible hours and/or job sharing;
- Transferable long service leave within other local government positions;
- Above award payments;
- Vehicle allowance; and
- \$100 voucher for taking care of machinery.

2.2.3 Internal Risks

Succession Planning

It is important that a succession plan is in place for high risk positions. These are roles that are critical to the organisation, would cause significant dysfunction if left unfilled or vacant for any period of time and require specialised skills or qualifications which may be in short supply.

Cost of Employment

The cost of employee wages is a significant cost in any Shire's budget. This cost increases every year due to inflation and promotions. Higher wages are sometimes required in order to retain and attract skilled employees.

Retention

Regional Local Governments need to develop comprehensive strategies for the retention of employees. A high staff turn-over has financial implications due to termination payments and also the cost of readvertising and retraining, but it can also create a negative image for the Local Government as an employer.

Ageing Workforce

Baby boomers are beginning to reach retirement age and are at an age where they are no longer willing or possibly unable to work in labour intensive roles. Without younger skilled employees Local Governments will be unable to fill these positions and the reliance on contractors will increase.

Provision of Training

The need for on the job training is increasing as roles within Local Governments are becoming more varied. Employees are also recognising the attractiveness of being tertiary qualified and some are undertaking external studies in order to attain these qualifications.

Job Variation

Due to the skill shortages, employees often need to undertake the functions of two or more positions in the Local Government pending successful recruitment to any vacancy. Without adequate support from senior management and an attractive remuneration package these employees may opt to move away from Local Government and into a more specialised area in business.

Changing workplace expectations from employees

Employees are now beginning to expect more from their employers, including Local Government. This includes more flexible work hours, longer holiday breaks, increase in personal and sick leave and ability to bring children into the workplace.

2.2.4 External Risks

Changes in the National Employment Standards (NES)

The National Employment Standards are guidelines that all employers have to adhere to and as time goes by these are becoming more stringent. As they constantly change employers need to be aware of their employee's rights and must always ensure that they are compliant.

Changes in the Award

As well as the NES, Local Governments are covered by awards and these are changing all the time. Local Governments need to be aware of any changes in relation to definitions, guidelines or pay scales and must ensure that any changes are communicated to the relevant department within their office.

Changing community expectations

Communities are now expecting more from the Local Government in which they live, especially if they are rate payers. Individuals in rural areas still want high quality facilities, similar to those in metropolitan areas, as well as the support of the Local Government for businesses in the region. Local Governments are now being held more accountable within the community and individuals expect to see a higher standard of development.

Possible amalgamations of Shires

Over the past few years there has been increasing talk of forced shire amalgamations and as a result some have amalgamated voluntarily. The pursuit of regional partnerships for the provision of some services allows for workforce efficiencies to be achieved ahead of any amalgamations that may occur in the future.

3. Strategies to Meet Future Workforce Needs

3.1 Conceptual Framework for the Workforce Plan

The model utilised for the future strategies to address the workforce needs of the Shire include the following components that were identified and validated during the consultation phase of this project. It is worth noting that many are inter-related and overlapping and hence the strategies take an integrated approach wherever possible.

In keeping with this philosophy and approach, the diagram below provides a visual model of the concept used and the possible interrelationships between key workforce development demand and supply issues contextualised for the Shire. This is in keeping with the toolkit developed for Western Australian local governments (*Workforce Planning – the Essentials*, 2012) as well as the *Integrated Planning and Reporting Framework* introduced in 2011.



3.2 Future Workforce Strategies – focus areas

The outcomes of the interviews and consultations indicated that there were a number of gaps and a need to reshape the future workforce to deliver the core business and associated services expected by the Shire. The following sub-sections highlight the issues that need to be addressed and include strategies that need to be focussed on in the period 2013 – 2017.

3.2.1 Attraction and retention (AR)

It is important that the Shire develop and refresh attraction and retention strategies. This is necessary in order to differentiate the organisation from others in a competitive market.

Consultation with staff indicated that access to childcare support and secondary education opportunities were issues, while opportunities existed to highlight the ability of attracting partners to work in the Shire.

Although the Shire is often constrained by a salary system it is possible to develop and market a suite of excellent working conditions and family friendly policies that benefit staff. It therefore needs to undertake a range of different activities to attract and retain skilled professionals and ensure that high risk positions in particular are able to be filled. This in turn will increase efficiency and improve performance in servicing its community.

In addition, it would be worthwhile considering recruiting an apprentice and/or trainee wherever possible. This may also assist in addressing the aging workforce issue for the Shire.

Future workforce strategies for this focus area include:

CODE	STRATEGY	Performance indicator
AR1	Investigate the feasibility of including financial assistance as part of the remuneration package to assist with attracting and retaining employees with children attending secondary schools.	Feasibility Study provided to Council
AR2	Recruit and maintain at least one trades apprentice and one office trainee as a strategy designed to address the Shire's aging workforce and to contribute to the Shire workforce's future skill base.	Number of apprentices and trainees
AR3	Negotiate flexible working arrangements, wherever appropriate, with those employees who wish to transition to retirement including consideration of a reduced working week.	Transition to retirement options are in place
AR4	Undertake a review of the remuneration packages and recruitment strategies for those positions considered to be at 'high risk' ⁷ .	Review Report provided to Council
AR5	Consideration be given to providing job opportunities to partners, either with the Shire or another local employer, as a way of attracting high calibre applicants for those positions which are expected to be difficult to fill.	Option considered by Council
AR6	Investigate the feasibility of providing child care support for existing employees or potential employees who would otherwise be restricted in their available work times or unable to undertake or remain in employment with the Shire.	Feasibility Report provided to Council
AR7	Review the existing remuneration package applying to the CEO position which would include undertaking a benchmarking exercise with other comparative local government authorities.	Review Report provided to Council

3.2.2 Reward and recognition (RR)

This focus area deals with the importance of staff being recognised for their ideas, creativity, customer focus and hard work. The recognition sought is not just through financial means but other initiatives as well. Many people like to be acknowledged for a job well done, however, for most employees, it is not ALL about the money. A

⁷ High risk positions are those which are critical to the organisation, would cause significant dysfunction if left unfilled or vacant for any period of time and require specialised skills or qualifications which may be in short supply.

simple, yet genuine “thank you” is often well received. Not all organisations have the capacity to pay bonuses when targets are exceeded but other options include⁸:

- Additional training or mentoring;
- Social activities or events; and
- Family Friendly Work Options – more and more employers are seeing the value in providing family friendly options, designed to provide a supportive work environment, fostering work/life balance. Workers with family or carer's obligations may be attracted by:
 - Compressed work weeks, whereby employees work their fulltime hours but over 4 days
 - Flexi time which allows employees to bank extra hours they have worked for when required
 - Part time or job sharing roles
 - Allowing employees to work from home
 - Career breaks where employees can retain their employment but take time off without pay
 - Child care centre within the workplace.

Future workforce strategies for this focus area include:

CODE	STRATEGY	Performance Indicator
RR1	Complement the current use of the local newspaper by establishing a bi monthly e-newsletter which, amongst other things, will inform the local community of the Shire workforce's contribution to the social and economic development and well-being of the region.	Number of bi-monthly e-newsletters published
RR2	Establish a Shire workforce recognition program which provides regular opportunities for the Council and CEO to celebrate staff contributions and achievements.	Workforce recognition program is implemented

3.2.3 Career planning and performance management (CP&PM)

Effective annual performance reviews result in improved communication between employers and employees, better understanding of expectations by all parties and improved productivity, performance and profitability for the organisation.

Reviewing and managing performance is an investment upfront so that employees can do their jobs. Done properly, it can save time and effort, and maximise the performance of each employee.

Getting the optimal performance from employees is an ongoing but worthwhile process and the performance review is an important component - to increase, maintain, or address performance of employees, as well as preventing and solving problems. Research has shown that regular, constructive feedback on work that has

⁸ <https://www.davidsoninstitute.edu.au/learning-centre/business/articles/developing-a-staff-retention-strategy>

been well done and areas requiring improvement is motivating to employees who are performing well - it is also fair to employees who are performing poorly.⁹

Future workforce strategies for this focus area include:

CODE	STRATEGY	Performance Indicator
CD&PM1	Extend the Shire's existing performance review system to a fully developed careers and performance management system which would include annual career development and performance agreements for all staff which, in turn, would take into account the key directions contained in the Shire's Strategic Community Plan and the business objectives of the annual Corporate Business Plan.	Performance review system is included in the Shire's policy manual
CD&PM2	Establish an annual workforce training and professional development plan for Council approval, which identifies up-skilling and re-skilling requirements and opportunities for Shire's existing workforce.	Number of staff involved in performance review on an annual basis
CD&PM3	Give a high priority to increasing investment in the Shire's training and professional development plan by 10% for the next three (3) years.	Percentage increase in training and professional development budget
CD&PM4	Once approved by Council, the training and professional development plan be administered by the CEO with regular progress reports provided to the Council.	Number of progress reports provided to Council

3.2.4 Alternative labour sources (ALS)

There are opportunities available to the Shire to investigate non-traditional sources of labour as a means of addressing skills shortages. Scope exists to establish a local pool of expertise or utilise a more cost effective outsourcing option through forming regional partnerships.

Future workforce strategies for this focus area include:

CODE	STRATEGY	Performance Indicator
ALS1	Establish a pool of local casual or sessional staff who would be trained in various job categories and be available when permanent staff are absent or when short term vacancies occur.	Number of local casual and sessional staff
ALS2	Investigate the possibility of forming regional partnerships with other local government authorities to enable shared positions to be created with expertise which may include but not limited to: <ul style="list-style-type: none"> • Human resource management; • Procurement; 	Feasibility Study provided to Council

⁹ <https://www.davidsoninstitute.edu.au/learning-centre/business/articles/making-the-most-out-of-your-investment-in-your-staff>

	<ul style="list-style-type: none"> • Economic development; • Ranger services; • Health services; • Regional tourism and marketing; and • Natural resource management. 	
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3.2.5 Organisational development (OD)

Continuous improvement requires that relevant processes are put into place to support organisational development and/or change as required. The existing challenges and changing needs of the community and financial pressures require a continual review of seeking efficiencies in work practices to support organisational development. In particular, the Shire needs to ensure that succession planning processes are in place.

Future workforce strategies for this focus area include:

CODE	STRATEGY	Performance Indicator
OD1	Investigate the feasibility of establishing two (2) manager positions which would: <ul style="list-style-type: none"> • Allocate responsibility for the Shire's "external service" to one senior manager and responsibility for the "internal" services to the other; • Create the external services manager position by re-classifying the existing Works Supervisor's position; • Create a new Deputy CEO position which would also incorporate some or all of the functions of one or more of the existing internal services positions; and • Require both senior managers to report directly to the CEO¹⁰. 	Feasibility Study provided to Council
OD2	Establish an executive leadership team comprising the CEO and the two senior managers.	Established executive leadership team
OD3	Each senior manager conduct regular team meetings to discuss work plans and be briefed on Council policies, plans and decisions.	Number of team meetings conducted annually
OD4	The Shire to invest in software to enable data to be stored, reports to be generated and workforce performance and productivity to be monitored.	Use of workforce software is implemented
OD5	A staff satisfaction survey be administered annually or bi-annually to assist with the regular review of the Shire's Workforce Plan.	Staff satisfaction survey is conducted
OD6	The CEO to report annually to the Council on the progress with the Shire's Workforce Plan and recommend any revisions to the Community Plan.	Annual progress report is provided to Council

¹⁰ See Appendix 1 for a proposed new organisational structure.

3.3 Implementing Future Workforce Strategies

3.3.1 Cost of implementation

The cost of the individual workforce strategies will vary. In many cases there will be no direct cost as the majority of the strategies simply constitute continuous improvement to sound management practice. For the minority of strategies where there is either a one-off cost or a recurrent cost it is anticipated that these costs will be able to be met within the existing budget parameters including the reprioritisation of existing expenditure if considered necessary. In addition, some of the strategies could be designed to work within the available funding or re-scheduled as a last resort.

Given these assumptions and taking into account the proposed implementation timeline it is estimated that Year 1 will require an additional expenditure of \$75K, Year 2 of \$85K and \$100K from Year 3 onwards (non-cumulative).

3.3.2 Indicative Implementation Timeline

In light of the vision, goals and priority strategies identified in the Community Plan 2013, an indicative implementation timeline is provided.

Workforce Plan Code	Indicative Implementation Timeline				
	2013	2014	2015	2016	2017
AR1					
AR2					
AR3					
AR4					
AR5					
AR6					
AR7					
RR1					
RR2					
CD&PM1					
CD&PM2					
CD&PM3					
CD&PM4					
ALS1					
ALS2					
OD1					
OD2					
OD3					
OD4					
OD5					
OD6					

4. Monitoring and Evaluation of the Workforce Plan

The monitoring and evaluation of progress against this Workforce Plan is a critical component of the Integrated Planning and Reporting Framework for Local Governments. The toolkit developed for Western Australian local governments (*Workforce Planning – the Essentials*, 2012) recognises that many local governments do not have readily available workforce data and that there will be some resourcing requirements as information will need to be collected and entered into a data collection system to enable future analysis.

4.1 Appropriate information systems & monitoring tools/processes

There is currently insufficient workforce data which limits the ability of the Shire to plan fully and effectively in undertaking a detailed analysis of the Shire's workforce, particularly in time series data related to the following key components:

- Separation rates;
- Mobility within the organisation;
- Turnover rates;
- Retention rates;
- Vacancy patterns;
- Retirement patterns;
- Promotion patterns;
- Workload patterns;
- Leave patterns – sick leave, long service leave, family and parental leave;
- Time taken to recruit;
- Skills shortage and oversupply;
- Achievement of EEO targets;
- Turnover costs;
- Exit interviews;
- Employee perception survey; and
- Customer service surveys.

Key Performance Measure 1: (2013-14)

The Shire has an information system in place with monitoring tools and processes to collect and analyse data related to the above components of their workforce profile in future years.

4.2 On-going consideration of workforce implications

In order to ensure that workforce implications are included in all future Shire and Council decisions related to core business and service provision it will be critical that any workforce implications and/or options are included in their decision-making.

Key Performance Measure 2: (2013)

Evidence that workforce considerations are integrated into all tools and templates for Shire and Council decision-making.

4.3 Progress against timelines

The monitoring and review process enables local government to assess what is working and what is not, make adjustments to plans and strategies and address in a timely way new workforce and organisational issues which might have arisen. It will be important to re-visit workforce targets, changes and other desired outcomes identified as part of strategic community planning and corporate business planning processes and use these as the basis for monitoring and evaluating progress.

Key Performance Measure 3: (2013)

Evidence that progress is being monitored against the timelines associated with the strategies included in the Workforce Plan.

4.4 Regular review of Workforce Plan strategies

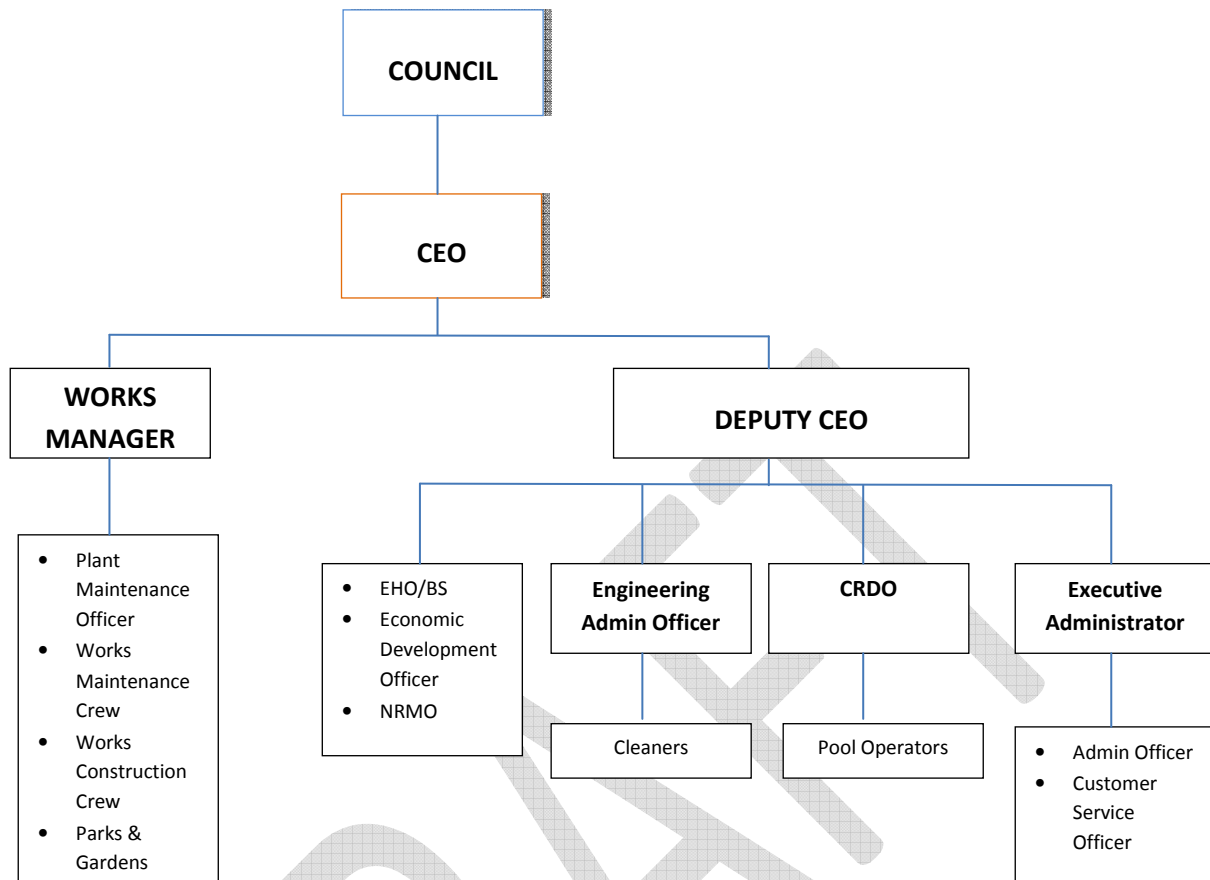
The Shire will be impacted on by changing internal and external developments. The new requirements for Integrated Planning by local governments recognise the importance and value of planning and regular review. Local governments are to review their Strategic Community Plan at least once every four years and the Corporate Business Plan for their Shire each year.

“Successful workforce planning is an active, ongoing and dynamic process that must be monitored and adjusted. Strategies and action plans need to be continually monitored to account for any internal or external developments that occur. This will position the organisation to be ready to address and make essential changes when the environment demands change.”¹¹

Key Performance Measure 4: (2016 -2017)

The Shire has undertaken a formal review of this Workforce Plan to incorporate changes required as a result of on-going environmental scans of internal and external developments.

¹¹ <http://www.ssa.vic.gov.au/products/view-products/workforce-planning-resource-kit.html>

PROPOSED NEW SHIRE OF MT MARSHALL ORGANISATIONAL STRUCTURE



Shire of Mt Marshall

WORKFORCE DEVELOPMENT PLAN

2018/19 to 2021/22



Version 3 April 2019

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1. Introduction

The Shire's Workforce Planning process is about "getting the right number of people, with the right skills, in the right jobs, at the right time". Our Workforce Plan will be a tool to assist Council and Managers plan for the future, anticipate change and manage its workforce. It should contribute to the attraction, retention and development of a capable workforce and be flexible and responsive to meet the needs of current and future Council Corporate Business Plans. It should be noted that this includes the impact of Council's Asset Management Plans for its infrastructure assets.

The Workforce Plan takes into account corporate and business objectives such as financial targets, service delivery objectives and community benefits. It also examines potential external influences over workforce supply and demand. The Workforce Plan is integrated into the Corporate Business Plan and all staff costs are reflected in the budget. This includes Wages, Workers Compensation, Superannuation and Training costs and is a recognition of the workforce required to achieve the objectives set out in the Corporate Business Plan.

In particular, workforce planning will help Council to:

- ✓ Ensure appropriate numbers of staff are being recruited or developed to meet future needs;
- ✓ Identify potential problems, manage risk and minimise crisis management cycles;
- ✓ Contain human resources costs, including the cost of turnover, absenteeism, structural changes and staff movement;
- ✓ Develop workforce skills that take time to grow;
- ✓ Identify staff development needs;
- ✓ Make staffing decisions to provide services in regional and rural areas;
- ✓ Optimise the use of human, financial and other resources;
- ✓ Integrate human resource management issues into business planning;
- ✓ Improve employee productivity through better job design;
- ✓ Improve employee relations;
- ✓ Increase job satisfaction.

2. Integrated Planning

Workforce Planning is one of the four key components of the Integrated Planning and Reporting Framework and Guidelines now in place across the local government sector in Western Australia.

At the strategic level, this Workforce Plan takes into account the community's aspirations, priorities and objectives identified in the Shire of Mt Marshall's Strategic Community Plan. The Strategic Community Plan sets out the longer term vision for our Shire. The Workforce Plan is an essential component of the Corporate Business Plan, where it will identify workforce requirements and strategies for current and future operations over the next four years or more.

Council's Workforce Plan is a continuous process designed to shape our workforce and to ensure that it has the capacity to deliver our objectives into the future. The strategy includes consideration of the following national and local employment trends and issues:

- Shrinking future workforce
- Ageing workforce

- Generational diversity
- Skills shortage
- Workforce Recruitment
- Workforce Retention
- Succession Planning
- Knowledge Transfer
- Job flexibility

This plan was developed following a meeting with the administration team, and meetings with the Executive Team.

3. Shire of Mt Marshall

The Shire of Mt Marshall comprises an area of 10,134 km² and is located within the north eastern Wheatbelt area of Western Australia. The Shire is approximately 273 kilometres north east of Perth and has borders with the Shires of Trayning, Koorda, Mukinbudin, Yalgoo, Dalwallinu, Yilgarn, Wyalkatchem, Sandstone and Menzies. The area is primarily wheat, coarse grain, cattle and sheep farming district. There are many points of interest all serviced by the two main population centres, Bencubbin and Beacon.

People:

The district has experienced a decline in population over the long term and if this trend continues then further declines can be expected in the services and facilities available to the community. The Shire's population has been in steady decline in the last 15 years, however the 2016 census saw a reversal of this long-term trend.

Shire of Mt Marshall – Organisation

Our Vision: To build an active, safe and vibrant community with shared social values based on mutual respect and fairness

Our Aspirations:

- We will enhance our community through individual commitment, partnerships and community involvement to enhance our way of life. Our natural assets are valued, protected and enhanced for future generations.
- Our services and facilities will be provided equitably, efficiently and effectively to enhance the quality of life for all residents.
- We will advocate on behalf of our community to position our Shire with key stakeholders that will support our success and growth.
- We will be transparent, display good governance and manage our customer service commitments within our resources.
- We are determined to be solution focused, proactively seeking innovative partnerships, working collaboratively with stakeholders and industry to enable growth and ensure that our Shire is sustainable.

Employees of the Shire will be seeking to help Council deliver on these agreed upon objectives and the aim of Council, as expressed in the Strategic Community Plan, is to stabilise population decline at present:

1. A social environment that provides for an active, healthy and safe environment which honours our values, environment and culture
2. A diverse and innovative economy with a range of local employment opportunities.
3. A balanced respect for our environment and heritage, both natural and built
4. Exceptional leadership, working with our community towards a sustainable future

Community positives as identified by staff:

- Welcoming community, strong community spirit
- Tidiness of our communities
- Excellent sport and recreation facilities
- Friendly culture at the Shire
- Length of service by a number of current employees

Community challenges as identified by staff:

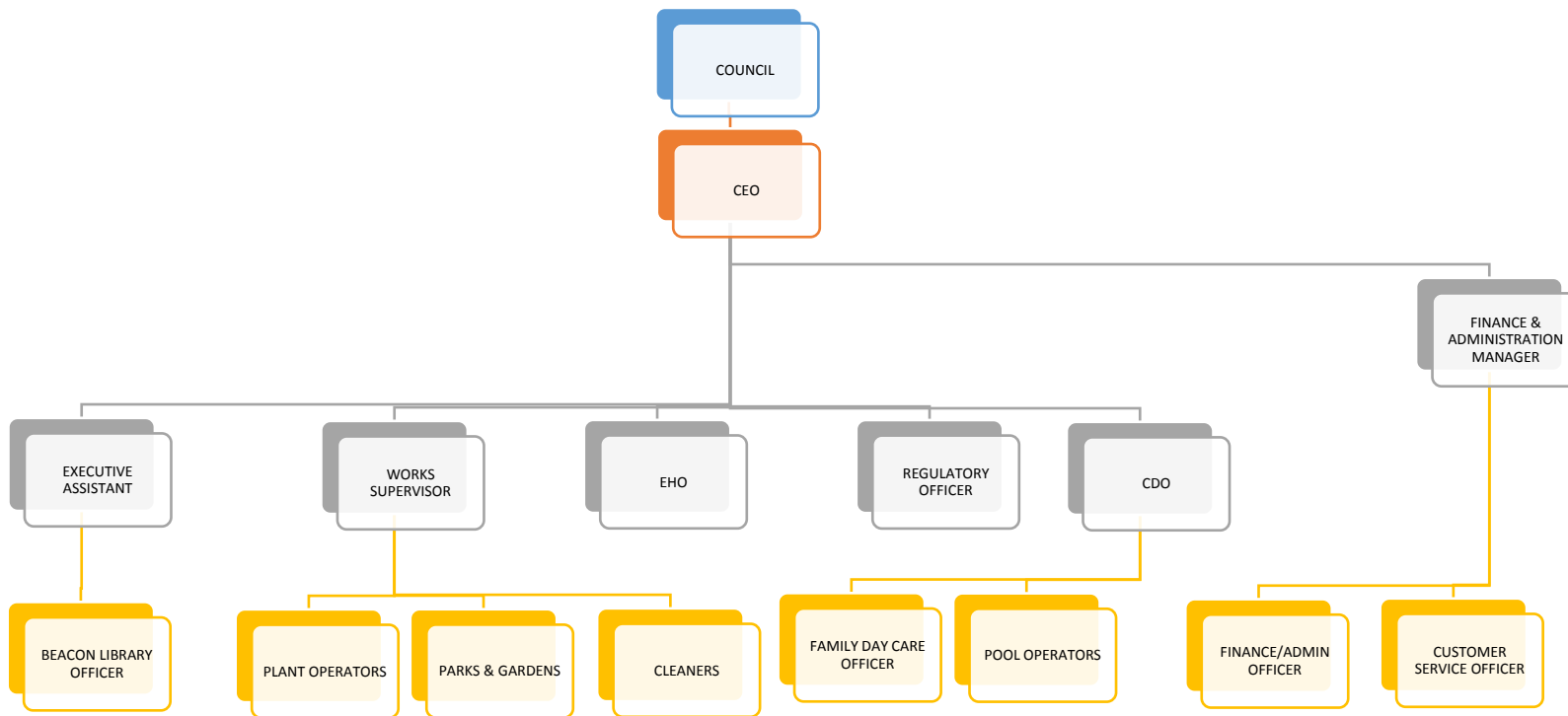
- Northern Wheatbelt Shire, on the edge of the region, where wheat and sheep production meet pastoral lands and reserves
- Access to staff (declining local population), coupled with isolated location
- Whilst there is much improved internet connection across the Shire (Crisp Wireless), there is still a number of mobile blackspots
- Access to quality and available rentals for housing
- A number of staff are drive in drive out (this can be both advantageous and negative)
- Limited activities for youth, additionally two primary schools (up to year 6 in Beacon and Bencubbin)
- Limited local business diversity - job opportunities for partners

4. Current Workforce Profile

Business Unit	Responsibilities	Positions	Key Partnerships
CEO	Responsible for the organisation and has powers delegated by Council, responsible for the delivery of the strategic goals of Council, integrated planning, risk and compliance. Additionally responsible for economic development, compliance and library services	Chief Executive Officer, Executive Assistant, Administration Officer Environmental Health Officer Economic Development Officer (total staff in 2018 = 5)	NEWROC Wheatbelt Development Commission Department of Primary Industries, Regional Development RDA Wheatbelt Department of Local Government and Communities WALGA GECZ Community Resource Centres (2)
Corporate and Community	Responsible for a range of areas including: Council finances, budgets, monthly and annual statements, asset management, property maintenance, compliance, long term financial planning, administration, licensing, recreation, customer service, tourism, community	Finance and Administration Manager, Community Development Officer, Administration Officer, Regulatory Officer, Customer Services Officer, Family Daycare Coordinator Aquatic Centre Manager, Caravan Park (total staff in 2018 = 4)	NEWHealth Cemetery Board DFES Department of Health WA Country Health Service Department of Transport Department of Sport and Recreation Lotterywest State Library St John's Ambulance WA Police Department of Commerce RDA Wheatbelt Department of Parks and Wildlife Tourism WA NEWTravel LEMC Better Beginnings Beacon Co-operative Wheatbelt Business Network

			Local community groups Department of Local Government and Communities External support (AIM, Moore Stephens, Bob Waddell etc)
Regulatory Services	Responsible for planning, building approvals, refuse site, environmental health and ranger services, emergency management, compliance, cemetery, occupational health and safety	Property Maintenance, EHO Regulatory Officer (Shared Resource) (total staff in 2018 = 1)	Building Commission Waste Authority Department of Water and Environmental Regulation LGIS John Gosper Planwest
Works and Services	Mainly outside staff, responsible for road works and maintenance, building maintenance and plant and equipment, gardens and recreation grounds	Works Supervisor and Crew, Construction Foreman and Crew, Garden Crew, Cleaning (total staff in 2018 = 14)	Main Roads WA Department of Planning Regional Road Group Water Corporation

Organisational Structure



As at November 2018;

Employment Status		Details
Number of full time staff	24	
Number of part time/ casual staff	1	
Reside outside of the Shire of Mt Marshall district	3	
Average age	45yrs	Average age of Wheatbelt 44yrs
25yrs and under	2	8.3% of total workforce
26yrs – 45yrs	11	45.8% of total workforce
46yrs – 60yrs	8	33.3% of total workforce
61yrs and over	4	16.6% of total workforce
Males	12	
Females	13	
Staff turnover in 2017/18	11	Reasons: retirement, leaving town
Staff turnover in 2016/17	12	
20yrs plus service	2	
10yrs – 20yrs service	1	
5yrs – 10yrs service	3	
Under 5yrs service	18	
Annual payroll in 2017/18	\$1,505,038	31.08% of total budget
Annual payroll budgeted 2018/19	\$1,581,335	40.1% of total budget (note significant grant received in 2017/18 hence % is lower)

The Shire of Mt Marshall currently offers a variety of workplace rewards and incentives which includes:

- ✓ Payment above award wages
- ✓ Incentives paid at the end of each year in the form of local shopping vouchers
- ✓ Superannuation additional contribution options
- ✓ Housing at reduced rental rates for selected positions
- ✓ Subsidised uniform options
- ✓ Allowances
- ✓ Flexible work arrangements
- ✓ Contemporary equipment
- ✓ Professional Development opportunities

Significant workforce achievements since the previous workforce plan:

- ✓ Reduction in the average age of the workforce
- ✓ Increase in the employment of women in the outside work crew
- ✓ Improvements in OHS practices and understandings
- ✓ Small workforce managing an extensive road network to a high standard

Administration staff and the Works Supervisor have identified the following areas of strength in the workplace:

- Good team environment, staff care for one another and it is positive place to work in

- Level of accountability and ownership each member of the team takes
- Workplace leaders are approachable, they listen and respond accordingly
- Modern workplace (physical office space, tools, equipment and machinery)

Administration staff and the Works Supervisor have identified the following areas of improvement for the workplace:

- Improved layout of the administration office space
- Desire expressed for some job variety by junior staff but also sharing of knowledge and job roles across the organisation
- Improved social interaction and less separation of administration and works crew units
- Communication between various positions to encourage the sharing of knowledge about roles and skills development

Administration staff and the Works Supervisor have identified the following goals which are addressed in the workplace strategies that follow:

1. Continually investing in the skills and experiences of the whole workforce – to reduce downtime if staff are unavailable, improve job sharing or knowledge of multiple roles and to assist in workforce retention and career progression
2. Shire continues to lead by example within the community and sub region as an employer of choice which helps attract and retain staff
3. Achieving Council's strategic goals by being solutions focused whilst meeting their increasing compliance requirement

5. WA Local Government Workforce Profile

- Most Local Government employees (71%) are covered by 3-year enterprise agreements, with median pay rises of 2.5% per year. 26% are covered by industrial awards and 3% are covered by common law contracts or other employment instruments
- 39% of Local Government employees work in community services and 30% in infrastructure
- 58% of Local Government employees work full time, 17% part time and 25% are casual
- Men are more likely to be in full-time jobs in engineering and infrastructure. Women are more likely to be in part-time and casual jobs in community services.
- There are also age differences between departments. Younger workers (15-34 years) are more likely to be working in community services. Older workers (50 years plus) are more likely to be working in engineering and infrastructure.
- Human resources and payroll staff median across WA Local Government is 2.3FTE per 100

Source: WALGA Salary and Workforce Survey 2017/18

Relevance to the Shire of Mt Marshall current workforce

- Higher proportion of women in infrastructure (works crew) than men compared to most Local Governments
- Women predominantly in community services as well (administration, finance, community and economic development)
- All full time employees except 2 part time staff

- No dedicated human resources officer, rather human resource management is undertaken by the CEO supported by the Finance and Administration Manager as well as Works Manager

6. Workforce Planning Strategies

Recruitment and Attraction						
Objective	Action	Responsible Officer	18/19	19/20	20/21	21/22
1. Recruitment practices attract and retain talented staff	1.1 When appropriate use technology for human resources support and recruitment processes	CEO	x	x	x	x
	1.2 Ensure sufficient staff housing available and at appropriate standard	EHO	x	x	x	x
	1.3 Work towards salary packages that are competitive for key staff, incl. allowances that enable staff to perform the job for the outcomes desired by Council	CEO	x	x	x	x
	1.4 Early identification of job vacancies by communicating regularly both formally and informally to existing staff	Executive	x	x	x	x
	1.5 If appropriate, identify internal promotion if vacancies arise or advertise widely for vacancies	Executive	x	x	x	x
	1.6 Be solutions focused towards achieving Council objectives by implementing flexible work arrangements if possible	CEO	x	x	x	x
	1.7 Continually review human resources policies	AFM	x	x	x	x
	1.8 Consideration towards offering employment to partners of prospective or current employees, if they are highly skilled and it will assist in attraction and retention	CEO	x	x	x	x
	1.9 Subject to the budget, continue to support the local childcare service to enable Shire employees to work	CEO	x	x	x	x
2. Encourage our staff to grow their skills and professional expertise	2.1 Annually, during performance reviews discuss with staff their role in the organisation, their future plans and career progression opportunities	Executive	x	x	x	x
	2.2 Continue to improve the technical skills of road crews	Works Sup.	x	x	x	x
	2.3 Recognise in our brand and recruitment communications, that the organisation is an outstanding opportunity to 'grow careers' and to 'experience job variety' and local decision making	CEO	x	x	x	x
		CEO	x	x	x	x

Workplace Safety and Development						
Objective	Action	Responsible Officer	18/19	19/20	20/21	21/22
3. Risks are reduced in the workplace	3.1 Continue to review Induction Program, ensure all staff have completed the induction (including OSH), and maintain register of completion	AFM/ Works Supervisor	x	x	x	x
	3.2 All staff to contribute to the improvement and maintenance of a workplace culture that values working safely – feedback system	Executive	x	x	x	x
	3.3 Continue regular toolbox meetings for OSH compliance and improvements	Works Supervisor	x	x	x	x
	3.4 Staff to complete OSH checklists and risk assessment for work duties and business services	Executive	x	x	x	x
	3.5 Policy and Procedure Manuals are continually updated	AFM	x	x	x	x
4. Performance enhancement	4.1 All staff are to complete a training and development plan annually as part of their performance review (informal and formal)	Executive	x	x	x	x
	4.2 Commit to traineeships and apprenticeships where possible	CEO	x	x	x	x
	4.3 Encourage all staff to learn new skills across the organisation (formally and informally) to develop their skills and to reduce downtime when staff are away.	Executive	x	x	x	x
	4.4 Offer training and development opportunities to staff when they arise, that help meet our business goals and compliance requirements	Executive	x	x	x	x
	4.5 Identify critical succession planning priorities with staff who have over 5yrs service	CEO	x	x	x	x
	4.6 Performance discussions with staff (individual or sub groups) prior to cash incentives being distributed	Executive	x	x	x	x
5. Utilise technology improve compliance and efficiencies	5.1 Implement a records management system	CEO	x	x	x	x
	5.2 Train staff in the records management system	AFM	x	x	x	x

6. Partnerships work towards achieving Council priorities and goals	6.1 When appropriate, work with members of the NEWROC to recruit and share specialist skills to help achieve compliance and strategic priorities	CEO	x	x	x	x
	6.2 Review job descriptions to determine how senior staff can pursue strategic projects identified in the Strategic Community Plan	AFM	x	x	x	x
	6.3 Review service level provision and staff capacity in light of the reducing community population, consideration towards outsourcing and cross Shire partnerships, share this insight with Council	CEO		x		
7. Staff perform at their optimal skill level and can perform duties across disciplines	7.1 Conduct an annual performance review for all staff (with their line manager), at these meetings recognise internal career pathways and provide feedback to staff in a timely manner, noted in their employee file	Executive	x	x	x	x
	7.2 Develop a plan to ensure back-up provision for each key role, identify cross-training opportunities and development of junior staff to ensure skills development	AFM		x		x
	7.3 Recognise future leaders in the workforce and encourage formal on the job and off site professional development	Executive	x	x	x	x
	7.4 Continue to hold post Council staff meetings with the administration and Works Supervisor to delegate tasks, collaborate and discuss progress towards Council priorities, record these meetings and share with other staff	CEO	x	x	x	x
	7.5 Review the internal layout of the administration office with improved privacy, noise reduction and collaboration	Executive		x		
	7.6 Continue to build the culture of the works crew that focuses on job sharing and skills development	Works Supervisor	x	x	x	x
	7.7 Communicate the increasing compliance requirements to all staff on a quarterly basis and discuss any workload / capacity issues	Executive	x	x	x	x
	7.8 Conduct exit interviews with staff who leave to track reasons for departure and continual improvement	Executive	x	x	x	x
Professionalism						
Objective	Action	Responsible Officer	18/19	19/20	20/21	21/22

8. Our workplace is professional	8.1 There is a culture of professionalism throughout the whole organisation	CEO	x	x	x	x
	8.2 Meet legislative requirements for long service leave and forward plan for these absences	AFM/Works Supervisor	x	x	x	x
	8.3 Review the workplace plan every two years	CEO	x	x	x	x
	8.4 Compile a list of staff support services e.g. counselling that can be easily accessed by all staff and in a timely manner	CEO	x	x	x	x
	8.5 Invest in the Executive team's knowledge of legislative and best practice human resources	CEO	x	x	x	x
9. Our workplace is inclusive	9.1 New members of staff are introduced across the organisation (work crew members are personally introduced to the administration team and vice versa)	AFM/Works Supervisor	x	x	x	x
	9.2 Managers are encouraged to have informal catch ups with staff between performance reviews – specifically as 'check ins'	Executive	x	x	x	x
	9.3 Offer regular opportunities for whole of staff activities that contribute to a positive workplace	Executive	x	x	x	x
	9.4 End of year Christmas function is an opportunity for <i>all</i> staff to relax, reflect and celebrate the year, held at a venue that reduces the need for Shire staff to run the function	Executive	x	x	x	x

WALGA Quarterly Overview Report

Q1 January – March 2019

Please note: due to staff changes, reporting for this period ended Friday, 22 March.



Shire of Mt Marshall

January saw the launch of WALGA's **YourEveryday** sector promotional campaign. This initiative comprises a website www.youreveryday.com.au with Local Government content highlighting the scope of knowledge, people and services that can be found across the sector, namely:

Mayor/President Profiles: talking about what drew them to Council, how Councils help the community and showing them to be 'people like us'.

Tourism: talking about local attractions and activities of an area, providing viewers with a 'reason to visit', and


Lifestyle: Local Government staff sharing expert knowledge of niche areas that are of interest to smaller segments of the community.


The campaign is supported with digital advertising and search engine marketing to reach niche community segments. Content is provided back to Local Governments, and Quarterly Reports will now indicate individual video views data.

Members are encouraged to consider their Councillors' and employees' areas of expertise and Council activities that would relate to 'special interest' videos and to contact WALGA Marketing and

Media Manager to discuss opportunities for filming.

MEMBER SERVICES

1
 Number of times Governance advice was provided to the Shire of Mt Marshall.

1
 Number of times Employee Relations advice was provided to the Shire of Mt Marshall.

SECTOR ADVOCACY

LOCAL GOVERNMENT ROAD ASSET AND EXPENDITURE REPORT 2017-18

WALGA's annual Local Government Road Asset and Expenditure Report provides a comprehensive analysis of the investment in WA roads and acts as a supporting document, useful in inter-governmental negotiations on the allocation of road funds.

WALGA sought information from all Local Governments on their road expenditure information for the financial year. The Shire of Mt Marshall contributed road data to the report.

ROADWISE ACTIVITIES



1
Number of RoadWise activities conducted in the Shire of Mt Marshall this quarter.

MEETINGS AND EVENTS


FUTURE OF LOCAL GOVERNMENT STATE-WIDE FORUM

More than 200 representatives from the Local Government sector came together on Wednesday, 30 January, to help plan the future for Councils in Western Australia. The Forum was a collaboration between the WA Local Government Association, Local Government Professionals and the Department of Local Government, Sport and Cultural Industries, and included presentations by the Local Government Minister and local, interstate and international speakers.

WALGA REGIONAL HEALTH SERVICES EVENT

An event was held on Tuesday, 19 February to provide attendees with information from the five major health agencies in WA (WA Country Health Service, WA Primary Health Alliance, the Aboriginal Health Council of WA, Rural

Health West, and St John WA) on their current and future priorities and initiatives, and how Local Governments can engage with them. The event included a workshop for participants to discuss how WALGA can assist in this space in the future, and a speed dating session to provide more opportunities for Local Governments to engage directly with these agencies.

1
 Local Government Officer from the Shire of Mt Marshall attended.

WALGA REGIONAL ROAD GROUP (RRG) MEETINGS

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

The Shire of Mt Marshall participated in the following RRG meetings this quarter:

- Wheatbelt North RRG Meeting
- WALGA staff attend RRG meetings to provide executive support and advice.

HAVE YOU CONSIDERED?

RESOURCES

2019 LOCAL GOVERNMENT DIRECTORY

The 2019 Local Government Directory

Attachment 12.1.14

WALGA Quarterly Overview Report

Q1 January – March 2019



was published in January and complimentary hardcopies have been distributed to all Councils and Elected Members.

PLANNING IMPROVEMENT PROGRAM (PIP) PORTAL

The PIP portal search function has been enhanced and now allows members to easily search for resources by tool or topic. To find out more, email planning@walga.asn.au

SUSTAINABILITY COMPARATIVE ANALYSIS REPORT

Compiled by WALGA and the City of Perth, the report provides a review and analysis of leading sustainability frameworks that can be adopted by Local Government to embed sustainability at a strategic level. Published on the WALGA website in January.

CONTACTS

Deputy Chief Executive Officer

Wayne Scheggia
9213 2024

Executive Manager Business Solutions

John Filippone
9213 2020

Executive Manager Environment and Waste

Mark Batty
9213 2078

Executive Manager Finance and Marketing

Zac Donovan
9213 2038

Executive Manager Governance and Organisational Services

Tony Brown
9213 2051

Executive Manager Infrastructure

Ian Duncan
9213 2031

Executive Manager People and Place

Joanne Burges
9213 2018

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2019/2-009 March 2019	That Council direct the Chief Executive Officer to confirm to the Perth Transport Authority that the Shire of Mt Marshall wishes to enter a new 10 year Licence to Occupy the area between the railway line and Lindsay Street, Beacon.	Complete	PTA advised by email.	
2019/2-008 March 2019	That Council: 1. Direct the Chief Executive Officer to inform Mr Ian Sanders that his offer to lease the Industrial Shed, Monger St, Bencubbin is not accepted; and 2. Call public tenders for the disposal by way of lease or sale of the Industrial Shed, Monger St, Bencubbin as soon as practicable, with received tenders being referred to Council for consideration and decision.	Complete	Mr Sanders advised in writing. Tenders now closed and see item in April agenda.	
2019/2-007 March 2019	That Council, subject to the Local Government Act 1995 section 6.12(2), refuse the application to waive a portion of the rates debt of Mr Keith Jose.	Complete	Mr Jose advised in writing.	
2019/2-006 March 2019	That Council refuse the application from Bencubbin Sports Club to waive the fee for the hire of portable toilets in November 2018.	Complete	Benny Sports Club advised in writing.	
2019/1-008 February 2019	That Council: 1. Subject to section 3.58(2)(a) Local Government Act 1995 award the tender for the lease of Bencubbin Town Hall as a grocery store to Ms Jacinta Smith at the weekly rental of \$75 for a period of five (5) years; and 2. Authorise the Chief Executive Officer to undertake the necessary negotiations and arrangements to effect and complete a lease of the Bencubbin Town Hall to Ms Jacinta Smith, including the use of the Shire Common Seal on any necessary contract documentation.	Ongoing	Lease being drafted. Building being vacated and cleaned by current tenant. Vacating inspection completed with previous tenant. Minor maintenance being carried out before new tenant goes in.	April 2019

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2018/11-004 December 2018	<p>That Council accept the offer from Water Corporation of the transfer of ownership from the Water Corporation to the Shire of Mt Marshall of the following AA Dams:</p> <ul style="list-style-type: none">• Warkutting Tank• Gabbining Tank• Marindo Rocks• Beebeegnying Tank• Sand Soak Dam• Snake Soak Dam	Ongoing	Application made to the Department of Lands regarding Snake Soak Dam.	
2018/10-019 November 2018	<p>That Council direct the Chief Executive Officer to:</p> <ol style="list-style-type: none">1. Proceed with legal action for failing to comply with the Notice served on 23 July 2018 under the provisions of the Health (Miscellaneous Provisions) Act 1911 Part V – Dwellings; Division 1 – Houses unfit for occupation; sections 135, 137 and 138.2. Subject to section 140 of the Health (Miscellaneous Provisions) Act 1911 (Local Government May Act in Default of Owner) carry out the terms of the Notice, including demolition of the dwelling house, asbestos remediation works and seek recovery of all expenses from the owner.	Ongoing	<p>Quotes for demolition sought</p> <p>Matter delayed by SAT appeal.</p> <p>Application withdrawn by applicants. Matter progressing towards demolition.</p>	June 2019

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2018/10-011 November 2018	<p>That:</p> <ol style="list-style-type: none"> 1. the offer from Mr Paul Hogan be accepted that the Shire of Mt Marshall receive by way of donation from him the land at Lot 53 Monger Street, Bencubbin; 2. Council direct the CEO to write to Mr Hogan confirming the resolution 1; and 3. In accordance with section 5.42 of the Local Government Act 1995, the CEO be delegated authority to complete all necessary paperwork and affix the common seal to effect the transfer. 	Ongoing	<p>Letter sent to Paul Hogan advising him of Council decision.</p> <p>Follow up email sent 4 April after no response received to November's correspondence.</p>	April 2019
2018/9 – 006 October 2018	That Council authorise the Chief Executive Officer to enter negotiations with the Department of Lands regarding a new lease to enable the retention of the Caltex Fuel Depot in Bencubbin.	Ongoing		
2018/3 – 004 April 2018	<p>That Council:</p> <ol style="list-style-type: none"> 1. Direct the Chief Executive Officer to make arrangements for a new lease for the use of the Pergandes Sheep Yards as a tourist destination between the Shire and Mr & Mrs Cooper; and 2. That any costs associated with the preparation and execution of the new lease be borne by the Shire. 	Ongoing	<p>Lease is being prepared by lawyers</p> <p>Lease discussions ongoing with owners.</p> <p>Original lease rejected by owners. A new lease is being drawn up.</p>	May 2019

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2017/09-15 September 2017	<p>That Council:</p> <ol style="list-style-type: none"> 1. resolve that new workers accommodation be constructed in Beacon to replace the Beacon Barracks accommodation; 2. resolve that the new accommodation be sited to the West of the current Beacon Caravan Park; 3. direct the Chief Executive Officer and obtain full costings for the new camp and present them to Council for a budget to be agreed as soon as possible; and 4. direct the Chief Executive Officer to write to Public Transport Authority (WA) and request that one of the existing rooms be retained and gifted to the Shire to be preserved and used as a historical feature for the town. 	<p>Ongoing</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>	<p>Extension on the date of Beacon Barracks closure to December 2018.</p> <p>Power upgrade options being considered.</p> <p>Meeting being held with BPA caravan park committee members.</p> <p>Clearing Application made</p> <p>Investigations into options underway.</p> <p>Clearing complete. Accommodation units sourced.</p>	June 2019
2017/07-4 July 2017	That Council, pursuant to section 58 Land Administration Act 1997 and clause 9 Land Administration Regulations 1998, endorse the closure of the section of Bencubbin-Kellerberrin Road as outlined in the sketch, and direct the Chief Executive Officer to request the Minister for Lands to take the necessary steps to permanently close that section of road.	Complete	<p>A request has been sent to the Minister and awaiting their response.</p> <p>Response received and the matter will be finalised in the near future.</p> <p>Road now closed.</p>	

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL

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

ENVIRONMENTAL HEALTH OFFICER – PETER TOBOSS				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2018/10-019 November 2018	<p>That Council direct the Chief Executive Officer to:</p> <ol style="list-style-type: none"> 1. Proceed with legal action for failing to comply with the Notice served on 23 July 2018 under the provisions of the Health (Miscellaneous Provisions) Act 1911 Part V – Dwellings; Division 1 – Houses unfit for occupation; sections 135, 137 and 138. 2. Subject to section 140 of the Health (Miscellaneous Provisions) Act 1911 (Local Government May Act in Default of Owner) carry out the terms of the Notice, including demolition of the dwelling house, asbestos remediation works and seek recovery of all expenses from the owner. 	Ongoing	<p>Matter delayed by a SAT appeal</p> <p>Application withdrawn by applicants. Matter progressing towards demolition.</p>	

ENVIRONMENTAL HEALTH OFFICER – PETER TOBOSS				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2009/081 April 2009	That the dwelling located on Lot 94, Lindsay St, Beacon being of weather board walls over wooden stud frames, suspended timber floors and timber framed iron clad roof be declared unfit for human habitation from immediate effect of date of notification and also the Council place a work order on the said dwelling to bring the dwelling up to a standard deemed by the Environmental Health Officer/Building Surveyor to be compliant with the Health Act 1911, Shire of Mt Marshall Health Local Laws 2007 and Local Government (Miscellaneous Provisions) 1960 and that a period of time being 90 days of notification of dwelling unfit for habitation to be allowed to do such works and in the event of works not commenced to bring the dwelling to the said standard that a demolition order be placed on the said dwelling.	Ongoing	<p>Works inspected by EHO/BS and are acceptable. House Unfit for habitation to stay in effect until rear plumbing is confirmed done. Discussions with Ruth DeJong said they were keen to fix plumbing so they could get workers into the house BUT were out on jobs Statewide. Works ongoing when workhands available.</p> <p>House inspected on 10/08/2016. The house remains unfit for habitation by the owner's workers. The owner has been informed that the house needs to be made good before the order can be lifted and used for habitation.</p> <p>November 2017 - PEHO conducted site inspection; property is vacant with no person living in it. Health Notice on the door at the time of inspection. PEHO is yet to establish contact with the owner/owners.</p>	Ongoing.

FINANCE & ADMINISTRATION MANAGER – TANIKA MCLENNAN				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION

REGULATORY OFFICER – JACK WALKER

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2018/1 – 012 February 2018	That Council, pursuant to section 58 Land Administration Act 1997 and clause 9 Land Administration Regulations 1998, endorse the closure of the section of Potts Road as outlined by the Department of Planning, Lands and Heritage SmartPlan below and direct the Chief Executive Officer to request the Minister for Lands to take the necessary steps to permanently close that section of road.	Ongoing	<p>Correspondence has been received from the Department of Planning, Lands and Heritage seeking confirmation that the adjoining land owners will purchase the land as well as confirmation that the Shire of Mt Marshall will be responsible for any costs associated with the road closure.</p> <p>Confirmation that Faulkner Brothers and Mr Sachse have agreed to purchase the land has been sent and informed the Dept that the Shire will not cover any costs associated with the road closure. The long delay in the road closure process looks like causing the Development Application to lapse as no substantial works have been commenced in two years.</p>	February 2019

REGULATORY OFFICER – JACK WALKER

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2017/05-18 May 2017	That: 1. Council resolve not to proceed with the Extractive Industries Local Law. 2. The Chief Executive Officer be directed to draw up and present to Council an Extractive Industries Local Planning Policy.	Completed Current	 Staff are in the process of drafting a policy	 February, 2019
2016/178 November 2016	That: 1. an application be submitted to Main Roads WA to have Medlin Street, Calderwood Drive, Lindsay Street, Shemeld Street and Hamilton Street Beacon added to the RAV Network 4 and RAV Network 7; and 2. an application be submitted to Main Roads WA seeking permission to install Give Way signs at the East end of Calderwood Drive, Beacon and the West end of the Beacon Grain Bin Road.	Completed Ongoing	A further application has been received from Callum Lumsden to have Calderwood Drive and Medlin Street included on the RAV 7 Network. This application has been forwarded to MRDWA. Still waiting for MRDWA to install give way signs. Followed up with MRD and have been advised that the works will be completed.	February 2019 April 2019
2016/155 Oct 2016 Continued	h) Consent is given to the Department of Fire and Emergency Services to issue identity cards to Mt Marshall Fire Brigade members.	Ongoing	Instructions as how to process photos has been obtained and staff will commence the process.	April, 2019

REGULATORY OFFICER – JACK WALKER				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
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"> 1 Wyalkatchem to Southern Cross Route 2 Cunderdin to Wyalkatchem Route 3 Wongan Hills to Koorda Route 4 Hines Hill to Burakin Route 5 Kulja to Dalwallinu Route 6 Kellerberrin to Beacon Route 7 Warralakin to Burracoppin Route 8 Bruce Rock to Moorine Rock Route <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.	February, 2019

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

EXECUTIVE ASSISTANT – NADINE RICHMOND				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2019/2-005 March 2019	That the Compliance Audit Return (as attached) for the period from 1 January 2018 to 31 December 2018 be adopted and recorded in the minutes as required by the Local Government (Audit) Regulations 1996.	Complete	Submitted to the Dept of Local Govt.	

COMMUNITY DEVELOPMENT OFFICER – OLIVIA GRANICH

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION				
2015/5-014 June 2018	<p>That the following 2017/18 Club Support Fund Applications be approved for funding by Council;</p> <table><tr><td>Beacon Hockey Club</td><td>\$3,500</td></tr><tr><td>Bencubbin Football Club</td><td>\$6,380</td></tr></table>	Beacon Hockey Club	\$3,500	Bencubbin Football Club	\$6,380	Ongoing	<p>Beacon Ladies Hockey Club have been advised in writing that they have been successful in there 2018 application.</p> <p>Bencubbin Football Club have been advised in writing that their 2018 application has been successful.</p> <p>Beacon Hockey Club and Bencubbin Football Club to acquit grant by March 29.</p> <p>Bencubbin Football Club have entered an arrangement with the Shire allowing for a late acquittal. Beacon Hockey Club have advised their acquittal will be received by the end of April.</p>	June 2019
Beacon Hockey Club	\$3,500							
Bencubbin Football Club	\$6,380							

COMMUNITY DEVELOPMENT OFFICER – OLIVIA GRANICH

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2017/022 February 2017	<p>That:</p> <ol style="list-style-type: none"> 1. Council Acknowledge an historic equity imbalance in the provision of facilities between the towns of Beacon and Bencubbin; 2. A desktop review be undertaken on proposed infrastructure upgrades for Beacon and that a further report be made to Council with a view to implementing a 5 year development program for the town; 3. That the Shire's Community Development Officer investigate and report on other local government models for the development and support of volunteers in both communities; and 4. That any agreed infrastructure development program and volunteer support program be incorporated into the Shire's Community Strategic Plan 	Ongoing	CDO liaising with Volunteers WA Wheatbelt Hub to source information that will assist with the development of the report.	

ECONOMIC DEVELOPMENT OFFICER – LOREN NORTHOVER				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2019/2-004 March 2019	That Council:	Complete		
	<ol style="list-style-type: none"> 1. Receive the minutes from the Economic Development Committee of 11 March 2019 which are at attachment 11.2.1; 2. Endorse the recommendations (as detailed above) of the Economic Development Committee by making the following awards, which are subject to any requirements listed: <ul style="list-style-type: none"> • Beacon Progress Association \$3785.00 • Beacon Primary School P & C \$7000.00 (subject to successful application for matched funding) • Beacon CRC \$2143.30 • Beacon Playgroup \$376.00 (subject to the provision of audited financial documents) • Beacon Cooperative \$2539.30 	Ongoing	Groups have been advised in writing of their successful applications.	June 2019



Shire of Mt Marshall

Monthly Statement of Financial Activity

For the Period 1 July 2018 to 31 March 2019

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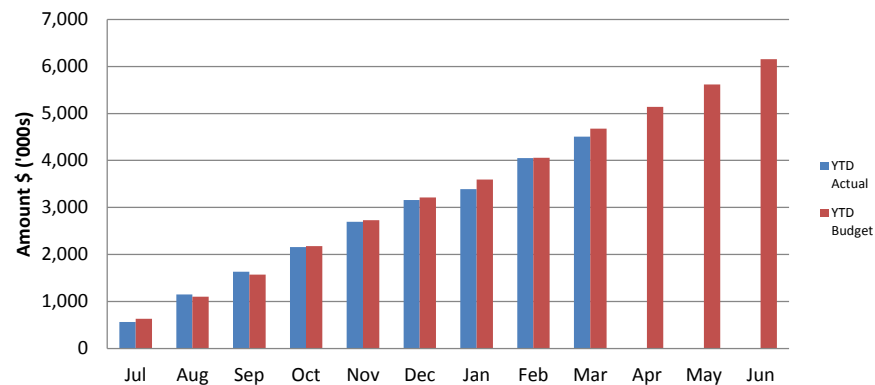
Shire of Mt Marshall
Statement of Financial Activity
For the period 1 July 2018 to 31 March 2019

	NOTE	Actual YTD 2018/2019	Budget YTD 2018/2019	Original Full Year Budget 2018/2019	Variance Budget to Actual YTD	
					%	\$
Operating Revenue						
Governance		17,649	11,376	15,199	55%	6,273
General Purpose Funding		969,382	1,054,429	1,378,277	(8%)	(85,047)
Law, Order & Public Safety		15,386	14,998	28,321	3%	388
Health		112,569	145,044	193,400	(22%)	(32,475)
Education & Welfare		60,953	70,948	94,601	(14%)	(9,995)
Housing		119,587	131,166	174,920	(9%)	(11,579)
Community Amenities		144,689	114,976	117,985	26%	29,713
Recreation & Culture		27,913	26,037	58,076	7%	1,876
Transport		1,256,494	965,470	1,218,397	30%	291,024
Economic Services		142,332	148,138	189,257	(4%)	(5,806)
Other Property & Services		35,904	49,401	65,900	(27%)	(13,497)
		2,902,860	2,731,983	3,534,333		
Operating Expenses						
Governance		(295,717)	(336,108)	(405,325)	(12%)	40,391
General Purpose Funding		(54,781)	(59,409)	(89,229)	(8%)	4,628
Law, Order & Public Safety		(136,231)	(129,251)	(167,378)	5%	(6,980)
Health		(201,900)	(221,873)	(295,737)	(9%)	19,973
Education & Welfare		(176,319)	(227,607)	(281,003)	(23%)	51,288
Housing		(321,471)	(257,555)	(308,362)	25%	(63,916)
Community Amenities		(159,437)	(189,676)	(250,265)	(16%)	30,239
Recreation & Culture		(773,915)	(659,125)	(886,631)	17%	(114,790)
Transport		(2,024,944)	(2,140,184)	(2,870,287)	(5%)	115,240
Economic Services		(309,286)	(363,415)	(454,721)	(15%)	54,129
Other Property & Services		(45,098)	(26,821)	(17,858)	68%	(18,277)
		(4,499,097)	(4,611,024)	(6,026,795)		
<u>Adjustments for Non-Cash (Revenue) and Expenditure</u>						
(Profit)/Loss on Asset Disposals	2	75,742	75,742	135,500		
Employee benefit Provisions Cash Backed		1,774	4	4		
Movement in employee benefit provisions (non-current)		0	0	0		
Movement in deferred pensioner Rates/ESL		(789)	0	0		
Depreciation on Assets		1,920,325	1,226,730	2,453,460		
<u>Capital Revenue and (Expenditure)</u>						
Purchase Property Plant & Equipment	1	(866,794)	(1,546,000)	(1,586,000)		
Purchase Infrastructure Assets	1	(1,386,052)	(1,641,503)	(2,182,400)		
Repayment of Debenture	3	(58,230)	(58,230)	(109,182)		
Proceeds from New Debenture	3	0	0	135,000		
Self-Supporting Loan Principal Income		12,956	12,956	17,411		
Proceeds from Disposal of Assets	2	129,995	129,995	332,500		
<u>Reserves and Restricted Funds</u>						
Transfers to Reserves	4	(263,845)	(263,845)	(183,821)		
Transfers from Reserves	4	640,058	640,058	640,057		
ADD Net Current Assets July 1 B/Fwd.	5	1,483,330	1,483,330	1,449,421		
LESS Net Current Assets Year to Date	5	(1,474,964)	429,292	0		
Amount Raised from Rates	6	(1,382,731)	(1,390,512)	(1,390,512)		

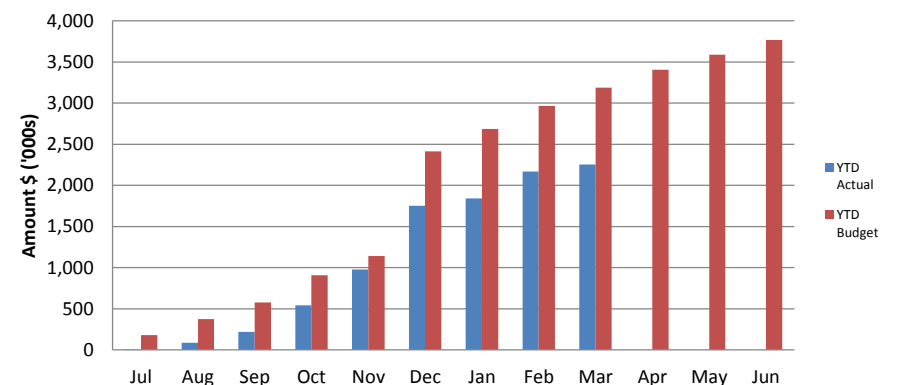
Shire of Mt Marshall

For the period 1 July 2018 to 31 March 2019

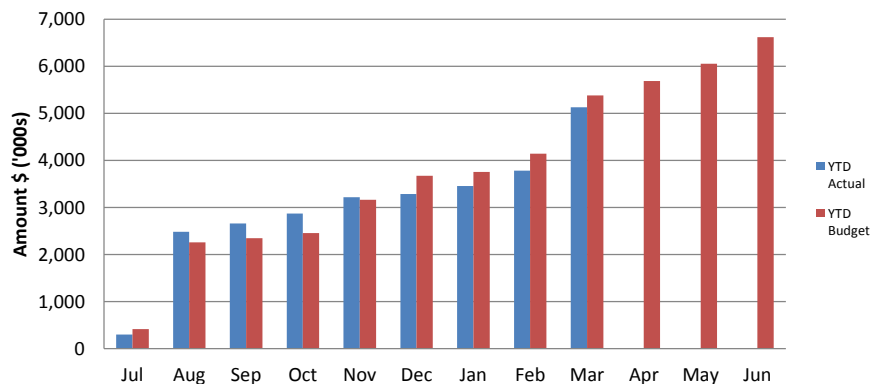
Operating Expenditure



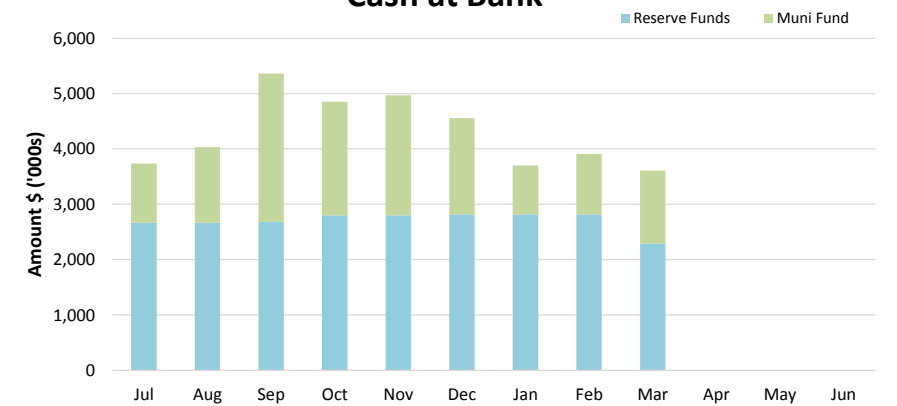
Capital Works & Equipment Purchases



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 2018 to 31 March 2019

	2018/19 Adopted Budget \$	31-Mar-19 Actual \$	31-Mar-19 Budget YDT \$
1. ACQUISITION OF ASSETS			
The following assets have been acquired during the period under review:			
<u>By Program</u>			
Governance			
<i>Administration General</i>			
Purchase Vehicle - Admin	60,000	54,682	60,000
Admin Office Upgrade	12,000	0	12,000
Health			
<i>NEW Health Vehicles</i>			
New Health Purchase Of Motor Vehicle	80,000	42,657	40,000
Housing			
<i>Staff Housing</i>			
Land & Buildings - Staff Housing	51,000	0	51,000
Community Amenities			
<i>Protection of the Environment</i>			
Land & Buildings - Community Amenities	5,000	0	5,000
<i>Other Community Ammenities</i>			
Beacon And Bencubbin Water Collection	0	47	0
Purchase Of Plant	100,000	0	100,000
Recreation and Culture			
<i>Public Halls and Civic Centres</i>			
Land & Buildings - Halls & Civic Centres	40,000	0	40,000
<i>Sporting Facilities</i>			
Old Police Station Museum Capital	15,000	14,837	15,000
Land & Buildings - Bencubbin Recreation	52,000	6,753	52,000
Land & Buildings - Bencubbin			
Recreation Complex Redevelopment	10,000	17,642	10,000
Transport			
<i>Construction - Roads, Bridges, Depots</i>			
Roads To Recovery Road Works	456,000	337,645	341,883
State Road Projects Grant	923,400	777,215	692,478
Municipal Road Construction	294,000	42,395	220,392
Footpath Construction	20,000	0	20,000
<i>Road Plant Purchases</i>			
Plant Purchases	730,000	667,000	730,000
Motor Vehicle Purchases	119,000	44,077	119,000
<i>Airstrips</i>			
Beacon Airstrip Upgrade	489,000	228,751	366,750
Economic Services			
Buildings	35,000	15,222	35,000
Beacon Workers Camp - Capital	255,000	3,923	255,000
Other Property and Services			
Purchase Land And Buildings - Eng	22,000	0	22,000
	<u>3,768,400</u>	<u>2,252,847</u>	<u>3,187,503</u>

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 March 2019

	2018/19 Adopted Budget \$	31-Mar-19 Actual \$	31-Mar-19 Budget YDT \$
1. ACQUISITION OF ASSETS (Continued)			
The following assets have been acquired during the period under review:			
<u>By Class</u>			
Land Held for Resale - Current	0	0	0
Land Held for Resale - Non Current	0	0	0
Land	0	0	0
Land & Buildings	497,000	58,378	497,000
Furniture & Equipment	0	0	0
Motor Vehicles	259,000	141,417	219,000
Plant & Equipment	830,000	667,000	830,000
Infrastructure - Roads	1,673,400	1,157,255	1,254,753
Infrastructure - Footpaths	20,000	0	20,000
Infrastructure - Ovals & Parks	0	0	0
Infrastructure - Other	489,000	228,798	366,750
	<u>3,768,400</u>	<u>2,252,847</u>	<u>3,187,503</u>

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 March 2019

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)	
	2018/19 Budget \$	March 2018 Actual \$	2018/19 Budget \$	March 2018 Actual \$	2018/19 Budget \$	March 2018 Actual \$
Administration						
Admin Vehicle	45,000	43,346	45,000	40,909	0	(2,436)
Health						
NEW Health Vehicles	60,000	31,731	60,000	27,273	0	(4,459)
Housing						
Lot 158 Brown St, Bencubbin	101,000	99,231	37,500	37,243	(63,500)	(61,988)
Transport						
Ford Ranger XLS C/Cab	30,000	31,429	30,000	24,570	0	(6,859)
Mitsubishi Triton MM279	12,000		10,000		(2,000)	0
Mitsubishi Triton MM254	12,000		10,000		(2,000)	0
Grader MM349	105,000		70,000		(35,000)	0
Grader MM5081	103,000		70,000		(33,000)	0
	468,000	205,737	332,500	129,995	(135,500)	(75,742)

<u>By Class of Asset</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2018/19 Budget \$	March 2018 Actual \$	2018/19 Budget \$	March 2018 Actual \$	2018/19 Budget \$	March 2018 Actual \$
Motor Vehicles	159,000	106,506	155,000	92,752	(4,000)	(13,754)
Land & Buildings	101,000	99,231	37,500	37,243	(63,500)	(61,988)
Plant & Equipment	208,000	0	140,000	0	(68,000)	0
	468,000	205,737	332,500	129,995	(135,500)	(75,742)

Summary

Profit on Asset Disposals
Loss on Asset Disposals

2018/19 Adopted Budget \$	March 2018 Actual \$
0	0
(135,500)	(75,742)
(135,500)	(75,742)

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 March 2019

3. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Expiry	Principal 1-Jul-18	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			2018/19 Budget \$	2018/19 Actual \$	2018/19 Budget \$	2018/19 Actual \$	2018/19 Budget \$	2018/19 Actual \$	2018/19 Budget \$	2018/19 Actual \$
General Purpose Funding										
Loan 119 - Benny Mart *	27/03/2019	8,586	0	0	8,586	8,586	0	(0)	797	192
Housing										
Loan 118 - Staff Housing	25/06/2019	59,159	0	0	59,159	29,123	0	30,036	6,348	1,797
Recreation & Culture										
Loan 120 - Bencubbin Rec Complex Shire	28/04/2037	417,902	0	0	15,270	7,562	402,632	410,340	16,515	5,231
Loan 121 - Bencubbin Rec SAR	28/04/2037	474,607	0	0	17,342	8,588	457,265	466,019	18,756	5,941
Loan 122 - Bencubbin Rec Complex CRC*	28/04/2037	241,506	0	0	8,825	4,370	232,681	237,136	9,544	3,023
Economic Services										
Beacon Workers Camp			135,000	0	0	0	135,000	0	0	0
		1,201,760	135,000	0	109,182	58,230	1,227,578	1,143,531	51,960	16,184

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

All other loan repayments were financed by general purpose revenue.

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 March 2019

	2018/19 Adopted Budget \$	March 2018 Actual \$
4. CASH BACKED RESERVES		
(a) Plant Replacement Reserve		
Opening Balance	645,180	645,180
Amount Set Aside / Transfer to Reserve	16,129	11,934
Amount Used / Transfer from Reserve	(295,550)	(295,550)
	<u>365,759</u>	<u>361,564</u>
(b) Aged Care Units Reserve		
Opening Balance	91,017	91,017
Amount Set Aside / Transfer to Reserve	2,275	1,685
Amount Used / Transfer from Reserve	(48,517)	(48,517)
	<u>44,775</u>	<u>44,185</u>
(c) Housing Reserve		
Opening Balance	291,451	291,451
Amount Set Aside / Transfer to Reserve	84,786	109,351
Amount Used / Transfer from Reserve	0	0
	<u>376,237</u>	<u>400,802</u>
(d) Employee Entitlements Reserve		
Opening Balance	95,669	95,669
Amount Set Aside / Transfer to Reserve	2,392	1,774
Amount Used / Transfer from Reserve	0	0
	<u>98,061</u>	<u>97,443</u>
(e) Public Amenities & Buildings Reserve		
Opening Balance	254,808	254,810
Amount Set Aside / Transfer to Reserve	6,370	4,720
Amount Used / Transfer from Reserve	(51,667)	(51,667)
	<u>209,511</u>	<u>207,863</u>
(f) Mt Marshall Aquatic Centre Development Reserve		
Opening Balance	940,024	940,024
Amount Set Aside / Transfer to Reserve	63,501	128,199
Amount Used / Transfer from Reserve	0	0
	<u>1,003,525</u>	<u>1,068,223</u>
(g) Community Bus Reserve		
Opening Balance	117,847	117,847
Amount Set Aside / Transfer to Reserve	2,946	2,175
Amount Used / Transfer from Reserve	(100,000)	(100,000)
	<u>20,793</u>	<u>20,022</u>

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 March 2019

	2018/19 Adopted Budget \$	March 2018 Actual \$
4. RESERVES (Continued)		
(h) Bencubbin Recreation Complex Reserve		
Opening Balance	4,081	4,081
Amount Set Aside / Transfer to Reserve	102	78
Amount Used / Transfer from Reserve	0	0
	<u>4,183</u>	<u>4,159</u>
(i) Office Equipment Reserve		
Opening Balance	16,324	16,324
Amount Set Aside / Transfer to Reserve	0	(0)
Amount Used / Transfer from Reserve	(16,324)	(16,324)
	<u>0</u>	<u>(0)</u>
(j) Economic Development Reserve		
Opening Balance	75,602	75,602
Amount Set Aside / Transfer to Reserve	1,890	1,402
Amount Used / Transfer from Reserve	0	0
	<u>77,492</u>	<u>77,004</u>
(k) Beacon Accommodation Reserve		
Opening Balance	121,384	121,384
Amount Set Aside / Transfer to Reserve	3,035	2,239
Amount Used / Transfer from Reserve	(120,000)	(120,000)
	<u>4,419</u>	<u>3,623</u>
(l) Medical Enhancement Reserve		
Opening Balance	7,633	7,633
Amount Set Aside / Transfer to Reserve	191	140
Amount Used / Transfer from Reserve	0	0
	<u>7,824</u>	<u>7,773</u>
(m) Bencubbin Community Resource Centre Reserve		
Opening Balance	8,141	8,141
Amount Set Aside / Transfer to Reserve	204	149
Amount Used / Transfer from Reserve	(8,000)	(8,000)
	<u>345</u>	<u>290</u>
Total Cash Backed Reserves	<u><u>2,212,924</u></u>	<u><u>2,292,950</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 2018 to 31 March 2019

	2018/19 Adopted Budget \$	March 2018 Actual \$
4. RESERVES (Continued)		
Cash Backed Reserves (Continued)		
Summary of Transfers To Cash Backed Reserves		
Transfers to Reserves		
Plant Replacement Reserve	16,129	11,934
Aged Care Units Reserve	2,275	1,685
Community Housing Reserve	0	0
Housing Reserve	84,786	109,351
Employee Entitlements Reserve	2,392	1,774
Public Amenities & Buildings Reserve	6,370	4,720
Mt Marshall Aquatic Centre Development Rese	63,501	128,199
Community Bus Reserve	2,946	2,175
Bencubbin Recreation Complex Reserve	102	78
Office Equipment Reserve	0	(0)
Economic Development Reserve	1,890	1,402
Integrated Planning/Financial Reporting Reserv	0	0
Beacon Accommodation Reserve	3,035	2,239
Medical Enhancement Reserve	191	140
Bencubbin Community Resource Centre Reser	204	149
	183,821	263,845
Transfers from Reserves		
Plant Replacement Reserve	(295,550)	(295,550)
Aged Care Units Reserve	(48,517)	(48,517)
Community Housing Reserve	0	0
Housing Reserve	0	0
Employee Entitlements Reserve	0	0
Public Amenities & Buildings Reserve	(51,667)	(51,667)
Mt Marshall Aquatic Centre Development Rese	0	0
Community Bus Reserve	(100,000)	(100,000)
Bencubbin Recreation Complex Reserve	0	0
Office Equipment Reserve	(16,324)	(16,324)
Economic Development Reserve	0	0
Integrated Planning/Financial Reporting Reserv	1	0
Beacon Accommodation Reserve	(120,000)	(120,000)
Medical Enhancement Reserve	0	0
Bencubbin Community Resource Centre Reser	(8,000)	(8,000)
	(640,057)	(640,058)
Total Transfer to/(from) Reserves	(456,236)	(376,213)

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 March 2019

4. RESERVES (Continued)

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

Plant Replacement Reserve

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

Aged Care Units Reserve

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

Housing Reserve

- To fund the replacement of housing and any major maintenance

Employee Entitlement Reserve

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

Public Amenities & Buildings

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

Mt Marshall Aquatic Centre Development

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

Community Bus Reserve

- To finance the replacement of the community bus

Bencubbin Recreation Complex

- To provide funding for future extensions to the Bencubbin Complex

Office Equipment

- To replace office equipment as required

Economic Development Reserve

- To set aside funds for Economic Development initiatives.

Beacon Accommodation Reserve

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

Medical Enhancement Reserve

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

Bencubbin Community Resource Centre Reserve

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

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 March 2019

	2018/19 B/Fwd Per Approved Budget \$	2017/18 B/Fwd Per Financial Report \$	March 2018 Actual \$
5. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	1,959,858	1,959,858	1,391,676
Cash - Restricted Unspent Grants	0	0	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	2,669,161	2,669,161	2,292,948
Rates Outstanding	109,889	109,889	175,762
Sundry Debtors	269,949	240,843	93,182
Provision for Doubtful Debts	(69,713)	(69,617)	(20,381)
Gst Receivable	1	85,200	3,230
Accrued Income/Payments In Advance	(32,854)	4,673	(5,373)
Loans - Clubs/Institutions	0	0	0
Inventories	10,554	10,554	2,415
	<u>4,916,845</u>	<u>5,010,561</u>	<u>3,933,459</u>
LESS: CURRENT LIABILITIES			
Sundry Creditors	(630,169)	(630,770)	(6,849)
Accrued Interest On Loans	(8,701)	(7,701)	0
Accrued Salaries & Wages	(40,067)	(40,067)	(11)
Income In Advance	0	0	0
Gst Payable	0	(23,125)	(13,257)
Payroll Creditors	0	(27,898)	(26,807)
Accrued Expenses	0	0	0
FBT Liability	0	(8,112)	0
Current Employee Benefits Provision	(214,995)	(216,066)	(216,066)
Current Loan Liability	(2)	(109,182)	(50,953)
	<u>(893,934)</u>	<u>(1,062,921)</u>	<u>(313,943)</u>
NET CURRENT ASSET POSITION	4,022,911	3,947,640	3,619,516
Less: Cash - Reserves - Restricted	(2,669,161)	(2,669,161)	(2,292,948)
Less: Cash - Unspent Grants - Restricted	0	0	0
Add Back : Component of Leave Liability not Required to be Funded	95,669	95,669	97,443
Add Back : Current Loan Liability	2	109,182	50,953
Adjustment for Trust Transactions Within Muni	0	0	0
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>1,449,421</u>	<u>1,483,330</u>	<u>1,474,964</u>

Shire of Mt Marshall

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

For the Period 1 July 2018 to 31 March 2019

6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2018/19 Rate Revenue \$	2018/19 Interim Rates \$	2018/19 Back Rates \$	2018/19 Total Revenue \$	2018/19 Budget \$
General Rate								
GRV	0.128889	131	733,228	94,505			94,505	94,505
UV	0.018875	311	69,741,987	1,316,381	(1,969)		1,314,411	1,316,380
Mining	0.018875	1	42,416	801	671		1,471	801
Sub-Totals		443	70,517,631	1,411,686	(1,299)	0	1,410,388	1,411,686
Minimum Rates	Minimum \$							
GRV	406	43	29,182	17,458			17,458	17,458
UV	406	24	187,560	9,744			9,744	9,744
Mining	406	4	7,109	1,624			1,624	1,624
Sub-Totals		71	223,851	28,826	0	0	28,826	28,826
Discounts							1,439,214	1,440,512
Total Amount of General Rates							(56,483)	(50,000)
Movement in Excess Rates							1,382,731	1,390,512
Ex Gratia Rates							(32,854)	6,451
Specified Area Rates							16,363	16,400
Rates Written off							35,357	35,449
							(614)	(3,300)
Total Rates							1,400,983	1,445,512

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

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

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

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 March 2019

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-18 \$	Amounts Received \$	Amounts Paid (\$)	March 2018 Balance \$
Police Licensing	10,110	132,904	(142,404)	610
Aged Care Beautification	829	0	0	829
Unclaimed Monies	59	841	0	900
Nomination Deposits	0	0	0	0
Tree Planting Nursery	1,000	0	0	1,000
Sundry Creditors	0	0	0	0
Housing Bonds	10,120	2,110	(1,560)	10,670
Staff Social Club	2,680	1,360	(3,770)	270
Portable Toilet Bonds	0	0	0	0
Deposit on Land	0	0	0	0
Rehabilitation Bonds	5,000	5,190	0	10,190
	29,798	142,405	(147,734)	24,469

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 March 2019

8. OPERATING STATEMENT

	March 2018 Actual \$	2018/19 Adopted Budget \$	2017/18 Actual \$
OPERATING REVENUES			
Governance	17,649	15,199	121,985
General Purpose Funding	2,352,114	2,768,789	3,791,814
Law, Order, Public Safety	15,386	28,321	350,520
Health	112,569	193,400	183,142
Education and Welfare	60,953	94,601	100,724
Housing	119,587	174,920	196,349
Community Amenities	144,689	117,985	159,347
Recreation and Culture	27,913	58,076	1,294,378
Transport	1,256,493	1,218,399	1,660,389
Economic Services	142,332	189,257	173,250
Other Property and Services	35,904	65,900	85,400
TOTAL OPERATING REVENUE	4,285,589	4,924,847	8,117,298
OPERATING EXPENSES			
Governance	295,717	405,325	402,719
General Purpose Funding	54,781	89,229	79,926
Law, Order, Public Safety	136,231	167,378	206,269
Health	201,900	295,737	251,236
Education and Welfare	176,319	281,003	329,493
Housing	321,471	308,362	547,259
Community Amenities	159,437	250,265	230,345
Recreation & Culture	773,915	886,631	923,580
Transport	2,024,944	2,870,287	2,780,258
Economic Services	309,286	454,721	413,751
Other Property and Services	45,098	17,858	19,529
TOTAL OPERATING EXPENSE	4,499,099	6,026,795	6,184,365
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	<u>(213,510)</u>	<u>(1,101,949)</u>	<u>1,932,933</u>

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 March 2019

9. BALANCE SHEET

	March 2018 Actual \$	2017/18 Actual \$
CURRENT ASSETS		
Cash and Cash Equivalents	3,684,624	4,629,019
Trade and Other Receivables	250,874	388,399
Inventories	2,415	10,554
TOTAL CURRENT ASSETS	3,937,913	5,027,972
NON-CURRENT ASSETS		
Other Receivables	302,310	301,521
Inventories	0	0
Property, Plant and Equipment	19,566,593	19,431,941
Infrastructure	89,260,086	89,267,952
Work in Progress	0	0
TOTAL NON-CURRENT ASSETS	109,128,989	109,001,414
TOTAL ASSETS	113,066,902	114,029,386
CURRENT LIABILITIES		
Trade and Other Payables	46,923	737,672
Long Term Borrowings	50,953	109,182
Provisions	216,066	216,066
TOTAL CURRENT LIABILITIES	313,942	1,062,920
NON-CURRENT LIABILITIES		
Trade and Other Payables	0	0
Long Term Borrowings	1,092,578	1,092,578
Provisions	17,939	17,939
TOTAL NON-CURRENT LIABILITIES	1,110,517	1,110,517
TOTAL LIABILITIES	1,424,459	2,173,437
NET ASSETS	111,642,443	111,855,949
EQUITY		
Trust Imbalance	0	0
Retained Surplus	80,557,394	80,394,688
Reserves - Cash Backed	2,292,948	2,669,161
Revaluation Surplus	28,792,100	28,792,100
TOTAL EQUITY	111,642,442	111,855,949

Shire of Mt Marshall

For the Period 1 July 2018 to 31 March 2019

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

Purpose

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

The Materiality variances adopted by Council are:

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

Shire of Mt Marshall
Report on Significant Variances - Operating Income & Expenditure
For the Period 1 July 2018 to 31 March 2019

	31 March 2019 YTD	31 March 2019 YTD	Budget to Actual YTD	Budget to Actual YTD	Components of Variance	
	Actual	Budget	%	Favourable/ (Unfavourable)	Favourable/ (Unfavourable)	
	\$	\$	%	\$	\$	
Revenues/Sources						
Governance	17,649	11,376	55%	6,273	4,633 1,641	Admin reimbursements over budget <i>Minor Items</i>
General Purpose Funding	969,382	1,054,429	(8%)	(85,047)	(37,687) (2,204) 1,611 (43,295) (3,472)	Movement in excess rates Rates penalty interest under budget Interest on reserves - timing of investment maturity FAGS under budget <i>Minor Items</i>
Law, Order, Public Safety	15,386	14,998	3%	388	388	<i>Minor Items</i>
Health	112,569	145,044	0%	(32,475)	(35,365) 2,890	NEW Health March recoup not yet done <i>Minor Items</i>
Education and Welfare	60,953	70,948	(14%)	(9,995)	(9,512) (482)	Childcare Fees under budget <i>Minor Items</i>
Housing	119,587	131,166	(9%)	(11,579)	4,703 (20,200) 3,919	Staff housing reimbursements over budget - timing Rental Income Other Housing under budget - Vacancies 6 Dunne St, 97B Monger St <i>Minor Items</i>
Community Amenities	144,689	114,976	26%	29,713	24,624 4,782 307	State NRM Grant - unbudgeted, will be offset by expenditure Insurance claim - greenhouse <i>Minor Items</i>
Recreation and Culture	27,913	26,037	7%	1,876	1,876	<i>Minor Items</i>
Transport	1,256,494	965,470	30%	291,024	76,284 (120,925) 109,172 52,710 8,393 167,180 (1,790)	MRWA Direct Grant more than estimated Beacon Airstrip Grant - timing R2R Funding - timing Awaiting details of Grader disposals from auctioneer Reimbursements - unbudgeted income RRG Funding - timing <i>Minor Items</i>
Economic Services	142,332	148,138	(4%)	(5,806)	(5,806)	<i>Minor Items</i>
Other Property and Services	35,904	49,401	(27%)	(13,497)	(3,878) (10,797) 1,178	Private Works under budget - offset by lower expenditure Diesel Fuel Rebate - correction of overclaim <i>Minor Items</i>
Total Revenues excl Rates	2,902,860	2,731,983	6%	170,877		
Amount Raised from Rates	1,382,731	1,382,731	0%	0	0	<i>Minor Items</i>

Shire of Mt Marshall
Report on Significant Variances - Operating Income & Expenditure
For the Period 1 July 2018 to 31 March 2019

	31 March 2019		Budget to	Budget to	Components	
	YTD	YTD	Actual YTD	Actual YTD	of Variance	
	Actual	Budget		Favourable/ (Unfavourable)	Favourable/ (Unfavourable)	
	\$	\$	%	\$	\$	
(Expenses)/(Applications)						
Governance	(295,717)	(336,108)	12%	40,391	24,788	Records Management timing
					20,211	Computer Equipment under budget - server not yet purchased
					(4,607)	Minor Items
General Purpose Funding	(54,781)	(59,409)	8%	4,628	4,628	Minor Items
Law, Order, Public Safety	(136,231)	(129,251)	(5%)	(6,980)	(10,559)	Wialki fire truck water pump repairs. To be claimed through ESL
					3,580	Minor Items
Health	(201,900)	(221,873)	9%	19,973	2,059	Beacon Silver Chain House Mtc under budget - timing
					14,476	EHO Scheme invoices not yet processed
					3,438	Minor Items
Education and Welfare	(176,319)	(227,607)	23%	51,288	43,816	Donation to CEACA - project timing
					3,002	Aged Care Units under budget - timing
					1,357	CDO wages & super under budget
					3,113	Minor Items
Housing	(321,471)	(257,555)	(25%)	(63,916)	(28,459)	Community Housing Mtc ahead of schedule
					(37,696)	Staff Housing Mtc ahead of schedule
					2,240	Minor Items
Community Amenities	(159,437)	(189,676)	16%	30,239	7,108	Landcare Exp under budget
					6,239	Community Busses under budget - second bus not yet purchased
					11,346	Cemeteries timing
					5,545	Minor Items
Recreation & Culture	(773,915)	(659,125)	(17%)	(114,790)	(102,986)	Change in depreciation rates due to reval
					(10,414)	Recreation Grounds over budget - timing of works
					(1,390)	Minor Items
Transport	(2,024,944)	(2,140,184)	5%	115,240	52,113	Change in depreciation rates due to reval
					15,375	Bencubbin & Beacon Main St Beautification under budget, work not yet done
					47,142	Loss on disposal of Graders waiting for details from auctioneer
					611	Minor Items
Economic Services	(309,286)	(363,415)	15%	54,129	65,000	Economic Development Fund, no applications for first round
					(7,052)	Standpipes over budget - timing
					(3,818)	Minor Items
Other Property and Services	(45,098)	(26,821)	(68%)	(18,277)	(116,899)	PWO timing
					35,990	Plant Op Costs timing
					67,173	Plant depreciation over allocated - timing
					(4,541)	Minor Items
Total Expenses/Applications	(4,499,097)	(4,611,024)	(6%)	48,980		

Shire of Mt Marshall
Capital Expenditure Report on Significant Variances
For the Period 1 July 2018 to 31 March 2019

	Full Year Budget	31 March 2019 YTD Actual	YTD Budget	Budget to Actual YTD %	Budget to Actual YTD Favourable/ (Unfavourable)	Commentary
	\$	\$	\$	%	\$	
Capital Expenditure						
Governance						
Purchase Vehicle - Admin	60,000	54,682	60,000	0%	5,318	Offset by lower trade in. Savings on changeover = \$2,882
Admin Office Upgrade	12,000	-	12,000	0%	12,000	Timing - Work completed April 2019
Health						
New Health Purchase Of Motor Vehicle	80,000	42,657	40,000	0%	(2,657)	
Housing						
Land & Buildings - Staff Housing	51,000	-	51,000	100%	51,000	Capital works not yet commenced
Community Amenities						
Land & Buildings - Community Amenities	5,000	-	5,000	0%	5,000	Cemetery Works not yet commenced
Water Collection Projects	-	47	-	100%	(47)	
Community Bus	100,000	-	100,000	0%	100,000	Bus not yet purchased
Recreation & Culture						
Land & Buildings - Halls & Civic Centres	40,000	-	40,000	0%	40,000	Works to Bencubbin Hall not yet commenced
Old Police Station Museum Capital Expenditure	15,000	14,837	15,000	0%	163	
Bencubbin Rec Complex	52,000	6,753	52,000	0%	45,247	Timing - Work not yet commenced
Bencubbin Rec Complex	10,000	17,642	10,000	(76%)	(7,642)	Final Site & Develyn accounts. Amounts were unknown when budget was set.
Transport						
Road Construction	1,673,400	1,157,255	1,254,753	8%	97,498	Timing
Footpath Construction	20,000	-	20,000	0%	20,000	Timing - work not yet commenced
Plant Purchases	730,000	667,000	730,000	0%	63,000	Purchase price of graders is under budget. Changeover unknown until auction details come through
Beacon Airstrip Upgrade	489,000	228,751	366,750	38%	137,999	Timing - work commenced later than anticipated
Motor Vehicle Purchases	119,000	44,077	119,000	0%	74,923	Timing of changeovers
Economic Services						
Bencubbin CRC	35,000	15,222	35,000	0%	19,778	Carport complete, solar not complete
Beacon Workers Camp - Capital Expenditure	255,000	3,923	255,000	100%	251,077	Timing - delay with power upgrade
Other Property & Services						
Depot Shed	22,000	-	22,000	0%	22,000	Timing - Work not yet commenced
Total Capital Expenditure	3,768,400	2,252,847	3,187,503	29%	934,656	



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Club Support Funding Request APPLICATION FORM

Applications close at 4.00pm on Friday 05 April 2019. Applications must be received by this time, late submissions will not be considered.

Applications to be lodged via one of the following options;

- Email - cdo@mtmarshall.wa.gov.au
- Post - PO Box 20, Bencubbin 6477
- In person - to the Shire of Mt Marshall, 80 Monger Street, Bencubbin 6477

Please ensure you are eligible for this funding by checking the following;

Requirements:

- Clubs must be based within the Shire of Mt Marshall
- Clubs must be incorporated
- Clubs must provide both a 2016/17 and a 2017/18 Audited Financial Statement

Ineligible

- Individuals or personal projects
- Reimbursement for paying players
- Projects that will incur ongoing operating costs
- Funding prizes or competitions

Club Information

Name of Club:	<i>Beacon Ladies Hockey Club</i>		
Committee Members:	President:	<i>Kerry Junk</i>	
	Secretary:	<i>Nancy Dease</i>	
	Treasurer:	<i>Jo Lancaster</i>	
Year of Establishment:	<i>1968</i>		
No. of members in 18/19:	<i>26</i>		
Contact Person:	<i>Nancy Dease</i>		
Phone Number:	<i>0411 523 488</i>		
Email:	<i>n.j.d@live.com.au</i>		
Address	<i>73 Carlton Rd, Mukinbudin WA 6479</i>		



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Project Information

Project Title: *Upgrading our Hockey Goal Keeper Protective Equipment*

Description of Project:

To upgrade our Goal Keepers Protective Equipment to a level considered safe for all players.

What is the desired outcomes for this project?

For all players to be comfortable and protected throughout the duration of games and training sessions and for the Goal Keeper equipment to be suitable for different people that play in this position. This allows for inclusivity and enables a range of people to be able to participate in the activities of the Beacon Ladies Hockey Club.

Who will benefit from this project and why?

The whole team, not just the Goal Keeper, will benefit from an upgrade of the Goal Keeper protective Equipment as it is important for us to have confidence that our Goal Keeper is safe. The Goal Keeper is an important member of our team and we need to be able to replicate game intensity into our training sessions which often involves intensive shots at the goals. The whole team will also benefit as the equipment will be able to be shared by a range of players, therefore also encouraging many people to have a go

What planning has occurred for this project? (i.e. quotes, works undertaken etc.)

The condition of the current goal keeping gear has been the topic of discussion for a few years now. In view of the fact that the hockey club was facing difficulties in fielding a team, the expense of new goal keeping gear was put on hold. Now that the Beacon Hockey team is more stable, with greater numbers of new local players participating, we feel that now the purchase of new gear needs to be made.

We have had discussion with our current goal keeper to determine the exact faults of the current gear as well what her requirements are. Consideration was also taken place for our relief Goal Keepers who have very different skill sets and vary in size.

We then conducted some online research to compare equipment, branding and pricing. We narrowed it down to 2 different sets both of which are attached. The kit that we decided on includes some items that we have already purchased, however the old items can still be used as backup.

How will your club be contributing to this project? (i.e. financially, volunteers etc.)

*The club has identified that there was a need to upgrade all goalie equipment 12 to 18 months ago. In the period since then the club has purchased some items in order of priority. Therefore it can be said that the club has already contributed to this project. These items are identified with * in the budget.*



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Will this project incur ongoing costs? If so, how will these be funded?

This project should not incur any ongoing costs. Our last set of goalie gear was purchased in 2001, which is an indication of how long we expect this gear to last.

Budget

Funds requested from Club Assistance Fund: \$ 1,655.00 (incl GST)

Total project cost: \$ 1,901.95 (incl GST)

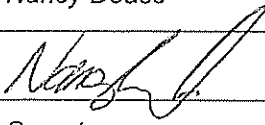
Please include a project budget, outlining expenditure and proposed payment.

If successful in your application to the Club Assistance Fund, you agree that any overruns or unexpected expenditure will be met and funded by your Club.

Required attachments

- ☐ Certificate of Incorporation
- ☐ 2016/17 and a 2017/18 audited financial statement
- ☐ Project Budget
- ☐ If you have quotes for your project, please include.

Please ensure you have completed all parts of the application. Any ineligible applications will be advised of this fact in writing. Council will assess all applications at the April 2019 Meeting of Council. Successful applicants will be notified in writing and must acquit the funding by June 30 2019 unless otherwise agreed.

Name:	Nancy Dease
Signature:	
Position in Organisation:	Secretary
Date:	5/4/19

I agree to all the terms outlined in the Guidelines and Application Form for the Club Assistance Fund.

MRS T. WRIGHT
P.O. BOX 50
BEACON W.A.

6472

ASSOCIATIONS INCORPORATIONS ACT 1987
SECTION 9 (1)

Registered no. : A1001042W

CERTIFICATE OF INCORPORATION

THIS IS TO CERTIFY THAT

BEACON LADIES HOCKEY CLUB INCORPORATED

HAS THIS DAY BEEN INCORPORATED UNDER THE ASSOCIATIONS
INCORPORATION ACT 1987.

DATED THIS 18TH DAY OF FEBRUARY 1991



RMA
.....
FOR COMMISSIONER FOR
CORPORATE AFFAIRS

BEACON LADIES HOCKEY CLUB FINANCIAL STATEMENT

September 30 -

Receipts

Subs	1110.00
C/Week	360.00
Sponsorship	2740.00
Fundraising	4020.00
Trophies	310.00
Catering	5717.50
Socks	40.00
Club requ	3570.00
Fees	3.50
TOTAL	17871.00

Payments

Awards	360.00
Fundraising	2709.80
Uniforms	0.00
Incentives	4120.00
Catering	2044.56
Annual fees	1319.05
Trophy	449.00
C/Week	1090.00
Umpir	350.00
Socks	0.00
Club requ	4387.64

TOTAL	16830.05
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Bank Reconcilliation

Opening Balance	4114.79
Receipts	17871.00
Payments	16830.05
Closing Balance	<u>5155.74</u>
Bank Statement	<u>5155.74</u>
Difference	<u>0.00</u>

Surplus/deficit	1040.95
-----------------	---------

2018
Audited by Michelle Kirby

BEACON LADIES HOCKEY CLUB FINANCIAL STATEMENT

16th March 2017 - 8th September 2017

Receipts

Subs	1220.00
C/Week	420.00
Sponsorship	3640.00
Fundraising	223.00
Trophies	390.00
Catering	3692.50
Socks	50.00
Bag/Jackets	105.00
Incentives	100.00
TOTAL	9840.50

Payments

Awards	360
Fundraising	0
Uniforms	527.7
Incentives	5070
Catering	1075.76
Annual fees	756
Trophy	487.5
C/Week	1420
Umpir	650
Socks	48
Club requ	1226.52
TOTAL	11621.48

Bank Reconcilliation

Opening Balance	5895.77
Receipts	9840.50
Payments	<u>11621.48</u>
Closing Balance	<u>4114.79</u>
Bank Statement	<u>4114.79</u>
Difference	<u>0.00</u>

Surplus/deficit	1780.98
-----------------	---------

Audited by Michelle kirby

BUDGET – For purchase of new goalie gear

Description	Cost
Arm protector*	\$99.95*
Groin Protector*	\$18*
Wheelie bag*	\$129*
Mazon Gold Medal Kit	\$1595
Freight	\$60
Total	\$1901.95

*Items have already been purchased



94 Burswood Rd
Burswood, WA 6100
Ph: 08 9472 1128
wa@justhockey.com.au

TAX QUOTE

19-0000020

DATE: 28/3/2019

TO: Nancy

QUANTITY	DESCRIPTION	PRICE	G.S.T	TOTAL
1	Mazon Gold Medal Kit			1595 00
	Kit includes:			
	Mazon XR Legguards			
	Mazon XR Kickers			
	Mazon XR Gloves			
	Mazon Padded Pants			
	Mazon Inner Gloves			
	Mazon Bodysuit			
	Mazon Throat Guard			
	Mazon XR Helmet			
	Mazon Cover Shorts			
	Mazon XR Wheelie Bag			
	Mazon Wand Stick			
	Mazon XR Smock			
	Mazon Abdo/Pelvic Guard			
	Freight			60 00
TOTAL INCLUSIVE OF G.S.T \$				1655 00

 [_ \(https://www.justhockey.com.au/pos_brands-http://justhockey.com.au/pos_brands_mazon.html.html\)](https://www.justhockey.com.au/pos_brands-http://justhockey.com.au/pos_brands_mazon.html.html)

Mazon Gold Medal Kit

The Mazon Gold Medal Kit is suitable for the top level / elite GK. In the kit you will receive:

- 1 x XR Pro LegGuards (Black/Red)
- 1 x XR Pro Kickers (Black)
- 1 x XR Pro Gloves (Black/Red)
- 1 x XR Padded Pants
- 1 x ProForce Inner Gloves
- 1 x XR Body Armour
- 1 x Throat Protector
- 1 x XR Helmet
- 1 x Cover Shorts
- 1 x Wheelie XR GK Bag
- 1 x Mazon BlackMagic Wand GK Stick (can upgrade)
- 1 x XR Pro GK Smock
- 1 x Deluxe Abdo/Pelvic Protector

Used by Kookaburras Andrew Charter, Hockeyroos Jocelyn Bartram and many more top internationals.

Available In Store, online or call us on 1800 061 600 or email support@justhockey.com.au (<mailto:support@justhockey.com.au>). We can offer sizing advice and make sure you order the correct gear.

****Freight is an estimate at checkout. We will contact you if any different.****

BUNDLE



SHOPPING CART

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SEARCH



CATEGORIES

CLEARANCE SECTION

GIFT VOUCHERS

INDOOR RANGE

INDOOR BALLS

INDOOR STICKS

MASKS

STICKS

ADIDAS

ATLAS

PRINCESS

RITUAL

TK

JUNIOR STICKS

STARTER KITS

STICK BUNDLES

STICK BAGS

ATLAS

BOP

PRINCESS

RITUAL

TK

SHOES

ADIDAS

ASICS

BOP

PRINCESS

SALOMON

SLK

TK

OBO GOALKEEPING

KICKERS

LEGGUARDS

FULL KITS

HELMETS

UPPER BODY PROTECTION

GLOVES

LOWER BODY PROTECTION

LEGGUARDS AND KICKERS

STICKS

SMOCKS

BAGS

ACCESSORIES

TK TOTAL ONE GOALKEEPING

TK GOALKEEPING

BALLS

ACCESSORIES

GRIPS

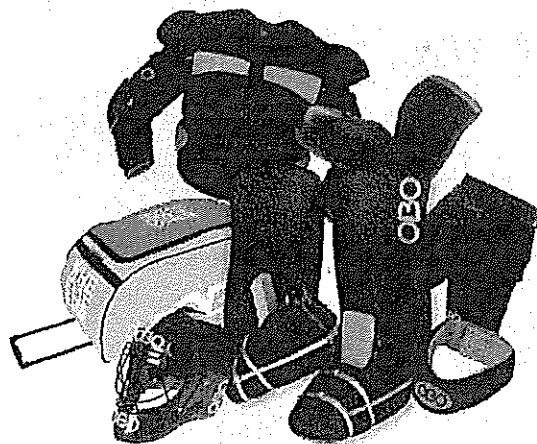
MASKS

GLOVES

SHIN PROTECTION

TRAINING GEAR

COACHING



OBO GOLD MEDAL KIT

RRP \$2,007.00

HW PRICE \$1,695.00

BRAND OBO

(You save \$312.00)

SHIPPING: FREE SHIPPING

LEGGUARDS: SELECT

KICKERS: SELECT

BODIARMOUR & ARMS: SELECT

HOTPANTS: SELECT

HELMET: SELECT

QUANTITY: 1

ADD TO CART

DESCRIPTION

[SIMILAR PRODUCTS](#)[REVIEWS](#)This Kit Includes:

-OBO Cloud Legguards- M/L

-OBO Cloud Kickers- M/L

-OBO Cloud Hand Protectors

-OBO Poly P Helmet or TK 2.2 Helmet (please advise of preference in order comments)

-OBO Cloud Chest & Arms

-OBO Cloud Hot-Pants or OBO Robo Bored Shorts (please advise of preference in order comments)

-OBO Cloud Cover-Pants

-Groin/Pelvic Protector

-OBO Basic Wheelie Bag or TK 2.5 Wheelie Bag (Please advise of preference in order comments)

Items not included in this kit that you may also need:

Smock, Goalkeeping Stick



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Club Support Funding Request APPLICATION FORM

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- Clubs must be incorporated
- Clubs must provide both a 2016/17 and a 2017/18 Audited Financial Statement

Ineligible

- Individuals or personal projects
- Reimbursement for paying players
- Projects that will incur ongoing operating costs
- Funding prizes or competitions

Club Information

Name of Club:	<i>Bencubbin Football Club</i>
Committee Members:	President: <i>Pete Waters</i> Secretary: <i>Loren Northover</i> Treasurer: <i>Sally Putt</i>
Year of Establishment:	<i>1920</i>
No. of members in 18/19:	<i>45</i>
Contact Person:	<i>Loren Northover</i>
Phone Number:	<i>0437004745</i>
Email:	<i>lorennorthover@gmail.com</i>
Address	<i>3 Baxter Street Bencubbin</i>

Attachment 12.5.1b



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Project Information

Project Title: *Industrial Vacuum Cleaner*

Description of Project:

The Bencubbin Football Club would like to apply for funding to purchase an Industrial Vacuum Cleaner on behalf of the Bencubbin Winter Sports Association for the purpose of cleaning the newly built Bencubbin Multipurpose Complex after game days.

At the moment, there are only two domestic size vacuum cleaners available to use in the new area of the complex. Cleaning this huge area can take up to an hour if there is only one person available to vacuum and greatly increase the amount of time volunteers are spending at Sunday clean-ups (and any other function that requires clean-up).

With smaller numbers of volunteers in our community we feel it is imperative to reduce workloads wherever possible in order to retain good numbers within our clubs. Presidents & Secretaries of the Bencubbin Winter Sports Teams met in February and it was unanimously agreed that purchasing an industrial vacuum cleaner would dramatically improve clean-up time after game days and therefore alleviate the time volunteers are committing on Sunday clean-up. Some Sunday clean-ups can take up to two hours with the huge carpeted area contributing significantly to this.

What are the desired outcomes for this project?

The desired outcome of this project is to be able to purchase an industrial vacuum cleaner to house and use at the Bencubbin Multipurpose Complex and dramatically decrease the amount of time volunteers are having to input at Sunday clean-ups.

Who will benefit from this project and why?

There are two beneficiaries of this project.

- 1. Anyone who hires / uses the Bencubbin Multipurpose Complex – the main users are Winter Sports Teams, however various other functions are held throughout the year too. Anyone who uses this building must leave it in the way they found it and therefore this will more often than not mean having to vacuum. Having to spend up to an hour*



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

vacuuming after an event and may deter people from hiring the building for future events.

- 2. Industrial vacuum cleaners clean much more thoroughly than domestic ones. The average domestic vacuum is 600 watts, whereas the Spitwater Goldline is 3000 watts which equates to far more sucking power and a better final clean. This means that Bencubbin Rec Council and Shire of Mt Marshall will also benefit from this project as the carpets will be cleaned more thoroughly and therefore last for longer.*

What planning has occurred for this project? (i.e. quotes, works undertaken etc.)

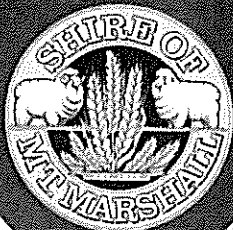
Pete Waters, the BFRC President has been researching various types of vacuum cleaners and has spoken with several dealers. A Spitwater Goldline AS600 IK CBM Wet/Dry Vacuum has been recommended to us as it has a wide front which will reduce time, excellent suction power and has a wet mode for cleaning spills. There are other industrial vacuum cleaners available but these cost in excess of \$5,000 which we believe is excessive.

How will your club be contributing to this project? (i.e. financially, volunteers etc.)

Club volunteers will organise the purchase of the machine, will collect and transport to Bencubbin and also ensure instructions and training on how to use the machine is provided to each club.

Will this project incur ongoing costs? If so, how will these be funded?

There are no ongoing costs.



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Budget

Funds requested from Club Assistance Fund:	\$	1,716.66	(incl GST)
In-kind donation – time and transport	\$	\$250	
Total project cost:	\$	\$1966.66	(incl GST)

Please include a project budget, outlining expenditure and proposed payment.

If successful in your application to the Club Assistance Fund, you agree that any overruns or unexpected expenditure will be met and funded by your Club.

Required attachments

- ☐ Certificate of Incorporation
- ☐ 2016/17 and a 2017/18 audited financial statement
- ☐ Project Budget
- ☐ If you have quotes for your project, please include.

Please ensure you have completed all parts of the application. Any ineligible applications will be advised of this fact in writing. Council will assess all applications at the April 2019 Meeting of Council. Successful applicants will be notified in writing and must acquit the funding by June 30 2019 unless otherwise agreed.

Name: Loren Northover

Signature:

Position in Organisation: Secretary

Date: 02/04/2019

I agree to all the terms outlined in the Guidelines and Application Form for the Club Assistance Fund.

DUPLICATE

ASSOCIATION NO. A823091

FORM 5

CERTIFICATE OF INCORPORATION

Associations Incorporation Act 1895-1982

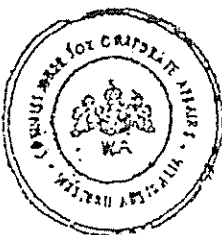
Section 3 (3)

THESE ARE TO CERTIFY that

BENCUBBIN FOOTBALL CLUB

has this day been incorporated as an Association under the
provisions of the Associations Incorporation Act, 1895-1982.

Dated this Twenty-fourth day of November 1987.



1.55—
ASSISTANT COMMISSIONER FOR
CORPORATE AFFAIRS

FW: OEM Sales Quote #17089

to me

Peter & Shannon Waters

Tue, Apr 2, 6:53 PM (15 hours ago)

From: Laura Byrne [mailto:lbyrne@oemgroup.com.au]
Sent: Tuesday, 2 April 2019 4:31 PM
To: shannonwaters@bigpond.com
Subject: OEM Sales Quote #17089

Hi Peter,

As discussed please find attached quote.

I have opened up a box to check what it comes with as Sptivater Website has not been updated in a while. So it comes with the trolley and outrigger with squeegee so no optional extras required as it comes with standard. Let me know how you go with the proposal tomorrow and also note we do have floor scrubbers available which is another option.

Thank you

Kind Regards

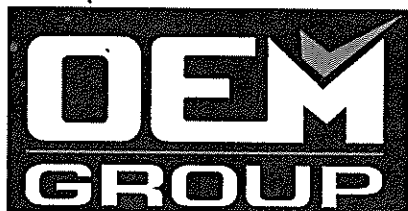
Laura Byrne
Your Partner in Productivity
Sales

How did we do today? Please leave us a review by clicking [HERE](#).

[CLICK HERE](#) to book your pressure cleaner service.



494 Great Eastern Highway, Ascot WA 6104
T: (08) 9270 0200 F: (08) 9478 1186 / Free Call: 1800 783 774
www.oemgroup.com.au



494-496 Great Eastern Highway
Ascot WA 6104
Ph 08 9270 0200
Fx 08 9478 4186
Freecall 1800 783 774
ABN: 63 160 693 961

Sales Quotation

Terms : C.O.D.

Billing details:

ATTN: Peter.

Ben Cubbin Football Club

Phone: 0428 832 055

Customer code: BEN010

Delivery details:

Ben Cubbin Football Club

Phone: 0428 832 055

Quotation details:

Page 1 of 1

Quote #: 17089-2

Quote date: 02/04/2019

Date required:

Closing date:

Sales person: Laura Byrne

Job:

Project ref:

Account manager:

Comments: Please advise freight details on placement of order

Item code	Description	Qty	Price	SubTotal	GST	Total (AUD)
SP81/A	AS600 IK CBM - Wet/Dry Goldline Vacuum - 2 in stock in Perth	1	1,560.60	1,560.60	156.06	1,716.66
Totals (AUD)				1,560.60	156.06	1,716.66

*1.09% credit card surcharge applies.

All goods remain the property of OEM Group until paid in full.

Credit claims or disputes must be actioned within 7 days of invoice.

Goods to be collected within 3 months of completion or will be sold to recoup costs."

****Quote valid for 30 days****

For enquiries relating to this sales quotation, please phone : 08 9270 0200 or email : contactoem@oemgroup.com.au

SALES - HIRE - SERVICE

STEPRITE

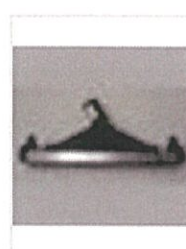
SPITWATER

WESTCHOCK

JACKRITE

Project Budget

<i>Spitwater Goldline AS600 IK CBM Wet/Dry Vacuum</i>	<i>\$1716.66</i>
<i>In-Kind Donation - Organising & Travel to Perth to collect 6 hours @ \$25</i>	<i>\$150</i>
<i>In-Kind Donation – Fuel to travel to Perth and back to collect</i>	<i>\$100</i>
<i>TOTAL</i>	<i>\$1966.66</i>



ENQUIRE NOW

SUBSCRIBE

1800 172 005

**Bencubbin Football Club Inc
Financial Reconciliation Report as at
30 September 2016**

Working Account 306-017 415246-2

Opening Balance as per 2015 Audit	<u>\$15,566.23</u>
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Less all payments	\$226,011.92
-------------------	--------------

Plus receipts	<u>\$224,614.94</u>
---------------	---------------------

Balance as per Bank Statement # 214 30 September 2016	\$14,169.25
Balance	\$ 14,169.25

Plus OS Debtors @ 30 September 2016

Milne Agrigroup Sponsorship	\$3,900.00
Bencubbin Bowls Club Inv 52016	\$823.25
Welbungin S&P Inv 42016	\$130.20
Bencubbin Sports Club 72016	\$298.10
	<u>\$ 5,149.55</u>

Less OS Payments @ 30 September 2016

The Gimlet BFC2016.87	\$20.00
	<u>\$ 20.00</u>
Closing Balance	\$ 19,298.80

Telenet Saver Account: 302-162 032411-5

Opening Balance as at 2015 Audit	<u>\$30,649.00</u>
----------------------------------	--------------------

Plus all Receipts

Internal Transfers from Working Account	\$ 70,000.00
Credit Interest	\$ 991.52
	<u>\$ 70,991.52</u>

Less all Payments

Internal Transfers to Working Account	<u>\$ 41,000</u>
---------------------------------------	------------------

Closing Balance	\$60,640.52
16 Sept 2016 Bank Statement #11	\$60,640.52

Combined Account Balances - TOTAL CLOSING BALANCE for period	<u><u>\$79,939.32</u></u>
---	---------------------------

*I hereby certify that I have Audited the books for the Bencubbin Football Club Inc
and have found them to be a true and correct record as presented.*

Hon. Auditor

Date:

Dirk Sellenger
27/10/16.

**Bencubbin Football Club Inc
Financial Reconciliation Report as at
29 September 2017**

Working Account 306-017 415246-2

Opening Cashbook Balance as per 2016 Audit \$ 19,336.20

Less all payments \$ 207,304.31

Plus receipts \$ 194,852.34

Closing Cashbook Balance \$ 6,884.23

Less OS Debtors @ 30 September 2017

Ben Bowling 2015 \$37.40

Ben Sports Club 2016 \$296.10

Brett Millar 22017 \$ 135.80

\$ 469.30

*credited off stock
purchased e.o.s.
credited to BFC ACC.
invoice cancelled.
pd 17/10/17
17/5/18 via chq.*

Plus OS Payments @ 30 September 2017

Sportrophy BFC2017.80 \$ 803.00

\$ 803.00

Closing Balance \$ 7,217.93

Balance as per Bank Statement # 226

29 September 2017 \$ 7,217.93

Telenet Saver Account: 302-162 032411-5

Opening Balance as at 2016 Audit \$60,640.52

Plus all Receipts

Internal Transfers -Working Acc \$ 85,000.00

Credit Interest \$ 1,069.25

\$ 86,069.25

Less all Payments

Internal Transfers to Working Acc \$ 53,000

Closing Balance \$93,709.77

15 Sept 17 Bank Statement #13 \$93,709.77

Combined Account Balances

(TOTAL CLOSING BALANCE FOR PERIOD)

\$100,927.70

*I hereby certify that I have Audited the books for the Bencubbin Football Club Inc
and have found them to be a true and correct record as presented.*

Hon. Auditor

Date: 18/10/17.

[Signature]

Bencubbin Football Club Inc
Financial Reconciliation Report as at
30 September 2018

Bankwest Working Account 306-017 415246-2

Opening Balance as per 2017 Audit	\$ 7,217.93	✓
Less all payments	\$ 182,795.85	✓
Plus receipts	\$ 175,567.29	✓
Closing Cashbook Balance	-\$ 10.63	✓
Closing Balance	-\$ 10.63	✓
Bank Statement #238 on 28 Sep 18	-\$ 10.63	✓

Bankwest Telenet Saver Account: 302-162 032411-5

Opening Balance as at 2017 Audit	\$93,709.77	✓
<i>Plus all Receipts</i>		
Internal Transfers	\$ 30,000.00	✓
Credit Interest	\$ 604.97	✓
	\$ 30,604.97	
<i>Less all Payments</i>		
Internal Transfers	\$ 124,313.75	✓
	\$ 124,313.75	
Closing Balance	\$0.99	
Bank Statement #15 on 14 Sep 18	\$0.99	

Bendigo Everyday Account: 633-000 162354245

Opening Balance as at 3 April 2018	\$0.00
Less all Payments	\$ 249,351.12 ✓
Plus Receipts	\$ 252,166.22 ✓
Closing Balance	\$ 2,815.10 ✓
Balance as per Bank Statement #3	\$2,815.10 ✓

Bendigo EasySaver Account: 633-000 162 354 252

Opening Balance as at 3 Apr 2018	\$0.00
<i>Plus all Receipts</i>	
Internal Transfers	\$ 105,000.00 ✓
Credit Interest	\$ 286.49 ✓
	\$ 105,286.49
<i>Less all Payments</i>	
Internal Transfers	\$ 37,000.00 ✓
	\$ 37,000.00
Closing Balance	\$68,286.49
Bank Statement #3 on 30 Sept 18	\$68,286.49 ✓

Combined Account Balances
(TOTAL CLOSING BALANCE FOR PERIOD)

\$ 71,091.95 ✓

I hereby certify that I have Audited the books for the Bencubbin Football Club Inc and have found them to be a true and correct record as presented.

Shyatt
Hon. Auditor / Reviewer
Date: 27-10-18



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Club Support Funding Request APPLICATION FORM

Applications close at 4.00pm on Friday 05 April 2019. Applications must be received by this time, late submissions will not be considered.

Applications to be lodged via one of the following options;

- Email - cdo@mtmarshall.wa.gov.au
- Post - PO Box 20, Bencubbin 6477
- In person - to the Shire of Mt Marshall, 80 Monger Street, Bencubbin 6477

Please ensure you are eligible for this funding by checking the following;

Requirements:

- Clubs must be based within the Shire of Mt Marshall
- Clubs must be incorporated
- Clubs must provide both a 2016/17 and a 2017/18 Audited Financial Statement

Ineligible

- Individuals or personal projects
- Reimbursement for paying players
- Projects that will incur ongoing operating costs
- Funding prizes or competitions

Club Information

Name of Club: Beacon Netball
Club

Committee Members:

President: *Carly Hymus*
Secretary: *Brooke Lumsden*
Treasurer: *Brooke Lumsden*

Year of Establishment: 1999

No. of members in 18/19: 23

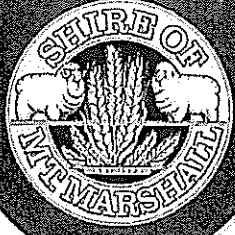
Contact Person: Brooke
Lumsden

Phone Number: 0429966455

Email:

brooke_lumsden@hotmail.com

Attachment 12.5.1c



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Address: 27 Lindsay Street
Beacon

Project Information

Project Title: *Beacon Netball Club signs and Beacon Recreation Centre Entrance Sign.*

Description of Project:

Our netball club would like to have a sign on the outside of our shed clearly labelling the area as the 'Beacon Netball Club' for our visitors to see. We would also like a sign on the inside of our shed for our sponsors to be proudly displayed for all to see to show our appreciation of our sponsors who support our netball club. Each sponsor will have their logo on a magnetic sheet that will stick to the sign allowing us to put up their logo or pull down if necessary, making it more flexible for years to come if a sponsor doesn't continue sponsoring our club.

We currently don't have any signs at all in our netball shed and are using laminated paper to display our sponsors which is not ideal and will not last.

The entrance sign into our Beacon Recreation Centre is also in need of updating as it only currently says 'Welcome to Beacon Recreation Centre, Home of the Beacon Bombers'.

We would like to include on the Entrance sign the other sporting clubs that are also located at the Beacon Recreation Centre which include the netball, hockey and the tennis club. We feel this entrance sign will communicate what is currently located at our Recreation Centre making it more appealing for our visitors and community members to use our facilities.

Please find attached draft photos of what the signs will look like to give you an idea of the project.

What is the desired outcomes for this project?

As mentioned above we currently don't have any signs on our netball shed communicating to the public what club uses the facility. We feel this sign will clearly label the netball club and feel it will make our netball shed look more professional.

The netball club sponsor sign is to show our sponsors how much we appreciate their support as without their ongoing support and sponsorship towards our club each year we wouldn't be able to run our club effectively. We want to encourage our sponsors to continue sponsoring our club and by displaying their logos in a more professional manner we hope they will see how much we appreciate their support.

Updating the current sign at our entrance into the recreation centre is very important for all four sporting clubs so that it clearly labels and communicate what clubs use this facility to our visitors and community members. It will make entering our recreation centre also look more professional



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

and inviting. It may even encourage more people to play sport and join our sporting clubs which obviously benefits our individual sporting clubs and wider community.

Who will benefit from this project and why?

The Beacon Netball Club will benefit from these signs in a variety of ways by making our netball shed clearly labelled making it easy for visitors/other towns to see where they need to go to play, it makes our club look more professional and may even encourage new members.

The benefits of the sponsor sign are to have our valued sponsors displayed in a professional manner for all visitors to our netball club to see.

The benefits of the entrance sign are very similar to what is mentioned above, it will clearly identify what clubs are located at our recreation centre while also making our complex look more professional and appealing to visitors.

What planning has occurred for this project? (i.e. quotes, works undertaken etc.)

We have obtained a quote from Signs Ahead in Welshpool which is attached.

There will be extra work involved with putting up the signs which will be done by our members of the sporting clubs and volunteers. We will need to make a frame for our entrance sign to be attached to and cement the sign into the ground at the entrance. We will also have to remove the current sign so we can replace it with the new one.

How will your club be contributing to this project? (i.e. financially, volunteers etc.)

Installation and freight are not included in the quote therefore members of the sporting clubs will volunteer our time to collect and transport the signs to Beacon and install the signs.

Will this project incur ongoing costs? If so, how will these be funded?

No there won't be any ongoing costs for the project.



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Budget

Funds requested from Club Assistance Fund: \$ 4105 (incl GST)

Total project cost: \$ 4105 plus freight and installation of signs
(incl GST)

Please include a project budget, outlining expenditure and proposed payment.

If successful in your application to the Club Assistance Fund, you agree that any overruns or unexpected expenditure will be met and funded by your Club.

Required attachments

- ☐ Certificate of Incorporation
- ☐ 2016/17 and a 2017/18 audited financial statement
- ☐ Project Budget
- ☐ If you have quotes for your project, please include.

Please ensure you have completed all parts of the application. Any ineligible applications will be advised of this fact in writing. Council will assess all applications at the April 2019 Meeting of Council. Successful applicants will be notified in writing and must acquit the funding by June 30 2019 unless otherwise agreed.

Name:

Brooke Lynsden

Signature:

Blunsden

Position in Organisation:

Secretary/Treasurer

Date:

5/4/19

I agree to all the terms outlined in the Guidelines and Application Form for the Club Assistance Fund.

BEACON NETBALL CLUB ANNUAL FINANCIAL STATEMENT		
6th November 2017 - 13th November 2018		
RECEIPTS	2017	2018
Subs	\$1,131.00	\$990.00
Fundraising	\$1,532.70	\$5,742.90
Donations	\$2,390.00	\$1,800.00
Tracksuits, bags and socks	\$140.00	\$90.00
Team Functions	\$385.00	\$359.00
Miscellaneous	\$10.05	\$332.51
Transfer In	\$0.00	\$0.00
Total Receipts	\$5,588.75	\$9,314.41
PAYMENTS	2017	2018
Subs	\$1,891.00	\$1,178.00
Equipment	\$199.10	\$90.40
Umpiring	\$0.00	\$300.00
Travel Money	\$800.00	\$600.00
Fundraising	\$738.74	\$3,020.86
Administration	\$1,176.73	\$1,188.95
Awards	\$1,719.88	\$1,031.40
Netball Jackets and Bags	\$0.00	\$0.00
Team Functions	\$861.00	\$0.00
New Uniforms	\$0.00	\$118.25
Miscellaneous	\$150.00	
Total Payments	\$7,536.45	\$7,527.86
TERM DEPOSIT		
Receipts (interest)	\$224.33	\$149.10
Bendigo Bank Cheque Account Balance/Cash Book		
Opening Balance as at 7th November 2017	\$5,681.03	\$3,733.33
Plus Receipts	\$5,588.75	\$9,314.41
Less Payments	\$7,536.45	\$7,527.86
Closing Balance as at 13th November 2018	\$3,733.33	\$5,519.88
Bendigo Bank Term Deposit Balance		
Opening balance as at 6th November 2017	\$14,325.00	\$14,549.33
Plus Receipts	\$224.33	\$149.10
Closing Balance as at	\$14,549.33	\$14,698.43
Total Closing Balance	\$18,282.66	\$20,218.31
Reconciliation		
Cheque Acct Balance as at 13th November 2018	\$3,733.33	\$5,519.88
Less Outstanding Payments		
Plus Outstanding Deposits		
Term Deposit Balance as at 13th November 2018	\$14,549.33	\$14,698.43
	\$18,282.66	\$20,218.31

TO: Beacon Netball Club

AUDIT REPORT

for Financial Period 6th Nov 2017 - 13th Nov 2018

I have checked the cash books, cheque butts, bank statements and other supporting financial records for the financial year and found that they represent a true and fair record of the financial position.

**HONORARY
AUDITOR:**



Michelle L Kirby B. Bus

DATE: 4/4/19

23rd February 2017 - 6th November 2017

RECEIPTS	2016	2017
Subs	\$1,370.00	\$1,131.00
Fundraising	\$9,872.65	\$1,532.70
Donations	\$3,450.00	\$2,390.00
Tracksuits, bags and socks	\$1,083.00	\$140.00
Team Functions	\$2,765.00	\$385.00
Miscellaneous (photobook and stubby holders)	\$0.00	\$10.05
Transfer In	\$0.00	\$0.00
Total Receipts	\$18,540.65	\$5,588.75
PAYMENTS	2016	2017
Subs	\$2,020.00	\$1,891.00
Equipment	\$204.92	\$199.10
Umpiring	\$1,010.00	\$0.00
Travel Money	\$1,000.00	\$800.00
Fundraising	\$5,103.77	\$738.74
Administration	\$666.40	\$1,176.73
Awards	\$689.00	\$1,719.88
Netball Jackets and Bags	\$1,534.70	\$0.00
Team Functions	\$2,183.00	\$861.00
New Uniforms	\$2,358.97	\$0.00
Miscellaneous		\$150.00
Total Payments	\$16,770.76	\$7,536.45
TERM DEPOSIT		
Receipts (interest)	\$422.78	\$224.33
Bendigo Bank Cheque Account Balance/Cash Book		
Opening Balance as at 23rd February 2017	\$3,911.14	\$5,681.03
Plus Receipts	\$18,540.65	\$5,588.75
Less Payments	\$16,770.76	\$7,536.45
Closing Balance as at 6th November 2017	\$5,681.03	\$3,733.33
Bendigo Bank Term Deposit Balance		
Opening balance as at 23rd February 2017	\$13,902.22	\$14,325.00
Plus Receipts	\$422.78	\$224.33
Closing Balance as at 6th November 2017	\$14,325.00	\$14,549.33
Total Closing Balance	\$20,006.03	\$18,282.66
Reconciliation		
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Less Outstanding Payments		
Plus Outstanding Deposits		
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	\$20,006.03	\$18,282.66

TO: Beacon Netball Club

AUDIT REPORT

for Financial Period 23rd Feb 2017 - 6th Nov 2017

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**HONORARY
AUDITOR:**


Michelle L Kirby B.Bus

DATE: 4/4/19.

BEACON NETBALL CLUB ANNUAL FINANCIAL STATEMENT
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TO: Beacon Netball Club

AUDIT REPORT

for Financial Period 23rd Feb 2017 - 6th Nov 2017

I have checked the cash books, cheque butts, bank statements and other supporting financial records for the period stated and found that they represent a true and fair record of the financial position.

**HONORARY
AUDITOR:**


Michelle L Kirby B.Bus

DATE: 4/4/19.



Department of Consumer & Employment Protection
Government of Western Australia

WESTERN AUSTRALIA
Associations Incorporation Act 1987
(Section 9(1))

Registered No: A1010451Y

Certificate of Incorporation

This is to certify that

BEACON NETBALL CLUB (INC)

has this day been incorporated under the
Associations Incorporation Act 1987.

Dated this thirty-first day of July 2002

Commissioner for Fair Trading

CERTIFICATE



ARTWORK

Phone: (08) 9352 3600
Email: design@signsahead.com.au
Web: signsahead.com.au
Address: 13 Baldwin Street, Kewdale WA 6105

Date: **4/4/19**

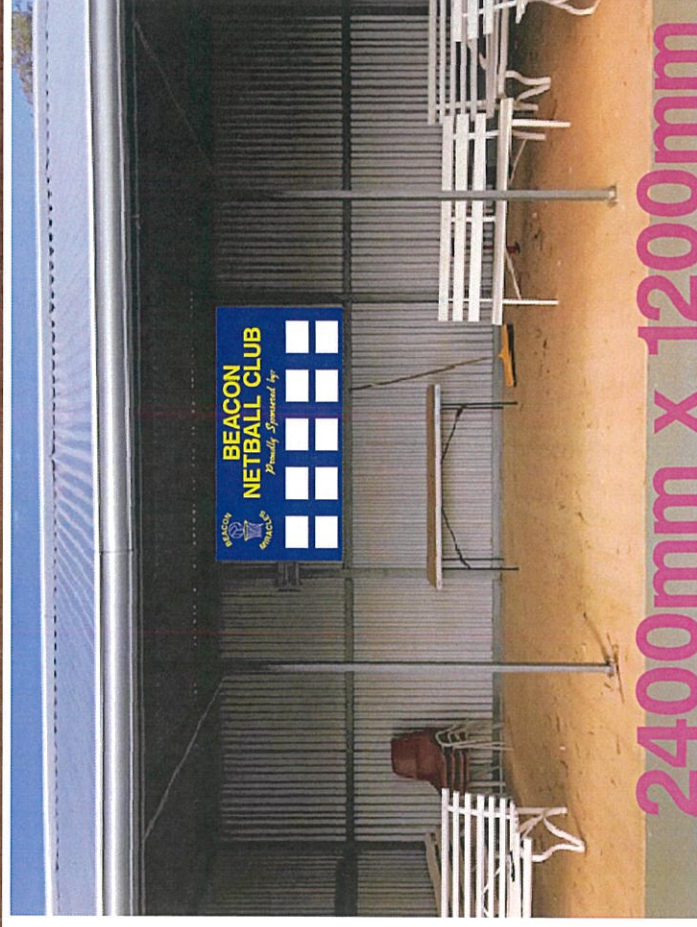
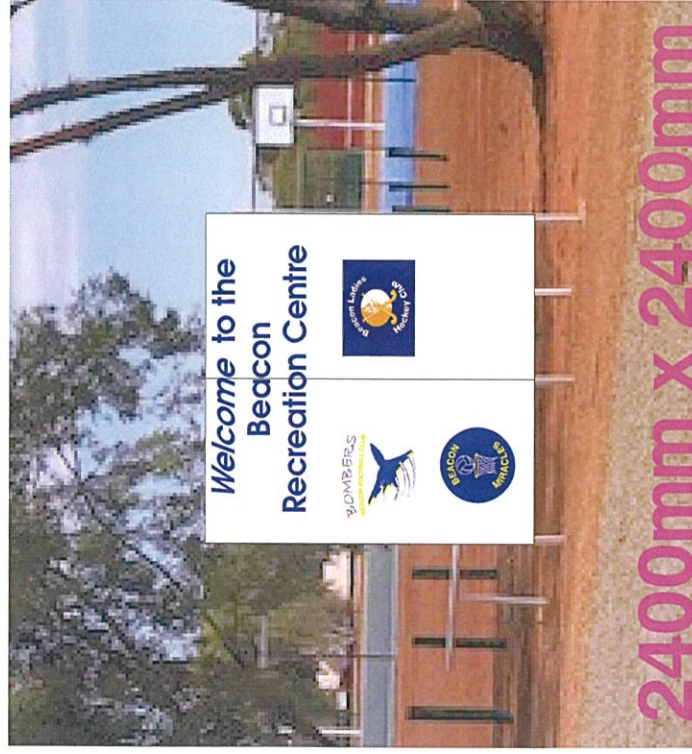
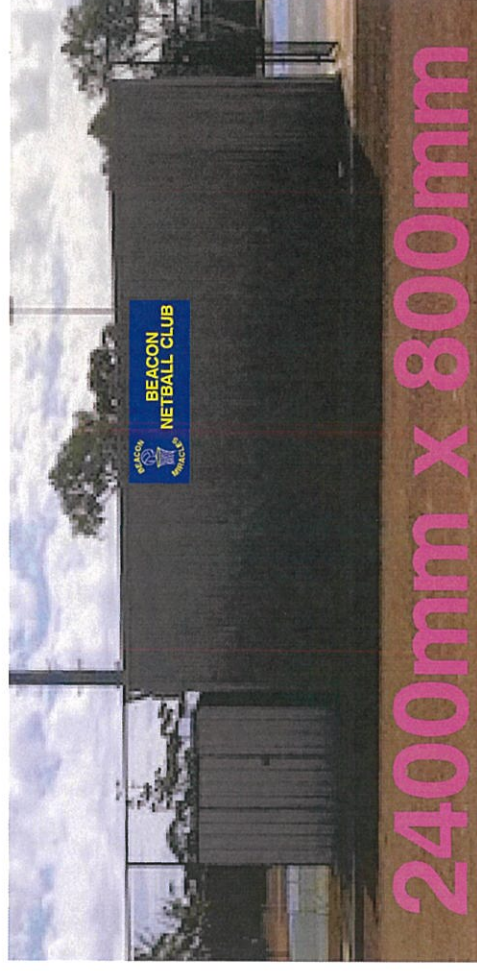
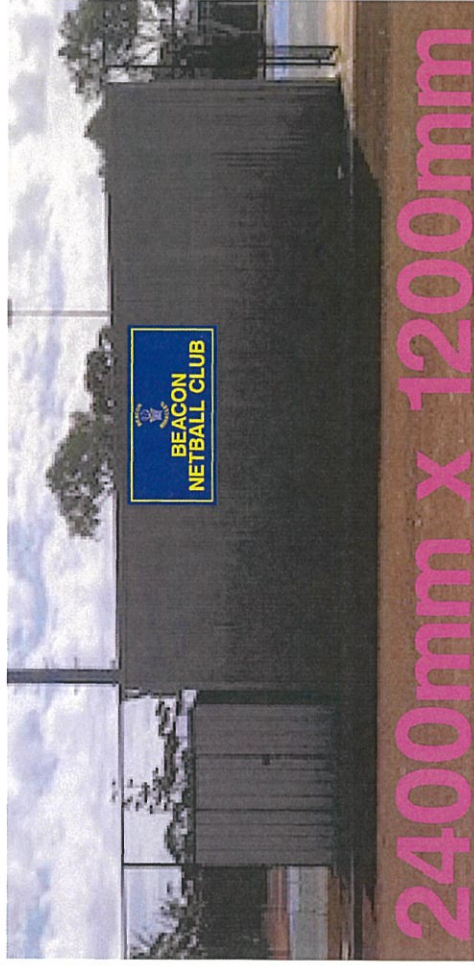
Date:

Client: **Beacon Miracles Netball Club**

PLEASE CHECK EVERY DETAIL CAREFULLY: Pay special attention to Spelling, Phone Numbers, Colours and Positioning. While every effort is made by us to represent the final result accurately, it must be understood that some variations may occur in production. **PLEASE SIGN APPROVAL AND RETURN BY EMAIL:** You should contact us ASAP with any changes necessary. All Designs and Products will remain the property of SIGNS AHEAD until full payment has been made.

Signed: _____ Date: _____

Printed Name: _____



QUOTATION



ABN 41 991 997 559

13 Baldwin Street,
Kewdale 6105
PO Box 112
Welshpool Delivery Centre
Welshpool WA 6986
Ph: (08) 9352 3600
Fax: (08) 9352 3633
Mob: 0437 599 519
lee@signsahead.com.au
www.signsahead.com.au

Quote No: L3614

DATE: 4/4/19

ATTENTION: Brooke Lumsden

COMPANY: Beacon Netball Club

We have pleasure in quoting you for the following;

- New signs for Beacon Recreation Centre.
- Beacon Netball Club sign 2400mmx 1200mm for outside shed
- Premium grade blue Composite sign panel with premium computer cut vinyls applied to face.
- Beacon Netball Club sponsors sign
- Premium grade blue Composite sign panel with premium computer cut vinyls applied to face.
- White areas left blank for digitally printed logos.
- Main Entrance sign 2400mm x 2400mm
- Premium grade white faced composite sign panel with premium grade computer cut vinyls applied to face.

Installation, freight and sign frames not included in quote.

Quote is valid for 30 days

\$3535+GST

Kind Regards

Lee Attewell
Business Development Manager

Thank you for the opportunity to quote; We look forward to being of service to you.

THIS QUOTATION IS BASED ON THE USE OF ONLY THE BEST QUALITY MATERIALS AND PROFESSIONAL CRAFTSMANSHIP.
These standards are a requirement of the Australian Sign & Graphics Association of which we are a member.

FLEET PAINTING AND BRANDING SPECIALISTS

QUOTATION



ABN 41 991 997 559

13 Baldwin Street,
Kewdale 6105
PO Box 112
Welshpool Delivery Centre
Welshpool WA 6986

Ph: (08) 9352 3600

Fax: (08) 9352 3633

Mob: 0437 599 519

lee@signsahead.com.au

www.signsahead.com.au

Quote No: L3615

DATE: 5/4/19

ATTENTION: Brooke Lumsden

COMPANY: Beacon Netball Club

We have pleasure in quoting you for the following;

- Supply only frame for entrance sign
- 30mm x 30mm SHS galvanised tube frame, fabricated to 2 x 2400mm x 1200mm frames.

Bolt frames together in situ to allow for transport.

Transport or freight is not included in this quote

\$570+GST

Kind Regards

Lee Attewell

Business Development Manager

Thank you for the opportunity to quote; We look forward to being of service to you.

THIS QUOTATION IS BASED ON THE USE OF ONLY THE BEST QUALITY MATERIALS AND PROFESSIONAL CRAFTSMANSHIP.

These standards are a requirement of the Australian Sign & Graphics Association of which we are a member.

FLEET PAINTING AND BRANDING SPECIALISTS



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Club Support Funding Request APPLICATION FORM

Applications close at 4.00pm on Friday 05 April 2019. Applications must be received by this time, late submissions will not be considered.

Applications to be lodged via one of the following options;

- Email - cdo@mtmarshall.wa.gov.au
- Post - PO Box 20, Bencubbin 6477
- In person - to the Shire of Mt Marshall, 80 Monger Street, Bencubbin 6477

Please ensure you are eligible for this funding by checking the following;

Requirements:

- Clubs must be based within the Shire of Mt Marshall
- Clubs must be incorporated
- Clubs must provide both a 2016/17 and a 2017/18 Audited Financial Statement

Ineligible

- Individuals or personal projects
- Reimbursement for paying players
- Projects that will incur ongoing operating costs
- Funding prizes or competitions

Club Information

Name of Club: *Bencubbin Community Recreation Council (hereafter BCRC)*

Committee Members: President: *Deanne Breakell*
Secretary: *Tracy Tranter*
Treasurer: *Bencubbin Community Resource Centre*

Year of Establishment: *Constitution dates to 1978.*

No. of members in 18/19: *The BCRC is structured with an executive committee of four and can have a maximum of eight committee members. The committee members represent the Bencubbin Football Club, Bencubbin Hockey Club, Bencubbin Netball Club, Bencubbin Bowling Club, Mt Marshall and Districts Agricultural Society and three community members.*

Attachment 12.5.1d



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Contact Person: *Deanne Breakell*
Phone Number: *0427 851 325*
Email: *benreccouncil@gmail.com*
Address: *Bencubbin*

Project Information

Project Title: *Kitchen Floor Scrubber*

Description of Project: *The kitchen floor of the redeveloped complex kitchen is a rough surface. Standard mops and manual floor scrubbers do not clean the floor. The BCRC has been advised that the best equipment to clean the floor to an acceptable standard is the auto scrubber.*

What are the desired outcomes for this project?
A clean kitchen for the community to use.

Who will benefit from this project and why?
The Bencubbin community will benefit from this project as will other users of the kitchen.

What planning has occurred for this project? (i.e. quotes, works undertaken etc.)
A quote has been received from PowerVac Cleaning Equipment and Services.

How will your club be contributing to this project? (i.e. financially, volunteers etc.)



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

The club will be contributing to this project by volunteer labour using the equipment to keep this Mt Marshall Shire facility at a high standard.

Will this project incur ongoing costs? If so, how will these be funded?
Any replacement of scrubber etc. will be funded by the BCRC.

Budget

Funds requested from Club Assistance Fund: \$ 1800.70 (incl GST)

Total project cost: \$ 1800.70 (incl GST)

Please include a project budget, outlining expenditure and proposed payment.

If successful in your application to the Club Assistance Fund, you agree that any overruns or unexpected expenditure will be met and funded by your Club.

Required attachments

- ☐ Certificate of Incorporation
- ☐ 2016/17 and a 2017/18 audited financial statement
- ☐ Project Budget
- ☐ If you have quotes for your project, please include.

Please ensure you have completed all parts of the application. Any ineligible applications will be advised of this fact in writing. Council will assess all applications at the April 2019 Meeting of Council. Successful applicants will be notified in writing and must acquit the funding by June 30 2019 unless otherwise agreed.

Name: Deanne Breakell



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Signature: *Deanne Breakell*

Position in Organisation: President

Date: 04th April 2019

I agree to all the terms outlined in the Guidelines and Application Form for the Club Assistance Fund.

Yes I agree

Bencubbin Community Recreation Council

Financial Statement July 2016 - June 2017

Income

Bar Takings	9,270.90
Equipment Hire	20.00
Float Return	8,650.00
Fundraising	334.00
Grain Income	67,888.39
Hire Fees	8,331.00
Interest (Interest Received)	465.28
Meals Catering	12,354.38
Donations	850.00
Payment of in kind labour	225.00
Returned money from Raffle	25,157.08
Wrong Deposit	855.07
Raffle Proceeds	50,460.00
Term Deposit	28,810.35
Tax Refunds	130.00

Expenses

Advertising	254.80
Alcohol - Rally Weekend	1,684.90
Amusements	500.00
Bank Fees	12.00
Booking Officer & Treasurer	398.20
Catering	5,874.70
Cleaning Equipment	133.27
Loader Hire	1,375.00
Crop Insurance	525.12
Lease for Cropping	5,000.00
Decorations 80 Night	209.00
Electricity	5,798.15
Equipment (Minor)	74.25
Float	8,650.00
Freight & Cartage	7,145.12
Insurance	1,377.45
Postage	22.35
Printing & Stationary	116.74
Raffle	50,163.00
Refund of Wrong deposit	855.07
Pest Control	473.00
Gas Bottle	43.23
Trans to Term Deposit	68,000.00
Tax Payments	1,841.00

Total Income

213,801.45

Total Expense

160,526.35

Bank Reconciliation as at 30th June 2017

Opening Balance as at 1 July 2016	\$43,526.86
Add Receipts	\$213,801.45
Total	\$257,328.31
Less Payments	\$160,526.35
	<u>\$96,801.96</u>

Bank Balance as at 30th June 2017

\$98,876.96

Less uncleared Cheques

676	100
677	100
692	100
695	100
697	100
700	100
715	1375
727	100

\$2,075.00

BALANCE

\$2,075.00

\$96,801.96

Balance of Term Deposit as at 4th July 2017

\$75,181.18

I, Katharine Spencer have perused the books of the Bencubbin Community Recreation Council and found them to be a true and correct record as presented.

Signed:

K. Spencer

Date:

11/9/2017



ASIC

Australian Securities & Investments Commission

Association

THE BENCUBBIN COMMUNITY RECREATION COUNCIL

Extracted from ASIC's database at AEST 16:14:22 on 04/04/2019

Association Summary

Name: THE BENCUBBIN COMMUNITY RECREATION COUNCIL
L

ABN:

Registration Number: A0780073Z

Registered State: Western Australia

Registration Date: 18/11/2008

Status: Registered

Type: Associations

Regulator: Department of Commerce, Western Australia

Bencubbin Community Recreation Council

Financial Statement July 2017 - June 2018

Income

Bar Takings	\$ 9,136.70
Equipment Hire	\$ 189.00
Float Return	\$ 4,140.00
Fund Transfer	\$ 100,181.18
Grain Income	\$ 40,827.32
Grant from Shire	\$ 9,683.59
Hessian Bags	\$ 732.50
Hire Fees	\$ 4,321.00
Interest (Interest Received)	\$ 2,356.21
Meals Catering	\$ 3,123.90
Transfer between accounts	\$ 600.00
Raffle Tickets	\$ 6,025.30
Tax Refunds	222.00

Expenses

Alcohol Rally Weekend	\$ 10,129.31
Bar Expenses	\$ 1,131.50
Catering	\$ 1,358.03
Crop Expenses	\$ 2,101.00
Crop Lease	\$ 5,500.00
Electricity	\$ 3,081.15
Equipment (Minor)	\$ 182.82
Archive filing	\$ 10.00
Float	\$ 4,140.00
Hessian Bag costs	\$ 860.50
Insurance	\$ 1,410.38
Liquor License	\$ 159.00
Loan Repayment (Complex)	\$ 118,038.32
Postage	\$ 7.20
Raffle	\$ 2,543.00
Solar Panels	\$ 10,000.00
Transfer Term Deposit	\$ 25,000.00
Tax Payments	\$ 7,411.00

Total Income

\$ 181,538.70

Total Expense

\$ 193,063.21

Bank Reconciliation as at 30th June 2018

Opening Balance as at 1 July 2017

\$ 96,801.96

Add Receipts

\$ 181,538.70

Total

\$ 278,340.66

Less Payments

\$ 193,063.21

\$ 85,277.45

Bank Balance as at 30th June 2018

\$ 85,577.45

676 100

700 100

727 100

\$ 300.00

BALANCE

\$ 300.00

\$ 85,277.45

I, Katharine Spencer have perused the books of the Bencubbin Community Recreation Council and found them to be a true and correct record as presented.

Signed:

K Spencer

Date:

6/8/18



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Club Support Funding Request APPLICATION FORM

Applications close at 4.00pm on Friday 05 April 2019. Applications must be received by this time, late submissions will not be considered.

Applications to be lodged via one of the following options;

- Email - cdo@mtmarshall.wa.gov.au
- Post - PO Box 20, Bencubbin 6477
- In person - to the Shire of Mt Marshall, 80 Monger Street, Bencubbin 6477

Please ensure you are eligible for this funding by checking the following;

Requirements:

- Clubs must be based within the Shire of Mt Marshall
- Clubs must be incorporated
- Clubs must provide both a 2016/17 and a 2017/18 Audited Financial Statement

Ineligible

- Individuals or personal projects
- Reimbursement for paying players
- Projects that will incur ongoing operating costs
- Funding prizes or competitions

Club Information

Name of Club: *Beacon Tennis Club*

Committee Members: President: *Joel Lancaster*
Secretary: *Michelle Kirby*
Treasurer: *Michelle Kirby*

Year of Establishment: *1964*

No. of members in 18/19: *Senior 20 Junior 10*

Contact Person: *Andrew Dunne*

Phone Number: *0428861095*

Email: *agdunne@bigpond.com*

Address: *PO Box 45 Beacon WA 6472Up*



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Project Information

Project Title: *Upgrade Tennis Court Lights*

Description of Project:

In 2011 the Beacon Tennis Court Lights were upgraded. There are 8 lights in total. 2 at each end and 4 in the middle. We had 4 new lights installed on the ends and the best of the old lights were moved to the middle pole. This has resulted in two standards of light on the courts, the end courts being reasonably well lit and the middle courts being dull.

The globes have steadily degraded over time and we would now like to upgrade the lights on the centre pole.

We have not applied for CSRFF funding because our light towers are not in the right place to meet Australian Standard tennis lighting. They would need to be shifted to the corners of the courts to meet Australian Standards and the cost of doing this would make the project unviable for our Tennis Club.

Lighting technology has advanced significantly in the last few years so the new lights on the centre pole will also benefit the end courts. They will also use less power than the old globes.

What is the desired outcomes for this project?

The aim of the project is to provide adequate lighting to the Beacon Tennis Courts so people can play tennis during the hotter months of the year after dark. Our social tennis usually starts around 5pm, when the heat has gone out of the day and continues into the night.

We also participate in Pennant Tennis which commences at 7pm on Fridays during the summer.

Who will benefit from this project and why?

All members of our Tennis Club will benefit from these lights, enabling them to play more tennis and contributing to their general health and wellbeing. The tennis courts are also available to all members of the community. Visiting players for pennants and tournaments will also benefit.



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

What planning has occurred for this project? (i.e. quotes, works undertaken etc.)

Please see attached quote.

How will your club be contributing to this project? (i.e. financially, volunteers etc)

The M.O.U. between the shire and the BCRC states that the Shire is responsible for Flood Lighting. However our club would like to provide half of the financial cost of the project.

Will this project incur ongoing costs? If so, how will these be funded?

The project will not have any ongoing costs. It will however reduce the tennis club lighting bill by more than 25%.

Budget

Funds requested from Club Assistance \$ 8000 (incl GST)

Fund:

Total project cost: \$ 17233.04 (incl GST)

Please include a project budget, outlining expenditure and proposed payment.

If successful in your application to the Club Assistance Fund, you agree that any overruns or unexpected expenditure will be met and funded by your Club.

Required attachments

- ☐ Certificate of Incorporation
- ☐ 2016/17 and a 2017/18 audited financial statement



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

- ☐ Project Budget
- ☐ If you have quotes for your project, please include.

Please ensure you have completed all parts of the application. Any ineligible applications will be advised of this fact in writing. Council will assess all applications at the April 2019 Meeting of Council. Successful applicants will be notified in writing and must acquit the funding by June 30 2019 unless otherwise agreed.

Name: Andrew Dunne

Signature: 

Position in Organisation: Men's Captain

Date: 5/4/2019

I agree to all the terms outlined in the Guidelines and Application Form for the Club Assistance Fund.

Beacon Tennis Courts Light Upgrade Budget

Shire Grant \$8000.00(inc gst)

Beacon Tennis Club contribution \$9233.04(inc gst)

Total project cost \$17233.04(inc gst)



ESTIMATE

Beacon Tennis Club

Date
5 Apr 2019

Expiry
5 May 2019

Quote Number
EST-0125

ABN
67 717 510 401

Absolutely All Electrical
3234 Nungarin North Rd
MUKINBUDIN WA 6479
AUSTRALIA
Callum 0428 720 510
absolutelyallelectrical@outlook.com

Beacon Tennis Club Light Replacement center pole

The current lights are 1000w MH lights and will be putting out between 19,000-35,000 lumens they would have put out around 60,000 lumens originally for the first 6 months to a year and then halved in brightness since then. This light will replace them with about double the current light output and be similar to the original output for under half the power usage.

Item	Description	Quantity	Unit Price	Amount AUD
Labor T	Labor Tradesperson \$90 hour	4.00	90.00	360.00
Travel	Travel \$1.40 per KM	176.00	1.40	246.40
	RANGER R490+/5K/AS 490W LED FLOOD 64,000 Lumens	4.00	3,750.00	15,000.00
Miscellaneous Items	Miscellaneous Items	60.00	1.00	60.00
			Subtotal	15,666.40
			TOTAL GST 10%	1,566.64
			TOTAL AUD	17,233.04

Terms

Estimate is valid for 30 Days

Copper prices are likely to vary in this time and may affect the price

I will need to have the use of the cherry picker mentioned in the email.

BEACON TENNIS CLUB

Financial Statement as at 1st October 2018

RECEIPTS	2018	2017
Subs	\$ 845.00	\$ 1,350.00
Donations (Received)	\$ 1,140.00	\$ 950.00
Club Food/Pennants	\$ 298.50	\$ 335.55
R&R	\$ 1,024.50	\$ 1,254.50
Fundraising	\$ 8,505.00	\$ 1,358.00
Nominations	\$ 605.00	\$ 65.00
Sponsorship	\$ 330.00	\$ 540.00
<u>TOTAL INCOME</u>	<u>\$ 12,748.00</u>	<u>\$ 5,853.05</u>

EXPENSES	2018	2017
Fees / Subs	\$ 350.00	\$ 850.00
Trophies & Engraving	\$ 258.00	\$ 361.95
Club Food	\$ 749.28	\$ 857.89
R&R	\$ 307.00	\$ 533.23
Fundraising (NYE)	\$ 4,034.97	\$ 816.92
Electricity Contribution	\$ 800.00	\$ 500.00
Balls/Club Mtc	\$ 437.69	\$ 514.79
NYE transfers to other clubs	\$ 4,000.00	
<u>TOTAL EXPENDITURE</u>	<u>\$ 10,936.94</u>	<u>\$ 4,434.78</u>

BANK RECONCILIATION

Balance C/F 1 Jul 2017	\$ 9,469.86	Bank Bal at 1/10/18	\$ 11,280.92
Plus Income	\$ 12,748.00	Add O/S Deposits	
Sub Total	\$ 22,217.86	Sub Total	\$ 11,280.92
Less Expenditure	\$ 10,936.94	Less Unpres. Cheques	\$ -
	<u>\$ 11,280.92</u>		<u>\$ 11,280.92</u>

BEACON TENNIS CLUB

AUDIT REPORT As At 1st October 2018

I have checked the cash book, cheque butts, cash receipts, bank statements and other supporting financial records for the fifteen months to 1st October 2018 and found that they represent a true and fair record of the Beacon Tennis Club's financial position.

HONORARY
AUDITOR:


Michelle L Kirby B. Bus

DATE: 15 Nov 2018

BEACON TENNIS CLUB INC
Financial Statement as @ 30/6/2017

as per bank statement

Opening Balance:

\$ 8,051.59

as @ 1/7/16

Income:

Members Subs:	1350
Visitor Fees	30
Donations*	950
R&R	1254.5
Social/ Fundraising	828
Pennants	335.55
Sponsorship	540
Grants	500 Dept S&R
C'ship Entry Fees	65
	<hr/>
	\$ 5,853.05

Expenditure:

Fees/Subs	850
Food/Bev	857.89
Trophies	361.95
Misc	303.75
Court Maintenance	211.04
Electricity Contribution	500
R&R	533.23
Pennants - Beverages	295
Fast 4 Event	521.92
	<hr/>
	\$ 4,434.78

Opening	\$	8,051.59
Income	\$	5,853.05
	\$	13,904.64
Less Expenses	-\$	4,434.78
Closing Balance:	\$	9,469.86

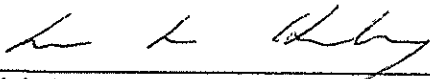
as @ 30/6/17

BEACON TENNIS CLUB

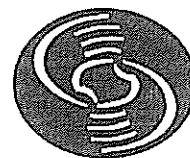
AUDIT REPORT As At 30 June 2017

I have checked the cash book, cheque butts, cash receipts, bank statements and other supporting financial records for the twelve months to 30 June 2017 and found that they represent a true and fair record of the Beacon Tennis Club's financial position.

HONORARY
AUDITOR:


Michelle L Kirby B. Bus

DATE: 28 Sept 2017



fair trading
Ministry of Fair Trading

WESTERN AUSTRALIA
Associations Incorporation Act 1987
Section (1)

Registered No: A1009424B

Certificate of Incorporation

This is to certify that

BEACON TENNIS CLUB (INC.)

has this day fourteenth day of December 2000 been
incorporated under the Associations Incorporation Act 1987.

Dated this fourteenth day of December 2000

Commissioner for Fair Trading

CERTIFICATE



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Club Support Funding Request APPLICATION FORM

SHIRE OF MT MARSHALL Received	
- 5 APR 2019	
File No.	_____
Officer	_____
Copy this time	

Applications close at 4.00pm on Friday 05 April 2019. Applications must be received by this time, late submissions will not be considered.

Applications to be lodged via one of the following options;

- Email - cdo@mtmarshall.wa.gov.au
- Post - PO Box 20, Bencubbin 6477
- In person - to the Shire of Mt Marshall, 80 Monger Street, Bencubbin 6477

Please ensure you are eligible for this funding by checking the following;

Requirements:

- Clubs must be based within the Shire of Mt Marshall
- Clubs must be incorporated
- Clubs must provide both a 2016/17 and a 2017/18 Audited Financial Statement

Ineligible

- Individuals or personal projects
- Reimbursement for paying players
- Projects that will incur ongoing operating costs
- Funding prizes or competitions

Club Information

Name of Club: Bencubbin Netball Club

Committee Members:

President: *Sherelle Grogan*

Secretary: *Daneeka Beagley*

Treasurer: *Sian Pladdy-Kett*

Year of Establishment: 1999

No. of members in 18/19:

Contact Person: Daneeka Beagley

Phone Number: 0400 423 414

Email: dbeagley28@gmail.com

Address: PO Box 25, Trayning WA 6488



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Project Information

Project Title: Bencubbin netball court door access

Description of Project:

As part of the Bencubbin Recreation ground redevelopments, a doorway access from the Bencubbin Netball Club storage shed to courtside of the netball court was set to be installed, but as part of a cost cutting process this was unfortunately removed from the redevelopment. As a club, we are now applying for funding to install an access door in the northern wall of the netball court. This would allow convenient access to our storage area and equipment. The Bencubbin Community Recreation Council have shown their full support for this project - Please find attached their letter of support.

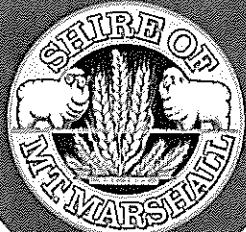
What is the desired outcomes for this project?

The Bencubbin Netball Club has been operating from the Bencubbin Multipurpose Complex since its formation. In the complex's original format, the club had access to a storage room adjacent to the court. The outcome of this project will again provide netball players and/or officials, as well as volunteers/community members an easier access option. This in turn provides a safer environment for the players by eliminating debris from the court surface.

Who will benefit from this project and why?

As previously mentioned, this project will be beneficial for netball players and/or officials, volunteers and the Bencubbin community. Installing this door access will allow training and games days to run at a more proficient level. Since the storage rooms were built onto the back of the courts the Club has been operating from their allocated shed using it to store equipment, such as training and/or game day balls, as well as the all other associated equipment, e.g. cones and scoring machine. Having easy and quick access to our storage shed will allow an efficient "setup and clean-up" prior to and on game day, as well as eliminate the need to store warm-up balls in the spectator area, which would provide more space and eradicate safety risks. In addition, a freezer which contains ice is also located in the storage shed. Ice is quite often needed when injuries occur during training and games. Members of the club have noted that since relocating to the back shed accessing ice and equipment has become more time consuming.

Furthermore, netball is played in the winter months. During rain periods the area between the back complex door and the storage shed roller door becomes quite boggy. Currently, should players retrieve equipment or ice from the back shed they quite often transfer mud back through the complex and across the netball court, which then becomes a hazard during the game being played.



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

What planning has occurred for this project? (i.e. quotes, works undertaken etc.)

The Bencubbin Netball Club have discussed and obtained a quote from a local business, ICS Carpentry in relation to this project. During discussions between ICS Carpentry and the Bencubbin Netball Club, it was established that it is possible for this project to go ahead. Please find quote attached as part of the required attachments.

How will your club be contributing to this project? (i.e. financially, volunteers etc.)

The Bencubbin Netball Club will be volunteering our time to clean our of storage shed in preparations for the builders coming in, as well as clean the netball court at completion of the project to ensure the condition of the court at current is maintained.

Will this project incur ongoing costs? If so, how will these be funded?

Due to the nature of this project it will not incur any major ongoing costs. However, as time goes on minor maintenance may be required, e.g. a replacement door handle or hinges, and in this instance the Bencubbin Netball Club will be willing to financially contribute.

Budget

Funds requested from Club Assistance Fund: \$3696.00 (incl GST)

Total project cost: \$3696.00 (incl GST)

Please include a project budget, outlining expenditure and proposed payment.

If successful in your application to the Club Assistance Fund, you agree that any overruns or unexpected expenditure will be met and funded by your Club.

Required attachments

- ☐ Certificate of Incorporation
- ☐ 2016/17 and a 2017/18 audited financial statement
- ☐ Project Budget
- ☐ If you have quotes for your project, please include.

Please ensure you have completed all parts of the application. Any ineligible applications will be advised of this fact in writing. Council will assess all applications at the April 2019 Meeting of



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Council. Successful applicants will be notified in writing and must acquit the funding by June 30 2019 unless otherwise agreed.

Name: Daneeka Beagley

Signature:

Position in Organisation: Secretary

Date: 05/04/2019

I agree to all the terms outlined in the Guidelines and Application Form for the Club Assistance Fund.

Project Budget

Door Installation – ICS Carpentry	\$3696.00
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In-Kind Donation – BNC Volunteers to clean/tidy pre & post installation

@ \$20 per hour p/p; 4 hours in total	\$80.00
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TOTAL	\$3776.00
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Ian and Amanda Sanders
Po Box 43, Bencubbin WA 6477
Ph.: 96 851 213 fax: 96 851 094 Mobile: 0427 851 213
Email: icscarpentry@bigpond.com
ABN: 18 642 205 733

01/04/2019

Bencubbin netball club

Quotation for works below

Cut doorway into wall from netball store room to court

- 1) Cut with commercial concrete saw into both sides of brick wall
- 2) Frame up doorway with timber frame lining to make good to both sides of wall
- 3) Hang door with lock
- 4) Paint frame and door with 1 x coat primer and 2 x coats top coat
- 5) Clean up area (vacuum dust)

There will be dust created by this job and every effort will be made to clean court afterwards netball club might want to keep in mind they may need to give full clean afterwards to there standards.

Quotation \$3,360 plus gst

Financial Statement

From 1st January to 31st December 2018

Income	2018	Expenses	2018
Subs	\$2,255.00	Subs	\$50.00
Catering	\$2,728.00	Catering	\$1,439.14
Sponsorship	\$990.00	Equipment	\$144.00
Fundrasing	\$2,032.05	Fundrasing	\$14.95
CRC Raffle	\$0.00	Umpires	\$1,525.00
Uniform	\$477.05	Print/Stationery	\$37.79
Interest	\$0.00	Awards	\$1,379.91
Misc	<u>\$5,490.00</u>	CRC Raffle	\$0.00
Total Income	<u>\$13,972.10</u>	Misc	<u>\$9,225.49</u>
		Total Expenses	<u>\$13,816.28</u>

Reconciliation Statement

Financial Statement

From 1st January to 31st December 2017

Income	2017	Expenses	2017
Subs	\$2,648.40	Subs	\$2,214.00
Catering	\$5,417.85	Catering	\$2,340.94
Sponsorship	\$1,637.85	Equipment	\$1,894.82
Fundrasing	\$2,753.30	Fundrasing	\$1,249.88
CRC Raffle	\$8,300.00	Umpires	\$1,610.00
Uniform	\$628.00	Print/Stationery	\$87.64
Interest	\$0.00	Awards	\$2,985.71
Misc	<u>\$540.83</u>	CRC Raffle	\$8,300.00
		Misc	<u>\$1,250.00</u>
Total Income	<u>\$21,926.23</u>	Total Expenses	<u>\$21,932.99</u>

Reconciliation Statement

WESTERN AUSTRALIA
Associations Incorporation Act 1987
(Section 9(1))

Registered No: A1012761H

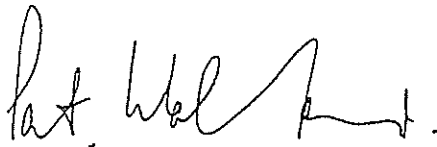
Certificate of Incorporation

This is to certify that

BENCUBBIN NETBALL CLUB INCORPORATED

was on the first day of June 2006
incorporated under the
Associations Incorporation Act 1987.

Dated this first day of June 2006



Commissioner for Fair Trading

Bencubbin Community Recreation Council Inc.

Post Office, BENCUBBIN WA 6477

benreccouncil@gmail.com

Bencubbin Community Recreation Council
C/- Post Office
Bencubbin
WA 6477

24th March 2019

Dear Councillors of the Shire of Mount Marshall

LETTER OF SUPPORT FOR BENCUBBIN NETBALL CLUB


The BCRC would like to provide its full support to the Bencubbin Netball Club regarding the addition of a door between the netball club's storage shed and the indoor netball court. As identified by the Bencubbin Community, in the initial plans of the multi-complex upgrade, a door would be highly beneficial to provide full and urgent access to the netball storage shed from the indoor court.

This would enable the quick retrieval of items such as ice bags from the freezer if an injury was sustained requiring immediate treatment. The direct access would also allow for a more rapid set-up and clean-up. This would benefit and reduce the workload of this valuable voluntary club.

The BCRC would like to urge the Shire of Mount Marshall to look favourably upon the attached project of the Bencubbin Netball Club.

Yours faithfully

Deanne Breakell



President

Bencubbin Community Recreation Council

President
Deanne Breakell
P O Box 21
BENCUBBIN
WA 6477

VIPresident
Peter Water
P O Box 33
BENCUBBIN
WA 6477

Secretary
Tracy Tranter
P O Box 76
BENCUBBIN
WA 6477

Treasurer
Bencubbin Community Resource Centre
P O Box 103
BENCUBBIN
WA 6477



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

IN REPLY PLEASE QUOTE: TM18 – 136 FILE: A6/18a
ENQUIRIES TO: Olivia Granich

07 August 2018

Charisse Walker
1014 Gilham-Cooper Rd
Bencubbin WA 6477

Dear Charisse

LETTER OF SUPPORT AND SHIRE APPROVAL TO PUT INTERNAL ACCESS DOOR TO STORAGE ROOM OFF INDOOR NETBALL COURT

The Shire of Mt Marshall are pleased to authorise the Netball Club to gather quotes from a qualified and licenced tradespeople/business for the addition of an internal storage room door access off the indoor netball court. Also supporting the Netball Club to apply for a grant to help finance this project and thus engage a qualified tradesperson to undertake these works.

This was initially part of the Shire redevelopment works as per the Site Architect Plans, but was removed as part of a cost cutting process associated with the Redevelopment of the Bencubbin Multipurpose Complex.

The Shire support the initiative of the Bencubbin Netball Club to undertake this project and feel that it will add value to the building in the way of enabling greater access for club members and for those that have difficulty managing to enter at the outside entrance. This doorway is a practical inclusion to the current building, easing access for all members of the Netball Club and community.

Kind Regards,

Tanika McLennan
Acting Chief Executive Officer

9 March 2019

Mr John Nuttall
CEO
Shire Mt Marshall
PO Box 20
BENCUBBIN WA 6477

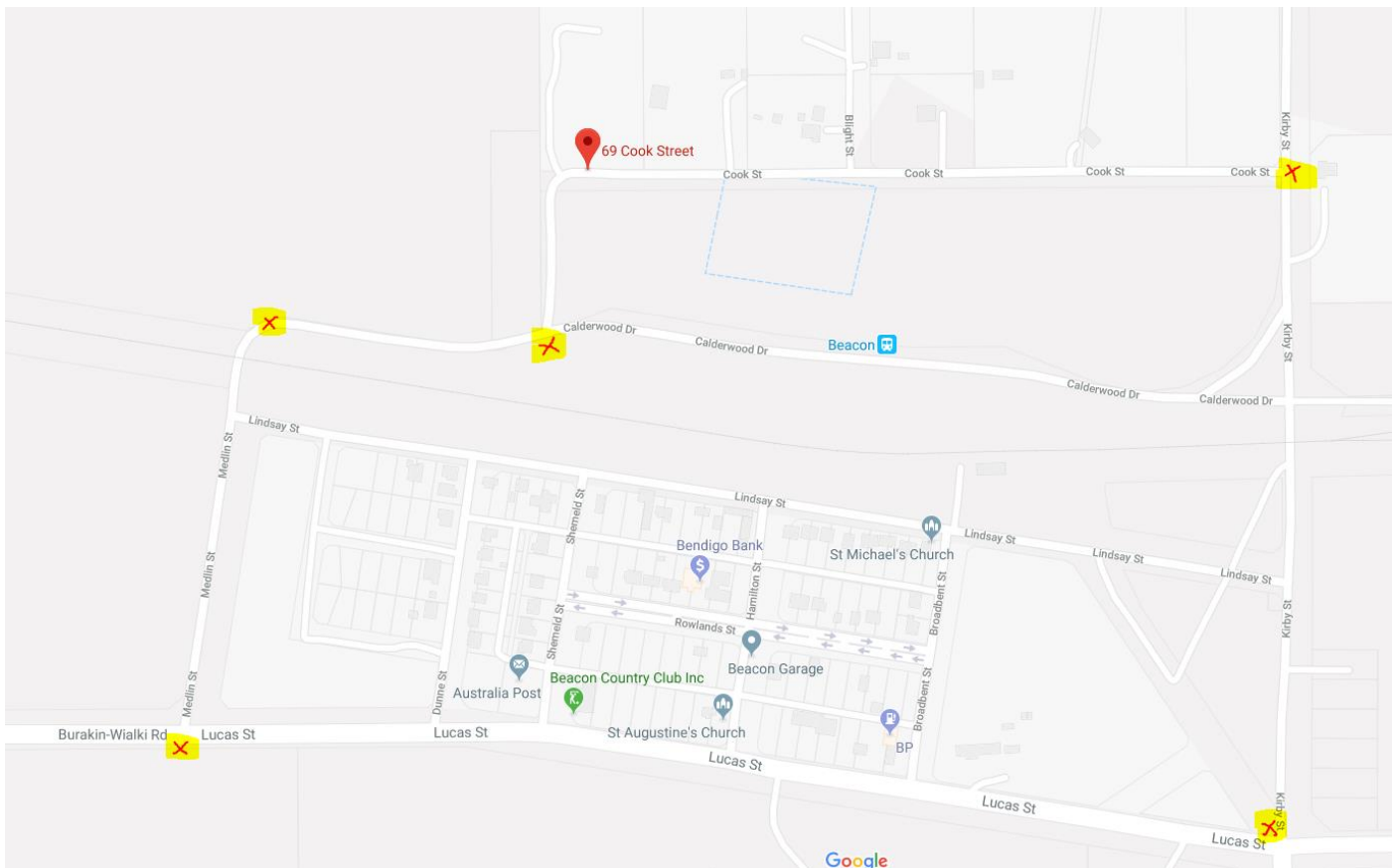
Dear Mr Nuttall

SCUD AG SUPPLIES DIRECTIONAL TOWNSITE SIGNAGE - BEACON

Further to conversations with Dani Bayley Main Roads Department Northam, Aaron Wootton Works Supervisor and Jack Walker, we are seeking Shire approval for the installation of directional signage for our business.

We are located on the north side of the railway line on the outskirts of town, therefore we are not visible when driving through the main part of town.

We would like to install signage on the following locations. On the following page we have attached photos of each intersection marking exactly where we would like to position the signs and stating if they are double sided or single sided.



ABN 84 662 113054 • 62 Cook Street • BEACON • WESTERN AUSTRALIA
PO BOX 16 BEACON WA 6472 • TEL: 08 9686 1119 • FAX: 08 9686 1114
Email: anna@scudagchem.com.au • www.scudagchem.com.au

Cook St / Calderwood St Intersection
Double Sided



Medlin St / Burakin Wialki Road Intersection
Double Sided



Bencubbin Rd / Burakin Wialki Road Intersection
Single Sided



Cook Street / Ingleton North Road Intersection
Double Sided



Medlin St / Calderwood St Corner near Misty Gate
Single Sided



ABN 84 662 113054 • 62 Cook Street • BEACON • WESTERN AUSTRALIA
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Email: anna@scudagchem.com.au • www.scudagchem.com.au

The signs will be approximately 1500mm x 1200mm and a couple of them double sided as shown below. As we are a steel fabrication business, we are able to make our own frames as shown below. We have our own bobcat with a post hole borer and will cement frame into the ground.



We look forward to your favourable response.

Kind Regards



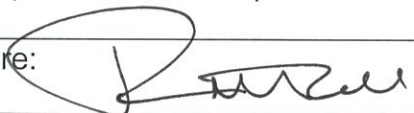
Pete and Anna Munns
Manger



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

APPLICATION FOR DEVELOPMENT APPROVAL

Owner details		
Name: Shire of Mt Marshall		
ABN (if applicable): 44 012 430 676		
Address: 80 Monger Street		
Bencubbin WA		Postcode: 6477
Phone: Work: 96 851 202	Fax:	Email: ceo@mtmarshall.wa.gov.au
Home:		
Mobile: 0427 851 202		
Contact person for correspondence : John Nuttall		
Signature: 		Date: 10.4.19
Signature:		Date:
<i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62 (2).</i>		

Applicant details (if different from owner)		
Name: Peter and Anna Munns trading as Scud Ag Supplies		
Address: 62 Cook Street		
Beacon WA		Postcode: 6472
Phone: Work: 96 861 119	Fax: 96 861 114	Email: anna@scudagchem.com.au
Home:		
Mobile: 0427 761 117		
Contact person for correspondence : Anna Munns		
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Signature: 		Date: 09/04/19

Attachment 12.7.1b



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Property details		
Lot No: Road Reserve	House/Street No:	Location No:
Diagram or Plan No:	Certificate of Title Vol. No:	Folio:
Title encumbrances (e.g. easements, restrictive covenants):		
Street Name: Burakin – Wialki Road		Suburb: Beacon
Nearest street intersection: Medlin Street		

Proposed development	
Nature of Development	<input type="checkbox"/> Works
	<input type="checkbox"/> Use
Installation of one (1) sign	<input type="checkbox"/> Works and use
Is an exemption from development claimed for part of the development?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, is the exemption for	<input type="checkbox"/> Works
	<input type="checkbox"/> Use
Description of proposed works and/or land use:	
Installation of five (5) Advertising signs on Council's road reserves within the Beacon townsite	
Description of exemption claimed (if relevant):	
Nature of any existing buildings and/or land use: Road Reserve	
Approximate cost of proposed development: \$10,000.00	
Estimated time of completion: June 2019	

OFFICE USE ONLY

Acceptance Officer's initials: *fw*

Local government reference No: *DA1-19*

Date Received: *10/14/2019*



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Property details		
Lot No: Road Reserve	House/Street No:	Location No:
Diagram or Plan No:	Certificate of Title Vol. No:	Folio:
Title encumbrances (e.g. easements, restrictive covenants):		
Street Name: Calderwood Drive		Suburb: Beacon
Nearest street intersection: Lindsay Street and Medlin Street		

Proposed development	
Nature of Development	<input type="checkbox"/> Works
	<input type="checkbox"/> Use
Installation of one (1) Signs	<input type="checkbox"/> Works and use
Is an exemption from development claimed for part of the development?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, is the exemption for	<input type="checkbox"/> Works
	<input type="checkbox"/> Use
Description of proposed works and/or land use:	
Installation of five (5) Advertising signs on Council's road reserves within the Beacon townsite	
Description of exemption claimed (if relevant):	
Nature of any existing buildings and/or land use: Road Reserve	
Approximate cost of proposed development: \$10,000.00	
Estimated time of completion: June 2019	

OFFICE USE ONLY

Acceptance Officer's initials: *gws*
Local government reference No: *1-19*

Date Received: *10/4/2019*



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Property details		
Lot No: Road Reserve	House/Street No:	Location No:
Diagram or Plan No:	Certificate of Title Vol. No:	Folio:
Title encumbrances (e.g. easements, restrictive covenants):		
Street Name: Calderwood Drive		Suburb: Beacon
Nearest street intersection: Cook Street		

Proposed development	
Nature of Development	<input type="checkbox"/> Works
	<input type="checkbox"/> Use
Installation of one (1) sign	<input type="checkbox"/> Works and use
Is an exemption from development claimed for part of the development?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, is the exemption for	<input type="checkbox"/> Works
	<input type="checkbox"/> Use
Description of proposed works and/or land use:	
Installation of five (5) Advertising signs on Council's road reserves within the Beacon townsite	
Description of exemption claimed (if relevant):	
Nature of any existing buildings and/or land use: Road Reserve	
Approximate cost of proposed development: \$10,000.00	
Estimated time of completion: June 2019	

OFFICE USE ONLY

Acceptance Officer's initials: *AW*
Local government reference No: *DA 1-19*

Date Received: *10/4/2019*



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Property details		
Lot No: Road Reserve	House/Street No:	Location No:
Diagram or Plan No:	Certificate of Title Vol. No:	Folio:
Title encumbrances (e.g. easements, restrictive covenants):		
Street Name: Kirby Street		Suburb: Beacon
Nearest street intersection: Cook Street		

Proposed development	
Nature of Development	<input type="checkbox"/> Works
Installation of one (1) sign	<input type="checkbox"/> Use
	<input type="checkbox"/> Works and use
Is an exemption from development claimed for part of the development?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, is the exemption for	<input type="checkbox"/> Works
	<input type="checkbox"/> Use
Description of proposed works and/or land use:	
Installation of five (5) Advertising signs on Council's road reserves within the Beacon townsite	
Description of exemption claimed (if relevant):	
Nature of any existing buildings and/or land use: Road Reserve	
Approximate cost of proposed development: \$10,000.00	
Estimated time of completion: June 2019	

OFFICE USE ONLY

Acceptance Officer's initials: *SW*
Local government reference No: *DA 1-19*

Date Received: *10/4/2019*



Shire of Mt Marshall

— THE SANDALWOOD SHIRE —

Property details		
Lot No: Road Reserve	House/Street No:	Location No:
Diagram or Plan No:	Certificate of Title Vol. No:	Folio:
Title encumbrances (e.g. easements, restrictive covenants):		
Street Name: Burakin – Wialki Road		Suburb: Beacon
Nearest street intersection: Bencubbin – Beacon Road, Kirby Street		

Proposed development	
Nature of Development	<input type="checkbox"/> Works
Installation of one (1) sign	<input type="checkbox"/> Use
	<input type="checkbox"/> Works and use
Is an exemption from development claimed for part of the development?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, is the exemption for	<input type="checkbox"/> Works
	<input type="checkbox"/> Use
Description of proposed works and/or land use:	
Installation of five (5) Advertising signs on Council's road reserves within the Beacon townsite	
Description of exemption claimed (if relevant):	
Nature of any existing buildings and/or land use: Road Reserve	
Approximate cost of proposed development: \$10,000.00	
Estimated time of completion: June 2019	

OFFICE USE ONLY

Acceptance Officer's initials: *SW*
Local government reference No: *DA 1-19*

Date Received: *10/4/2019*