

SHIRE OF MT MARSHALL



Mt Marshall Audit Committee

**Minutes of the
Mt Marshall Audit Committee Meeting
held on Wednesday 4 March 2020
in Council Chambers,
80 Monger St, Bencubbin
commencing at 2:00pm.**

Attachment 11.1.1

Chairperson

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1.0 Declaration of Opening / Announcement of Visitors

The Chairperson declared the meeting open at 2:00pm.

2.0 Record of Attendance / Apologies

Attendance

Cr ARC Sachse	Councillor / Chairperson	
Cr SR Putt	Councillor / Committee Member	
Cr NR Gillett	Councillor / Committee Member	
Mr John Nuttall	Chief Executive Officer	
Ms Nadine Richmond	Executive Assistant	
Ms Tanika McLennan	Finance and Administration Manager	
Mr Greg Godwin	Moore Stephens	2:01 – 2:48pm
Mr Gilles Chan	Moore Stephens	2:01 – 2:48pm
Mr Kien Neoh	Office of the Auditor General	2:01 – 2:48pm

Apologies

Nil

3.0 Standing Orders

Audit2020/001 COMMITTEE DECISION:

That Standing Order number 9.2 - Limitation of Number of Speeches be suspended for the duration of the meeting to allow for greater debate on items in the agenda.

Moved Cr SR Putt

Seconded Cr NR Gillett

Carried 3/0

4.0 Audit Entrance Discussion with Moore Stephens

Audit2020/002 OFFICERS RECOMMENDATION/COMMITTEE DECISION:

That Greg Godwin and Gilles Chan from Moore Stephens and Kien Neoh from the Office of the Auditor General attend the meeting via teleconference.

Moved Cr SR Putt

Seconded Cr NR Gillett

Carried 3/0

Mr Greg Godwin, Mr Gilles Chan and Mr Kien Neoh entered the meeting at 2:01pm.

Discussions were held with Moore Stephens and the Office of the Auditor General regarding the Shire's annual audit.

Mr Greg Godwin, Mr Gilles Chan and Mr Kien Neoh left the meeting at 2:48pm.

5.0 Confirmation of Minutes of Previous Meetings

5.1 Minutes of Mt Marshall Audit Committee Meeting held Tuesday 19 November 2019

Audit2020/003 COMMITTEE DECISION:

That the Minutes of the Audit Committee Meeting held on Tuesday 19 November 2019 be confirmed as a true and correct record of proceedings.

Moved Cr NR Gillett

Seconded Cr SR Putt

Carried 3/0

6.0 Reports of Officers

6.1 2019 Compliance Audit Return

File No:	4.0140
Location/Address:	N/A
Name of Applicant:	Nil
Name of Owner:	N/A
Author:	John Nuttall – Chief Executive Officer
Attachments:	6.1 - 2019 Compliance Audit Return
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previously Considered:	Nil

Background:

The Local Government (Audit) Regulations 1996 require that the Shire carry out a Compliance Audit Return (CAR) for the period 1 January to 31 December each year, and after carrying out the Audit prepare a Compliance Audit Return in a form approved by the Minister.

The Audit Committee is required to review the annual CAR and report to the Council the results of that review prior to adoption of the CAR by Council.

The CAR is then to be presented to the Council for adoption and recorded in the minutes of the meeting at which it is adopted.

The return, once adopted by Council is to be certified by the Shire President and the Chief Executive Officer and forwarded to the Director General of the Department of Local Government and Regional Development.

Consultation:

Tanika McLennan – Finance and Administration Manager

Statutory Environment:

Local Government Act 1995

Local Government (Audit) Regulations 1996

Relevant Plans and Policy:

Nil

Financial Implications:

Nil

Risk Assessment:

Failure to fulfil compliance requirements (Statutory and Regulatory)

Community & Strategic Objectives:

CIVIC LEADERSHIP – Provide efficient and effective management:

C 3.3 Provide reporting processes in a transparent, accountable and timely manner

Comment:

The compliance audit is comprehensive and gives the Council an indication of the Shire's level of compliance with legislative requirements. The audit has been completed by the Chief Executive Officer and the Finance and Administration Manager and the Shire is compliant in all areas.

Audit2020/004 OFFICER'S RECOMMENDATION / COMMITTEE DECISION:

That the Audit Committee adopt the Compliance Audit Return (as per attachment 6.1) for the period from 1 January 2019 to 31 December 2019, being recorded as required by the Local Government (Audit) Regulations 1996.

Moved Cr SR Putt

Seconded Cr NR Gillett

Carried 3/0

ATTACHMENT 6.1

Mount Marshall - Compliance Audit Return 2019

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2019?	N/A		John Nuttall
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2019?	N/A		John Nuttall
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2019?	N/A		John Nuttall
4	s3.59(4)	Has the local government complied with public notice and publishing requirements of each proposal to commence a major trading undertaking or enter into a major land transaction for 2019?	N/A		John Nuttall
5	s3.59(5)	Did the Council, during 2019, resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		John Nuttall

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Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority?	N/A		John Nuttall
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing?	N/A		John Nuttall
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17?	N/A		John Nuttall
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations?	N/A		John Nuttall
5	s5.18	Has Council reviewed delegations to its committees in the 2018/2019 financial year?	Yes		John Nuttall
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act?	Yes		John Nuttall
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority?	Yes		John Nuttall
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing?	Yes		John Nuttall
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		John Nuttall
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes		John Nuttall
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees?	Yes		John Nuttall
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2018/2019 financial year?	Yes		John Nuttall
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required?	Yes		John Nuttall

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Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68)?	Yes		John Nuttall
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings?	N/A		John Nuttall
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made?	Yes		John Nuttall
4	s5.73	Where the CEO had an interest relating to a gift under section 5.71A(1), was written notice given to the Council?	N/A		John Nuttall
5	s5.73	Where the CEO had an interest relating to a gift in a matter in respect of a report another employee is providing advice on under section 5.71A (3), was the nature of interest disclosed when the advice or report was provided?	N/A		John Nuttall
6	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day?	Yes		John Nuttall
7	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day?	Yes		John Nuttall
8	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2019?	Yes		John Nuttall
9	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2019?	Yes		John Nuttall
10	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return?	Yes		John Nuttall
11	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76?	Yes		John Nuttall
12	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70	Yes		John Nuttall

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		and 5.71, in the form prescribed in Administration Regulation 28?		
13	s5.89A Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under section 5.71A, in the form prescribed in Administration Regulation 28A?	Yes	John Nuttall
14	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76?	Yes	John Nuttall
15	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee?	Yes	John Nuttall
16	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes?	Yes	John Nuttall
17	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report?	Yes	John Nuttall
18	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee?	Yes	John Nuttall
19	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees?	Yes	John Nuttall

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5))?	N/A		John Nuttall
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	N/A		John Nuttall

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Elections					
No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)(2)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates?	Yes		John Nuttall
2	Elect Reg 30G(3) &(4)	Did the CEO remove any 'disclosure of gifts' forms relating to an unsuccessful candidate or a successful candidate that completed the term of office from the electoral gift register, and retain those forms separately for a period of at least 2 years?	N/A		John Nuttall

Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes		Tanika McLennan
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A		Tanika McLennan
3	s7.3(1)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor, a registered company auditor?	Yes		Tanika McLennan
4	s7.3(1), 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council?	Yes		Tanika McLennan
5	Audit Reg 10	Was the Auditor's report(s) for the financial year(s) ended 30 June received by the local government within 30 days of completion of the audit?	Yes		Tanika McLennan
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2019 received by the local government by 31 December 2019?	Yes		Tanika McLennan
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9(1) of the Act required action to be taken, did	N/A		Tanika McLennan

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		the local government, ensure that appropriate action was undertaken in respect of those matters?			
8	S7.12A (4)	Where the auditor identified matters as significant in the auditor's report (prepared under s7.9(1) of the Act), did the local government prepare a report stating what action had been taken or it intended to take with respect to each of the matters and give a copy to the Minister within 3 months after receipt of the audit report?	N/A		Tanika McLennan
9	S7.12A (5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	N/A		Tanika McLennan
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit?	Yes		Tanika McLennan
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit?	Yes		Tanika McLennan
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit?	Yes		Tanika McLennan
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor?	Yes		Tanika McLennan
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor?	Yes		Tanika McLennan

Integrated Planning and Reporting

No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	2017	John Nuttall
2	s5.56 Admin Reg 19DA (4)	Has the local government reviewed the Corporate Business Plan in the 2018-2019 Financial Year. If Yes, please provide date of Council meeting the review was adopted at?	No	The process has commenced and will be completed this year	John Nuttall
3	s5.56 Admin Reg 19C	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	2017	John Nuttall

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4	s5.56 Admin Reg 19C (4)	Has the local government reviewed the current Strategic Community Plan. If Yes, please provide date of most recent review by Council in Comments. Note: If the current Strategic Community Plan was adopted after 1/1/2016, please respond N/A and provide adoption date in Comments?	No	As per CBP	John Nuttall
5	S5.56 Admin Reg 19DA (3)	Has the local government developed an Asset Management Plan(s) that covers all asset classes. If Yes, please provide the date of the most recent Plan adopted by Council in Comments?	Yes	2013 - A new one is to be prepared this year	John Nuttall
6	S5.56 Admin Reg 19DA (3)	Has the local government developed a Long Term Financial Plan. If Yes, please provide the adoption date of the most recent Plan in Comments?	Yes	2017	John Nuttall
7	S5.56 Admin Reg 19DA (3)	Has the local government developed a Workforce Plan. If Yes, please provide adoption date of the most recent Plan in comments?	Yes	April 2019	John Nuttall

Local Government Employees

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A		John Nuttall
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A?	N/A		John Nuttall
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4)?	N/A		John Nuttall
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only)?	N/A		John Nuttall
5	s5.37(2)	Did the CEO inform Council of each proposal to employ or dismiss a designated senior employee?	N/A		John Nuttall

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Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer?	N/A		John Nuttall
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c)?	Yes		John Nuttall
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made?	Yes		John Nuttall
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint?	Yes		John Nuttall
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred?	Yes		John Nuttall
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c)?	Yes		John Nuttall

Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Local Government (Financial Management) Regulation 5(2)(c) within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	N/A		Nadine Richmond
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local	N/A		Nadine Richmond

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		Government (Audit) Regulation 17 within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?		
3	Financial Management Reg 5A.	Did the local government provide AASB 124 related party information in its annual report(s) tabled at an electors meeting(s) during calendar year 2019?	N/A	Nadine Richmond
4	S6.4(3)	Did the local government submit to its auditor by 30 September 2019 the balanced accounts and annual financial report for the year ending 30 June 2019?	N/A	Nadine Richmond

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2))?	Yes		John Nuttall
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract?	N/A		John Nuttall
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice?	Yes		John Nuttall
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16?	Yes		John Nuttall
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation?	Yes		John Nuttall
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16?	Yes		John Nuttall
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender?	Yes		John Nuttall

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8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria?	Yes	John Nuttall
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection?	Yes	John Nuttall
10	F&G Reg 19	Did the CEO give each tenderer written notice advising particulars of the successful tender or advising that no tender was accepted?	Yes	John Nuttall
11	F&G Reg 21 & 22	Did the local governments advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22?	Yes	John Nuttall
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice?	N/A	John Nuttall
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services?	N/A	John Nuttall
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest, a notice in writing in accordance with Functions & General Regulation 24?	N/A	John Nuttall
15	F&G Reg 24AC (1) & (2)	Has the local government established a policy on procurement of goods and services from pre-qualified suppliers in accordance with the regulations?	Yes	John Nuttall
16	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice?	N/A	John Nuttall
17	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE?	N/A	John Nuttall
18	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application?	N/A	John Nuttall

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19	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, given notice of the variation?	N/A	John Nuttall
20	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications?	N/A	John Nuttall
21	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria?	N/A	John Nuttall
22	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG?	N/A	John Nuttall
23	F&G Reg 24AI	Did the CEO send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted?	N/A	John Nuttall
24	F&G Reg 24E	Where the local government gave a regional price preference, did the local government comply with the requirements of F&G Reg 24E including the preparation of a regional price preference policy?	Yes	John Nuttall
25	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy?	Yes	John Nuttall
26	F&G Reg 11A	Does the local government have a current purchasing policy that comply with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less?	Yes	John Nuttall
27	F&G Reg 11A	Did the local government comply with it's current purchasing policy in relation to the supply of goods or services where the consideration under the contract is, or is expected to be \$150,000 or less or worth \$150,000 or less?	Yes	John Nuttall

Mount Marshall - Compliance Audit Return 2019

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2019?	N/A		John Nuttall
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2019?	N/A		John Nuttall
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2019?	N/A		John Nuttall
4	s3.59(4)	Has the local government complied with public notice and publishing requirements of each proposal to commence a major trading undertaking or enter into a major land transaction for 2019?	N/A		John Nuttall
5	s3.59(5)	Did the Council, during 2019, resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		John Nuttall

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Delegation of Power / Duty					
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1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority?	N/A		John Nuttall
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing?	N/A		John Nuttall
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17?	N/A		John Nuttall
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations?	N/A		John Nuttall
5	s5.18	Has Council reviewed delegations to its committees in the 2018/2019 financial year?	Yes		John Nuttall
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act?	Yes		John Nuttall
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority?	Yes		John Nuttall
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing?	Yes		John Nuttall
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		John Nuttall
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes		John Nuttall
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees?	Yes		John Nuttall
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2018/2019 financial year?	Yes		John Nuttall
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required?	Yes		John Nuttall

Minutes of the Audit Committee Meeting on Wednesday 4 March 2020

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68)?	Yes		John Nuttall
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings?	N/A		John Nuttall
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made?	Yes		John Nuttall
4	s5.73	Where the CEO had an interest relating to a gift under section 5.71A(1), was written notice given to the Council?	N/A		John Nuttall
5	s5.73	Where the CEO had an interest relating to a gift in a matter in respect of a report another employee is providing advice on under section 5.71A (3), was the nature of interest disclosed when the advice or report was provided?	N/A		John Nuttall
6	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day?	Yes		John Nuttall
7	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day?	Yes		John Nuttall
8	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2019?	Yes		John Nuttall
9	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2019?	Yes		John Nuttall
10	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written	Yes		John Nuttall

Minutes of the Audit Committee Meeting on Wednesday 4 March 2020

		acknowledgment of having received the return?		
11	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76?	Yes	John Nuttall
12	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28?	Yes	John Nuttall
13	s5.89A Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under section 5.71A, in the form prescribed in Administration Regulation 28A?	Yes	John Nuttall
14	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76?	Yes	John Nuttall
15	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee?	Yes	John Nuttall
16	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes?	Yes	John Nuttall
17	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report?	Yes	John Nuttall
18	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee?	Yes	John Nuttall

Minutes of the Audit Committee Meeting on Wednesday 4 March 2020

19	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees?	Yes	John Nuttall
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Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5))?	N/A		John Nuttall
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	N/A		John Nuttall

Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)(2)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift	Yes		John Nuttall

Minutes of the Audit Committee Meeting on Wednesday 4 March 2020

		register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates?		
2	Elect Reg 30G(3) &(4)	Did the CEO remove any 'disclosure of gifts' forms relating to an unsuccessful candidate or a successful candidate that completed the term of office from the electoral gift register, and retain those forms separately for a period of at least 2 years?	N/A	John Nuttall

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes		Tanika McLennan
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A		Tanika McLennan
3	s7.3(1)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor, a registered company auditor?	Yes		Tanika McLennan
4	s7.3(1), 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council?	Yes		Tanika McLennan
5	Audit Reg 10	Was the Auditor's report(s) for the financial year(s) ended 30 June received by the local government within 30 days of completion of the audit?	Yes		Tanika McLennan
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2019 received by the local government by 31 December 2019?	Yes		Tanika McLennan
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9(1) of the Act required action to be taken, did the local	N/A		Tanika McLennan

Minutes of the Audit Committee Meeting on Wednesday 4 March 2020

		government, ensure that appropriate action was undertaken in respect of those matters?		
8	S7.12A (4)	Where the auditor identified matters as significant in the auditor's report (prepared under s7.9(1) of the Act), did the local government prepare a report stating what action had been taken or it intended to take with respect to each of the matters and give a copy to the Minister within 3 months after receipt of the audit report?	N/A	Tanika McLennan
9	S7.12A (5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	N/A	Tanika McLennan
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit?	Yes	Tanika McLennan
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit?	Yes	Tanika McLennan
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit?	Yes	Tanika McLennan
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor?	Yes	Tanika McLennan
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor?	Yes	Tanika McLennan

Minutes of the Audit Committee Meeting on Wednesday 4 March 2020

Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	2017	John Nuttall
2	s5.56 Admin Reg 19DA (4)	Has the local government reviewed the Corporate Business Plan in the 2018-2019 Financial Year. If Yes, please provide date of Council meeting the review was adopted at?	No	The process has commenced and will be completed this year	John Nuttall
3	s5.56 Admin Reg 19C	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	2017	John Nuttall
4	s5.56 Admin Reg 19C (4)	Has the local government reviewed the current Strategic Community Plan. If Yes, please provide date of most recent review by Council in Comments. Note: If the current Strategic Community Plan was adopted after 1/1/2016, please respond N/A and provide adoption date in Comments?	No	As per CBP	John Nuttall
5	S5.56 Admin Reg 19DA (3)	Has the local government developed an Asset Management Plan(s) that covers all asset classes. If Yes, please provide the date of the most recent Plan adopted by Council in Comments?	Yes	2013 - A new one is to be prepared this year	John Nuttall
6	S5.56 Admin Reg 19DA (3)	Has the local government developed a Long Term Financial Plan. If Yes, please provide the adoption date of the most recent Plan in Comments?	Yes	2017	John Nuttall
7	S5.56 Admin Reg 19DA (3)	Has the local government developed a Workforce Plan. If Yes, please provide adoption date of the most recent Plan in comments?	Yes	April 2019	John Nuttall

Minutes of the Audit Committee Meeting on Wednesday 4 March 2020

Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A		John Nuttall
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A?	N/A		John Nuttall
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4)?	N/A		John Nuttall
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only)?	N/A		John Nuttall
5	s5.37(2)	Did the CEO inform Council of each proposal to employ or dismiss a designated senior employee?	N/A		John Nuttall

Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer?	N/A		John Nuttall
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c)?	Yes		John Nuttall
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made?	Yes		John Nuttall
4	s5.121(2)(b)	Does the complaints register maintained by the	Yes		John Nuttall

Minutes of the Audit Committee Meeting on Wednesday 4 March 2020

		complaints officer include provision for recording the name of the person who makes the complaint?		
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred?	Yes	John Nuttall
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c)?	Yes	John Nuttall

Optional Questions

No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Local Government (Financial Management) Regulation 5(2)(c) within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	N/A		Nadine Richmond
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulation 17 within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	N/A		Nadine Richmond
3	Financial Management Reg 5A.	Did the local government provide AASB 124 related party information in its annual report(s) tabled at an electors meeting(s) during calendar year 2019?	N/A		Nadine Richmond
4	S6.4(3)	Did the local government submit to its auditor by 30 September 2019 the balanced accounts and annual financial report for the year ending 30 June 2019?	N/A		Nadine Richmond

Minutes of the Audit Committee Meeting on Wednesday 4 March 2020

Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2))?	Yes		John Nuttall
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract?	N/A		John Nuttall
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice?	Yes		John Nuttall
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16?	Yes		John Nuttall
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation?	Yes		John Nuttall
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16?	Yes		John Nuttall
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender?	Yes		John Nuttall
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria?	Yes		John Nuttall

Minutes of the Audit Committee Meeting on Wednesday 4 March 2020

9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection?	Yes	John Nuttall
10	F&G Reg 19	Did the CEO give each tenderer written notice advising particulars of the successful tender or advising that no tender was accepted?	Yes	John Nuttall
11	F&G Reg 21 & 22	Did the local governments advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22?	Yes	John Nuttall
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice?	N/A	John Nuttall
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services?	N/A	John Nuttall
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest, a notice in writing in accordance with Functions & General Regulation 24?	N/A	John Nuttall
15	F&G Reg 24AC (1) & (2)	Has the local government established a policy on procurement of goods and services from pre-qualified suppliers in accordance with the regulations?	Yes	John Nuttall
16	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice?	N/A	John Nuttall
17	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE?	N/A	John Nuttall
18	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a	N/A	John Nuttall

Minutes of the Audit Committee Meeting on Wednesday 4 March 2020

		reference to a panel application?		
19	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, given notice of the variation?	N/A	John Nuttall
20	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications?	N/A	John Nuttall
21	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria?	N/A	John Nuttall
22	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG?	N/A	John Nuttall
23	F&G Reg 24AI	Did the CEO send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted?	N/A	John Nuttall
24	F&G Reg 24E	Where the local government gave a regional price preference, did the local government comply with the requirements of F&G Reg 24E including the preparation of a regional price preference policy?	Yes	John Nuttall
25	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy?	Yes	John Nuttall

Minutes of the Audit Committee Meeting on Wednesday 4 March 2020

26	F&G Reg 11A	Does the local government have a current purchasing policy that comply with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less?	Yes	John Nuttall
27	F&G Reg 11A	Did the local government comply with it's current purchasing policy in relation to the supply of goods or services where the consideration under the contract is, or is expected to be \$150,000 or less or worth \$150,000 or less?	Yes	John Nuttall

I certify this Compliance Audit return has been adopted by Council at its meeting on _____

Signed Mayor / President, Mount Marshall

Signed CEO, Mount Marshall

7.0 Next Meeting – to be advised

8.0 Closure of Meeting

The Chairman declared the meeting closed at 2.52pm.

These Minutes were confirmed by the Mt Marshall Audit Committee at its meeting held

Date

Chairman



SHIRE OF MT MARSHALL

MINUTES

**Notice is hereby given that a Meeting of the
Economic Development Grant Fund
Committee was held on Monday 9 March
2020, in Council Chambers, 80 Monger
Street, Bencubbin commencing at 10.07am.**

Attachment 11.2.1a

Chairperson

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DISCLAIMER

MEMBERS OF THE PUBLIC ARE REQUESTED TO READ THROUGH AND FAMILIARISE THEMSELVES WITH THE DISCLAIMER

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

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

John Nuttall
Chief Executive Officer

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

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2. Record of Attendance / Apologies / Approved Leave of Absence
3. Declarations of Interest
4. Confirmation of Minutes of Previous Meetings
 - 4.1 Minutes of the Economic Development Grant Fund Committee Meeting held on Tuesday 15 October 2019
5. Matters for which Members of the Public to be Excluded
 - 5.1 CONFIDENTIAL - Applications for Economic Development Grant Fund Round 2 – 2019/20 Financial Year
6. Next Meeting
7. Meeting Closure

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

1.0 Declaration of Opening

Chairman, Cr Tony Sachse declared the meeting open at 10.07am and welcomed all those present.

2.0 Record of Attendance and Apologies

In Attendance

Cr ARC Sachse	Committee Member
Cr NR Gillett	Committee Member
Cr TM Gibson	Committee Member
Miss Rebecca Watson	Community Development Officer
Miss Sarah Moug	Economic Development Officer

Apologies

Mr John Nuttall	Chief Executive Officer
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3.0 Declarations of Interest

Cr ARC Sachse declared an impartiality interest in item 5.1 being that he pays a financial subscription to The Gimlet Newspaper.

4.0 Confirmation of Minutes of Previous Meetings

4.1 Minutes of the Economic Development Grant Fund Committee Meeting held on Tuesday 15 October 2019

EDGFC2020/001 OFFICER RECOMMENDATION / COMMITTEE DECISION:

That the Minutes of the Economic Development Grant Fund Committee Meeting held on Tuesday 15 October 2019 be confirmed as a true and correct record of proceedings.

Moved: Cr TM Gibson Seconded: Cr NR Gillett Carried 4/0

5.0 Matters for Which Members of the Public to be Excluded

EDGFC2020/002 OFFICER RECOMMENDATION / COMMITTEE DECISION:

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

Moved: Cr NR Gillett Seconded: Cr TM Gibson Carried 4/0

The meeting moved behind closed doors at 10.09am.

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

Cr ARC Sachse declared an impartiality interest in item 5.1 being that he pays a financial subscription to The Gimlet Newspaper.

5.1 CONFIDENTIAL ITEM Economic Development Grant Fund Applications Round 2 – 2019/20 Financial Year

EDGFC2020/003 OFFICER'S RECOMMENDATION/COMMITTEE DECISION

That the Economic Development Grant Fund Committee consider the applications for the Economic Development Grant Fund Round 2 – 2019/2020.

Moved: Cr NR Gillett Seconded: Cr TM Gibson Carried 4/0

EDGFC2020/004 COMMITTEE DECISION:

The Economic Development Grant Fund Committee recommend to Council that the Beacon Co Operative be awarded funding from the Business & Community Group Economic Development Grant Fund to the value of \$7,489.00 subject to the following:

- 1. Evidence be provided to the Shire that the additional project funds of \$12,978.00 has been granted and/or committed towards the project by the 30 June 2020.*

Moved: Cr. TM Gibson Seconded: Cr. NR Gillett Carried 4/0

EDGFC2020/005 COMMITTEE DECISION:

The Economic Development Grant Fund Committee recommend to Council that The Gimlet Newspaper be awarded funding from the Business & Community Group Economic Development Grant Fund to the value of \$3,289.50 subject to the following:

- 1. The project being completed by the 30 June 2020.*

Moved: Cr NR Gillett Seconded: Cr TM Gibson Carried 4/0

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

EDGFC2020/006 COMMITTEE DECISION:

The Economic Development Grant Fund Committee recommend to Council that the Bencubbin Truck N Auto be awarded funding from the Business & Community Group Economic Development Grant Fund to the value of \$9,945.22 subject to the following:

- 1. The project being completed by the 30 June 2020,***
- 2. If the premises owned by Bencubbin Truck N Auto's (Lot 41 (31) Monger Street Bencubbin) where the project is located is sold within the next two years (30 June 2022), the grant funding awarded for this project (\$9,945.22), minus depreciation, will need to be repaid to the Shire or by mutual agreement between both parties.***

Moved: Cr TM Gibson

Seconded: Cr NR Gillett

Carried 4/0

EDGFC2020/007 COMMITTEE DECISION:

That the meeting comes out from behind closed doors at 11:39am.

Moved Cr TM Gibson

Seconded: Miss SM Moug

Carried 4/0

6.0 Next Meeting – To be confirmed

7.0 Closure of Meeting

There being no further business the meeting closed at 11:40 am.

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

Date

Chairperson

CS.3.2 ECONOMIC DEVELOPMENT GRANTS FUND

Objective:

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

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

Council Policy:

Commercial Business

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

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

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

Community Groups

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

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

Operational Guidelines:

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

There will be two rounds of grants available during the year. These rounds will be September/October and March/April. Only one application per organisation will be awarded each financial year.

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

improve the application, they should be provided.

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

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

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

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

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

Amendment: 2018/2 – 012 March 2018

SHIRE OF MT MARSHALL



Local Emergency Management Committee

**Minutes of the Mt Marshall Local Emergency
Management Committee meeting held in
Council Chambers, 80 Monger St, Bencubbin on
Tuesday 25th February 2020,
commencing at 4.04pm.**

Attachment 11.3.1

Cr ARC Sachse

Chairman

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

Minutes of the Mt Marshall Local Emergency Management Committee Meeting
held Tuesday 25th February 2020

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Minutes of the Mt Marshall Local Emergency Management Committee Meeting
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1.0 Declaration of Opening / Announcement of Visitors

Cr Sachse welcomed committee members and visitors to the meeting and declared the meeting open at 4.04pm.

2.0 Record of Attendance / Apologies

In Attendance

Cr Anthony Sachse	Shire President/Chair
Mr John Nuttall	Chief Executive Officer
Mr Jack Walker	Regulatory Officer
Ms Rebecca Watson	Community Development Officer
Mr Peter Geraghty	SJA Co-ordinator Kununoppin SC
Mr Craig Lewington (4.10pm)	Principal Beacon PS
Mr Damian Tomas	CBFCO
Ms Sue Scully	RAN Bencubbin Silver Chain
Mr Simon Menz	SJA Community Paramedic

Apologies

Sgt David Johnstone	WAPOL / Deputy Chair
Mr Daniel Hendricksen	Area Officer DFES
Mrs Yvette Grigg	DEM Advisor DFES
Ms Sandra Sutton	RAN Beacon Silver Chain
Cr Ian Sanders	Councillor

3.0 Confirmation of Minutes

3.1 Minutes of the Mt Marshall Local Emergency Management Committee Meeting held Tuesday 12 November 2019

LEMC2020/001 OFFICER RECOMMENDATION / COMMITTEE DECISION:

That the minutes of the Mt Marshall Local Emergency Management Committee meeting held on Tuesday 12 November 2019 be confirmed as a true and correct record of proceedings.

Moved Mr Peter Geraghty Seconded Mr Damian Tomas Carried 8/0

5.0 Reports of Officers

5.1 Regulatory Officer

5.1.2 Information for the Committee

Proposed meeting Dates:

Proposed meeting dates for the 2019/2020 financial year are as follows:

Tuesday 12th November 2019

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Tuesday 11th February 2020

Tuesday 12th May 2020.

District Emergency Management Committee:

The next meeting will be held in Northam on Wednesday 19 February 2020.

A copy of the Chairman's report as the GECZ delegate to the DEMC was read to the committee and is included for member's information.

Wheatbelt District Emergency Management Committee Report – GECZ February 2020

The Wheatbelt DEMC last met on Wednesday, 19th February, 2020 at the St John WA District office in Northam. At this point the minutes are not yet available but for information and reference the Agenda and attachments are included in this report. The meeting was attended by Cr Julie Flockart and Cr Tony Sachse as delegates for the GECZ. There was a good attendance of agencies at the meeting.

Item 3: Guest Presentation "Global and Local Developments – Coronavirus" by Merridy Hoffman (Clinical Nurse Specialist – Disease Control – Wheatbelt Public Health Unit):

*Respiration Infections Disease Emergency Response (RIDER) Plan "How to Prepare and Respond" was already set up and has held Australia in good standing for Coronavirus.

*Up to 17/02/2020 there were around 73,000 confirmed cases.

*At present "Pandemic Potential" [Not called a Pandemic yet].

*There were around 1,200 deaths from Influenza strains in Australia in 2019.

*Wuhan Province in China has 10 – 11 million people and the infection rate has been 0.01%. Most people have mild illness but those over 60 years old or with secondary health problems are more at risk.

*Surgical masks can be worn but should be changed every hour. Hand hygiene is important. It was probably not the best management to quarantine the "Diamond Princess".

*Coronavirus Incubation is 5 – 14 days. Headache, runny nose, may start to cough are symptoms. The common cold is a coronavirus. So was SARS.

Strategies: Some medication works but is only effective if taken in first 48 hours. Indonesia is not currently testing. Some of the staff on the cruise ship were Indonesian. Australia will run out of medication if it becomes a pandemic. Put off overseas travel, especially if have underlying medical condition. At this point authorities don't believe it travels through vents on aircraft.

Discussion: Vaccine availability especially for those involved in Emergency Management is really important. Agencies should provide Influenza vaccine for their employees. The influenza vaccine only lasts for 4 months so timing is really important. Attempting to produce vaccines which will last up to 5 years.

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Item 5: Shire of Dowerin and Shire of Wyalkatchem have completed the 5-year review of their LEMA's.

State Emergency Management Committee (SEMC) request for the DEMC debrief. This is currently underway.

SEMC Communique and Update – Telstra Power Outages. This communique really only confirms the current position of Telstra with mobile and landline communication during power outages. As the Wheatbelt DEMC and the GECZ have identified, the current position of Telstra Towers being affected with power outages is of great concern as residents cannot call for assistance in an emergency. The Wheatbelt DEMC will continue to monitor and advocate for a better outcome. The Wheatbelt DEMC encourages all LGA's to continue to lobby Government in this regard.

Item 6.3.1: The Shire of Kellerberrin's LEMA has been considered compliant.

Item 6.3.2: Please see appendix 2 for LEMA currency, LEMC functionality and LEMC and exercise schedules.

Item 7: General discussion on closing/opening roads and communication with Main Roads. These could be better explained in the Incident Management Plan (IMP). The Incident Management Team (IMT) and Incident Support Group (ISG) could have more local advice through LGA's (Mayor's, Presidents etc.).

Item 8: DPIRD have completed their Animal Welfare in Emergencies Document.

Most Agencies reported business as usual.

DFES reported that mitigation works are continuing with LGA's.

Parks and Wildlife reported that over half a million hectares had been burnt in the Southern region, mostly in the multiple Forrestonia fires. The Large Aerial Tanker (LAT) has been in use and helped at the fire front in the recent Katanning fire. It can take a while to load and with retardant but has been effective. Currently based in Pearce airbase. DPAW also reported their chopper/roller has been working well with mitigation.

WA Police have said that a Special Methylamphetamine Truck is now deployed in Northam. This will also be used with RBT's, traffic operations and emergency management.

The GECZ report thanked all the agencies for their support of LGA's. Thanks also for the training and support of our volunteers', especially St John Ambulance and Department of Fire and Emergency Services. The workload on volunteers is always a concern for Local Government, but the continued support from the different Agencies is very much appreciated.

Northern Wheatbelt Emergency Management and Recovery Training Workshop and exercise for Local Governments and LEMC members: This will be held in Dowerin on Tuesday, 10th March, 2020 from 10.15am until 2.30pm (lunch included). Please see attached flyer with more details. RSVP to yvette.grigg@dfes.wa.gov.au by 3rd March, 2020.

Mobile Phone Service

Power outages on Christmas Day and Boxing Day caused the mobile phone service on Boxing Day to fail after approximately three hours without power. This I believe was mainly due to the fact that when the power resumed on Christmas Day the battery was not fully charged when we lost it again on Boxing Day.

During January, 2020 there was major disruption to the 3G network, with businesses losing their ATM's and mobile phones not working.

Bush Fire Brigade Training

Brigade members from Welbungin, Gabbin and Bencubbin completed a two (2) day Bush Fire Fighting training course on Thursday 20 and Friday 21 February, 2020. The training was conducted by our DFES Area Manager, Mr Daniel Hendriksen. A one (1) day Bush Fire Control Officers course has been earmarked for Friday 6 March 2020. Eleven Brigade members have registered for this course, Welbungin (6), Gabbin (2), Beacon (2) and Bencubbin (1).

Several brigades have members who require an Introduction to Fire Fighting and a course will be conducted in the near future.

Annual Exercise

Looking for any suggestions as to what sort of exercise we have this year.

6.0 Other Reports

6.1 Chief Bush Fire Control Officer

Harvest was fairly quick and uneventful.

There has been seven (7) Total Fire Bans and eight (8) Harvest and Movement of Vehicles in Paddocks Bans since November 2019.

Bencubbin and Welbungin Brigades assisted Trayning with a fire at the property of Nick Woodfield on Sunday 29th December, 2019. The Shire water tanker was also on site. The fire was the result of a lightning strike on Boxing Day that reignited.

In the absence of the Trayning CBFCO, the Bencubbin CBFCO accepted the role of Incident Controller with the Mukinbudin CBFCO.

The CBFCO expressed some concerns in regards to the lack of knowledge shown by the local volunteers with regards to standard operational procedures whilst extinguishing a bush fire and as a result the following resolution was endorsed.

LEMC2020/002 OFFICERS RECOMMENDATION / COMMITTEE DECISION:

That the Chief Executive Officer raise the concerns expressed by the CBFCO with the Shire of Trayning Chief Executive Officer.

Moved Mr Damian Tomas

Seconded Mr Peter Geraghty

Carried 9/0

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6.2 St John Ambulance Services

- Beacon Airstrip – is there a maintenance schedule in place to ensure that solar panels on lights are kept clean.
- Beacon Airstrip – due to inclement weather a planned Flying Doctor fly out was cancelled but SJA not advised of change of plans.
- Beacon Airstrip – two landing lights not working.
- Beacon Airstrip – designated road.
- Roadworks – could ambulance services and school bus services be advised of any major road works in progress that may affect running times.
- Kununoppin Sub Centre has donated defibrillators to Bencubbin and Mukinbudin Police vehicles.
- Local training commences on Thursday night.
- Stocktake of PPE being carried out in preparation of the coronavirus.

6.3 Department of Fire & Emergency Services

6.3.1 Bushfire

Below is a list of training I can book in.

They are available to all brigades. Feel free to attend any course with a date that suits you and DFES will pay for your travel and accommodation.

Be AWARE! The new stream of training is coming in JUNE 2020. If you have not completed Intro to Fire fighting and Bushfire Fighting by then you will have to start all over again with the new courses!

Captains or Secretary's Please let me know by 28 February 2020 how many can attend and if this date suit you

Date	Course	Location	Number attending
20 – 21 Feb	Bush Fire Fighting	Bencubbin	
27 Feb	First Aid	Beacon	
19 March	Introduction to Fire Fighting	Beacon	
1 – 2 April	Bush Fire Fighting	Beacon	
29 - 30 April	Structural Fire Fighting	Beacon	
2 – 3 May	Structural Fire Fighting	Bencubbin	
14 May	Causality Transfer	Beacon	
27-28 May	Manage Injuries	Beacon	
10 – 11 June	Road Crash Rescue	Beacon	
TBA	First Aid	Trayning & Muka	
1&2 or 4&5 April	Manage Injuries	Mukinbudin	
TBA	First Aid	Wyalkatchem	
18 March	(IRS) Incident Reporting	Bencubbin	
17 March	(IRS) Incident Reporting	Dowerin or Wylie	
TBA	Pump Operations	Bencubbin	

6.3.2 Emergency Management

Wheatbelt District EM Advisor LEMC Report

First Quarter 2020

Nationally Catastrophic Fire Season

LEMC members will have been watching the devastating fires across the Nation in the last few months. WA has not been exempt, though direct impacts on communities have been less, local governments and communities have still been affected by several large fires, with closures of key east west transport routes having widespread economic impacts at the state and local level and causing serious complications to travellers and communities along the highway.

The fire season appears to be lasting longer each year, so it may be timely to ensure you are well prepared as there is a significant period of warm weather still ahead.

Simple things that the Local Government and LEMC members can do;

- Ensure all staff within the Local Government or your agencies know who will play key roles in the response and recovery effort.
- Make sure you have considered staff leave and have contingencies in place.
- Consider staff fatigue should you have a major incident, and ensure you have rosters in place early.
- Remember in our small Wheatbelt communities, it is likely that some of your staff will also have been impacted. You may need to enact some MOUS, or informal agreements to share resources from your neighbours or others.
- Use your LEMC meetings to ensure you “know” the agencies around the table, their capabilities and limitations.
- Dust off your LEMA and recovery plans. Know who is responsible for what.
- Building relationships with DFES operational staff in your region prior to an emergency will be very valuable.
- Your District EM Advisor can guide you through your responsibilities before, during and after an emergency

Joint EM Training and recovery days

A series of days will be held across the Wheatbelt called “ A review of our Emergency Management Arrangements and Activities – *A refresh of the old and update on the new*”.

The first day is being held in Dowerin on March 10th. Commencing at approximately 10am it will include a refresher training on requirements of EM for LEMCs and Local Governments, followed by a recovery session, on recent learnings etc.and will conclude with a recovery exercise.

An invitation will be sent out very shortly.

Emergency Management Health Check

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Sometimes it is hard to know what to include on a LEMC agenda. I have attached a document called the “Community Emergency Management Health Check” which is a simple way of highlighting any gaps that may exist, that you may wish to address at your LEMC meetings.

Assessing any gaps in your general capability is also very useful to direct your efforts. Information that can help includes;

- Your risk register
- The preparedness survey you prepare each year
- Local issues raised at your LEMC, DEMC or any near misses.
- Lessons identified from exercises

From this you may wish to list some priorities, or even develop a LEMC business plan. Emergency Management takes some time to implement, so it is recommended that the LEMC business plans span at least 3 years.

LEMC Exercising

The State Exercise Coordination Team has begun implementing a new exercise process which is capability based rather than hazard based. This aligns very well with the work as described above.

It is still in implementation phase and I will advise formally once it has progressed further. Suffice to say that LEMCs are still required to exercise annually.

Please find attached a brief document I have developed to assist in the designing of LEMC exercises which I hope you will find useful.

Role & function of the Local Emergency Management Committee

Emergency Management Act 2005 s 39

Functions of local emergency management committees

The functions of a local emergency management committee are, in relation to its district or the area for which it is established-

- (a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district
- (b) to liaise with public authorities and other person in the development, review and testing of local emergency management arrangements; and
- (c) to carry out other emergency management activities as directed by the SEMC prescribed regulation.

The LEMC is a multi-agency body that assists the local government ensure its community is prepared for major emergency events. (Large events that may constitute a community emergency and require external multi agency assistance, evacuation and/or recovery efforts). It is the role of the LEMC to endeavour to raise the resilience of the community by increasing awareness of risks, ensuring appropriate planning is in place and the documented plans and processes are maintained and exercised regularly.

Community Emergency Management Health Check

PLANNING

- ☐ Does your Local Government (LEMC) have a current set of SEMC endorsed Local EM Arrangements (LEMA)?
- ☐ Are contact and resource details kept current?
(Contact details to be updated quarterly, resources annually)
- ☐ Does the LEMA contain a comprehensive recovery plan?
- ☐ Are the LEMC and the local government staff aware of who the recovery coordinator is? Is there a group of internal LG staff plus any others who can be called on to assist. Are they trained?
- ☐ Does a pre event evacuation and welfare plan exist? Does the community know where possible evacuation centres are? Have animals been considered in planning?
- ☐ Have vulnerable groups within the community been identified in case they require extra care during emergencies?
- ☐ Do MOUs exist across boundaries and different agencies for resource sharing?
(ie evacuation centres)
- ☐ Has any communication planning been carried out? (In particular when the power goes out.) Have any contingencies been identified?

LEMC

- ☐ Does your LEMC fully understand their role?
- ☐ Does your LEMC exercise annually to test a section of the LEMA?
- ☐ Does your LEMC meet regularly (Best practice every quarter) with appropriate membership?
- ☐ Is it administered professionally with a full agenda?
- ☐ Have they undertaken or begun the risk management process? Determined the top 5 risks and risk treatments? Is the community aware of the risks?

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- ☐ Does your LEMC engage with neighbours to share knowledge and resources?

Operationally

- ☐ Do you understand the roles and responsibilities of a Local Emergency Coordinator (LEC) during a major event?
- ☐ Does the Local Government and LEMC understand their roles and responsibilities in an Incident Support Group (ISG)?
- ☐ Is the local government aware of the importance of maintaining situational awareness from the beginning of the event by attending the IMT as an observer and/or the ISG.
- ☐ Is the local government and LEMC aware of the requirements of the Impact Assessment and how the transition from response to recovery occurs?
- ☐ Are the above requirements exercised?

LEMC EXERCISE PLANNING

Firstly you need to develop an AIM and objectives. Consider why or what you are looking to exercise. Initially keep it simple. Ensure that it's not so low level that what you're doing is actually a brigade training exercise. Try to ensure that it affects the community and a range of different agencies/LEMC members.

Exercise are held for different reasons, they can be used to "test", to practice, to train and to raise awareness of particular issues.

You can use recent events as a guide for ideas... ie Coolgardie and Merredin storms. Use the capability framework to determine any capability gaps that you would like to exercise to improve.

Scenarios and mapping from risk work can be utilised if relevant. An AIM and objectives could be similar to the following examples;

STORM (OR ANY HAZARD THAT IS OF CONCERN)

- To test the response to a major storm, where there is significant damage to housing and the power is out.
 - Test call out procedures and understanding of how and where this will be managed.
 - Test communications/warnings and public information processes.
 - Test evacuation processes, routes and communications.

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- Test Welfare processes and facilities.
- To test that triggers exist within the Local Emergency Management Arrangements (LEMA), which will lead to the development of an Incident Support Group (ISG).

Questions to ask the attendees.....Where will the ICC be? (Is this articulated in the LEMA?) Who will be the IC? What crews will respond? How are they communicated with? Who coordinates this? Who provides welfare – where? Short term/Long term.

HAZMAT – (Road Crash including casualties.)

- To test the response to a hazmat situation, exclusion zones and resulting evacuations.
 - To test the responders knowledge of AIMS at the scene (Police, SJA, DFES)
 - Provide response agencies a nonthreatening learning environment (ie triage SJA)
 - To test evacuation procedures, communications and opening of the evacuation centre.

RECOVERY (From a major impact that damages residential and commercial infrastructure and requires large scale response, evacuation and welfare considerations initially, then rebuilding, financial and social economic issues later)

- To grow the LEMCs and local government's understanding of the recovery phase.
 - To understand some of the short and medium term logistical challenges a major recovery would impose
 - To understand the strengths that exist within the community and ensure they are harnessed.
 - To assist attendees understand their role in recovery, their capacity and any limitations.
 - To understand multi agency coordination processes and the handover from response to recovery.
 - Develop partnering agreements, with neighbours, industry, or anyone who can assist fill capability gaps.
 - To become familiar with the content and intent of the recovery plan and enhance it as require.

Example Questions to ask attendees: Which evacuation centre will be used? How will this be managed short term/medium term? Do any MOUs exist with suppliers to ensure immediate needs are met? What are the key welfare issues in regard to displaced community members that need to be considered early?

What communications are required – content and methodologies required?

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When does the recovery process start? How? How do all agencies coordinate efforts? What organisations make up the recovery committee how who and where does this happen? What does the handover from response to recovery look like? What are going to be some of the most immediate issues the LG will face? What strategies can be employed to assist the community? Other considerations as the recovery lasts past a week or two. Business continuity? Staff fatigue management? Financial implications, MOUs to assist? Health and Psychosocial impacts.

Example AIM statements from across the Wheatbelt.....

1. *"To test the effectiveness of the LEMA"*
2. *"To assist the LEMC understanding of key concepts and formal processes around the development of an ISG and recovery committee and consider specific inclusions or enhancements to their Local EM arrangements and recovery plan."*
3. *"To raise awareness of the risk of earthquake and enhance understanding of emergency management processes across the LEMC agencies"*
4. *"To test the Local Governments and LEMCs understanding of core recovery principles and the transition period including the impact assessment requirements."*
5. *"To practice and test the effectiveness of the Shire of Yilgarn Local Emergency Management Arrangements – evacuation and welfare sections. This exercise document provides an overarching exercise plan for the school evacuation plan and the DCPFS Welfare Centre Exercise. "*

Committee members to make themselves familiar with the Emergency Management Health Check and if they have any questions raise them at the next meeting.

6.4 Department of Communities – Emergency Services Unit

District Emergency Services Officer – Wheatbelt Update: February 2020

The new Local Emergency Welfare Plans (LEWP) are being completed and the draft form has been attached for your consideration and updating of the information that is relevant to your community. If you receive services from a neighbouring town could you please indicate this in the relevant sections?

If any there are any changes to contact details or suppliers within your Shire please send them through to joanne.spadaccini@communities.wa.gov.au and they will be updated in the new version.

Department of Communities - Wheatbelt District - Contact arrangement for welfare support in emergencies.

In an emergency, if welfare support services are required during business hours, please contact the Department of Communities office listed in your LEWP or after hours contact Crisis Care on 1800 199 008 to activate Communities.

During business hours the District Emergency Services Officer is contactable for non-activation enquiries on 0429 102 614, but as I am often on the road and out of phone service range, please leave a message or in the event of an emergency please contact your local office as your first point of contact. After business hours please contact Crisis Care as your first point of contact.

2020 Training and Exercises

The purpose of this training is to inform Department of Communities, Local Government staff and key stakeholders on the operation of a Welfare Centre in the case of an activation within the Shire.

Topics discussed include:

- Department's mandated responsibility to coordinate welfare services during an emergency.
- Outline the services provided by the Department of Communities and our key stakeholders.
- How to setup the welfare centre and deliver services to the affected community.
- The Department's role in recovery and services provided.

This training is very important for all staff, as you may be called upon in an emergency to provide assistance to evacuees.

Further sessions will be held commencing mid-2020.

If you would like any further information please call my mobile 0429 102 614 or email me joanne.spadaccini@communities.wa.gov.au.

Kind regards

Jo Spadaccini
District Emergency Services Officer - Wheatbelt
Department of Communities - Emergency Services Unit
PO Box 6334, East Perth 6004
0427 445 594

6.5 Bencubbin Police

Busy, but not with Emergency Management

6.6 Silver Chain Nursing Association

Bencubbin – preparing for coronavirus.

Beacon – report received expressing concerns in relation to no mobile phone service, no landline service and no power over a period of six (6) weeks.

The Chairman did raise this issue at the DEMC meeting on Wednesday 19 February 2020 in Northam. Unfortunately the lack of mobile phone service during a power failure is an ongoing concern for many local governments and there is no solution in sight.

6.7 Education Department

Beacon Primary School– carried out emergency drill procedures with new teacher and explained to kindy kids the warning bells. First Aid training.

6.8 Community Development

WAORRA Rally weekend of 30 & 31 May 2020

Local show on Saturday 14 March, 2020, follow up if fire appliances have been booked for fireworks.

Preparing new operating procedures for new pool.

6.9 Beacon Volunteer Emergency Services Brigade

New 3.4 Urban Fire Appliance has been delivered to Beacon

Plans for building extensions have been developed and will be introduced in three stages.

7.0 General Business

Nil

8.0 New Business of an Urgent Nature Introduced by Decision of the Meeting

Nil

9.0 Next Meeting – Tuesday 12 May 2020 commencing at 4.00pm in Council Chambers, 80 Monger Street, Bencubbin

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10.0 Closure of Meeting

There being no further business the meeting closed at 5.30pm

These Minutes were confirmed at the Local Emergency Management Committee Meeting held on Tuesday 12 May 2020.

Date

Cr ARC Sachse

Chair

DEED OF VARIATION

LOCAL GOVERNMENT HOUSE TRUST



LAW

PERTH

11 Mounts Bay Road, Perth WA 6000

Telephone (08) 9429 2222 Facsimile: (08) 9429 2434

eylawperth@au.ey.com www.ey.com

Our Ref: 4WAL / 2004 7043

THIS DEED dated the _____ day of _____ 2019

BY

WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION of Level 1, 170 Railway Parade, West Leederville in the State of Western Australia (the 'Trustee')

RECITALS

- A. By Deed of Trust undated but stamped 12 February 1980 ('Original Trust Deed') made between CHARLES WILSON TUCKEY, LYAL GORDON RICHARDSON, GORDON LAWRENCE KILPATRICK, HARRY STICKLAND and MAXWELL RAY FINLAYSON (the 'Original Trustees') and THE LOCAL GOVERNMENT ASSOCIATION OF WESTERN AUSTRALIA and the COUNTRY SHIRE COUNCILS ASSOCIATION (the 'Retired Trustees') the Original Trustees declared that they would hold the property therein referred to as the Headquarters and the monies therein referred to as the Trust Fund upon trust for the beneficiaries specified in the second schedule to the Original Deed upon the terms and conditions therein contained (the 'Original Trust').
- B. By Deed dated 2 October 1981 made between the Original Trustees and the Retired Trustees the Original Trustees retired and appointed the Retired Trustees as the trustees of the Original Trust in their place.
- C. By Deed dated 4 May 1994 (the 'New Deed') the Retired Trustees (in the New Deed referred to as THE LOCAL GOVERNMENT ASSOCIATION OF WESTERN AUSTRALIA (INC) and THE COUNTRY SHIRE COUNCILS' ASSOCIATION OF WESTERN AUSTRALIA (INC)) agreed that the proceeds from the sale of the Headquarters and the Trust Fund and the income thereof should be from 17 February 1993 held upon the terms and conditions set out in the New Deed (the 'Trust').
- D. By Deed of Variation dated 5 June 2002 the Retired Trustees varied the New Deed (collectively, the 'Trust Deed') to provide for a new Clause 22 which provides that any trustee of the Trust may retire as trustee of the Trust and appoint a new trustee to act as trustee of the Trust and that notwithstanding that the original number of trustees of the Trust was five where a corporation or incorporated association is appointed as trustee of the Trust then it shall not be obligatory to appoint more than one new trustee.
- E. By Deed dated 6 June 2002 made between the Retired Trustees and the Trustee, the Retired Trustees retired and appointed the Trustee as the trustee of the Trust.
- F. Clause 21.1 of the Trust Deed provides that the Trustees may at any time and from time to time (with the consent of not less than 75% of the Beneficiaries) by deed revoke add to or vary the trusts of the Trust Deed or declare (inter alia) any new or other powers, authorities or discretions concerning the management, control or investment of the Trust Fund upon the terms contained therein.
- G. The Trustee wishes to add to and vary the Trust Deed and declare (inter alia) new or other powers, authorities and discretions concerning the management, control or investment of the Trust Fund in accordance with the terms of this Deed.
- H. More than 75% of the Beneficiaries have consented in writing to the variations to the New Deed and the records relating to this consent will be placed with the original of this Deed.

NOW THIS DEED WITNESSES**1. DEFINITIONS AND INTERPRETATION**

In this Deed, unless the context otherwise requires:

- 1.1 a word importing the singular includes the plural and vice versa, and a word of any gender includes other genders;
- 1.2 another grammatical form of a defined word or expression has a corresponding meaning;
- 1.3 a reference to a clause, paragraph, recital, schedule or annexure is to a clause, paragraph or recital of, or schedule or annexure to, this Deed, and a reference to this Deed includes any schedule or annexure;
- 1.4 a reference to a document or instrument includes the document or instrument as varied, novated, altered, supplemented or replaced from time to time;
- 1.5 a reference to a person includes a natural person, the estate of an individual, a partnership, body corporate, the trustee of a trust (in the trustee's capacity as trustee of the trust), association, governmental or local authority or agency or other entity;
- 1.6 a reference to a statute, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them;
- 1.7 the meaning of general words is not limited by specific examples introduced by 'including, for example' or similar expressions;
- 1.8 Recitals A to H inclusive form part of and are included in this Deed;
- 1.9 headings are for ease of reference and do not affect interpretation;
- 1.10 'Deed' means this deed;
- 1.11 unless specified otherwise, terms which are defined in the Trust Deed and used in this Deed bear the same meanings in this Deed which are ascribed to them in the Trust Deed; and
- 1.12 in the event of any inconsistency between the provisions of the Trust Deed and the provisions of this Deed, the provisions of this Deed will prevail.

2. OPERATIVE PART

The Trustee in exercise of the power given to the Trustee by clause 21.1 of the Trust Deed and with the consent of more than 75% of the Beneficiaries hereby adds to and varies the Trust Deed and declares (inter alia) the following new or other powers authorities and discretions concerning the management, control or investment of the Trust Fund as follows:

- 2.1 delete the word "The" appearing after the words "Any trustee of the Trust may retire as trustee of the Trust." in the existing clause 22.1 and replace it with the words "Subject to clause 22.3, the";

2.2 insert after clause 22.2 the following:

“22.3 The retiring or continuing trustee shall only be entitled to appoint any new or additional trustee of the Trust with the consent of not less than 75% of the Beneficiaries.

22.4 The Beneficiaries may at any time by Special Resolution:

- (a) remove a Trustee from the office as trustee of the Trust; and
- (b) appoint such new or additional Trustee.

For the purposes of this clause 22.4, “Special Resolution” means a resolution passed or decision made by not less than 75% of the Beneficiaries.”

2.3 insert a new clause 13A as follows:

“13A **DELEGATION TO THE BOARD OF MANAGEMENT**

Unless the Beneficiaries otherwise direct (such direction to be given by not less than 75% of the Beneficiaries), the Trustees shall delegate all of the powers authorities and discretions contained in subclauses (a) to (x) of clause 12 to the Board of Management. The Trustees shall, at the direction of the Board of Management, do such things as may be necessary to give effect to the exercise of a power, authority or discretion by the Board of Management.”

3. **SEVERABILITY**

3.1 If any provision of this Deed is found by a competent authority (including without limitation a Court) to be void or unenforceable, then such finding shall not affect the other provisions of this Deed.

3.2 If making a subsequent amendment to this Deed avoids any invalidity or unenforceability of any provision of this Deed, the parties may elect to make that amendment, which shall be deemed for all purposes to be effective immediately prior to the occurrence of that invalidity or unenforceability.

4. **FURTHER ASSURANCES**

All parties shall make, execute and do all acts, deeds, documents and things and sign all documents which may reasonably be required to give full effect to this Deed, and the Trustee shall bear the costs of observing, performing and complying with this clause.

5. **COSTS**

The Trustee shall bear and pay the costs of and incidental to the preparation, execution and stamping of this Deed.

6. **RATIFICATION AND CONFIRMATION**

In all other respects the terms of the Trust Deed are hereby ratified and confirmed.

7. **PROPER LAW**

This Deed shall be governed by the laws of the State of Western Australia and the parties submit to the jurisdiction of the Courts of the State of Western Australia.

EXECUTED as a Deed

THE COMMON SEAL of WESTERN)
AUSTRALIAN LOCAL GOVERNMENT)
ASSOCIATION is hereunto affixed in the)
presence of:)

Signature of President

Signature of Chief Executive Officer

Name of President

Name of Chief Executive Officer

DRAFT

demands outgoings debts and liabilities incurred in respect of the Trust Fund.

10.2 The Trustees may subject to any law in force at the time in relation to this Deed so permitting accumulate all or any part of the income arisen or arising during an accounting period and such accumulation shall be dealt with as an accretion to the Trust Fund but so that the Trustees may at any time or times resort to all such accumulations and pay or apply the whole or any part or parts thereof as if they were income of the Trust Fund for the then current accounting period.

10.3 Subject to Clause 10.2 the Trustees may at any time at their discretion pay the whole or part of the income of the Trust Fund for any accounting period to the beneficiaries in proportion to the number of units of which they are respectively registered as holders at the last day of such accounting period.

11.0 **ADVANCEMENT OF CAPITAL**

The Trustees may at any time and from time to time set aside from the capital of the Trust Fund or raise therefrom any sum or sums of money and pay the same to the beneficiaries in proportion to the number of units in respect of which they are respectively registered at the date of each such payment for their own use and benefit. The payment of any such sum or sums of capital may be made in the same manner and subject to the same provisions as contained in Clause 10.3 in relation to the payment application or setting aside of any income of the Trust Fund.

12.0 **POWERS OF INVESTMENT AND MANAGEMENT**

The Trustees shall apply and invest the Trust Fund in any of the investments from time to time authorised by law for the investment of trust funds by trustees and in addition to and without limiting the powers authorities and discretions vested in the Trustees by law and notwithstanding the trusts hereinbefore declared shall have the following powers authorities and discretions which may be exercised by the Trustees at any time and from time to time in the

Attachment 2 Clause 12 of Trust Deed (Excerpt)

absolute and uncontrolled discretion of the Trustees in carrying out the trusts hereof:

- (a) to invest the Trust Fund and deal with manage transpose and realise the Trust Fund or any part thereof whether real or personal property with such powers in all respects as if the Trustees were the absolute owner thereof;
- (b) to purchase or otherwise acquire any investments for cash or otherwise and upon any terms and conditions and to make any such purchase or acquisition for a sum greater than the amount of the Trust Fund for the time being and to agree to pay for any such investments wholly or in part from any future moneys which may come into the Trustees' hands including dividends profits interest or other income payable in respect of any such investments;
- (c) to sell or otherwise dispose of any real or personal property or interest therein for the time being forming the whole or part of the Trust Fund by public auction tender or private treaty at such price or prices and whether for cash or on terms and generally upon any terms and conditions and to grant options for such sale or disposition as aforesaid;
- (d)
 - (i) to borrow and raise moneys from; or
 - (ii) to secure by mortgage or otherwise howsoever the payment of or obligation to pay money to,

any person (including a beneficiary) upon any terms with or without security or interest;
- (e) to vary or transpose any investments and to vary the terms of or property comprised in any security;
- (f) to hold use purchase construct demolish maintain repair renovate reconstruct develop improve sell transfer convey surrender let lease exchange take and grant options or rights in alienate mortgage charge pledge reconvey release or discharge or otherwise deal with any real or personal

property PROVIDED THAT in the improvement or development of any part of the Trust Fund the Trustees shall not be bound by the limitation contained in Section 30(1)(c) of the Trustees Act and the Trustees shall not be bound to apply to any Court to exceed such limitation;

- (g) to pay out of the Trust Fund or the income thereof all costs charges and expenses of and incidental to the management of the Trust Fund or to the exercise of any power authority or discretion hereby or by law conferred on the Trustees or in carrying out or performing the trusts hereof which the Trustees may at any time incur including all taxes of whatever kind payable in respect of the Trust Fund and costs in any way connected with the preparation and execution of these presents;
- (h) to act as manager or to employ any persons (including a Trustee hereof or a unit holder) contractors managers solicitors accountants clerks workmen employees servants or agents to transact all or any business of whatever nature including the receipt and payment of money and to decide the remuneration to be allowed and paid and to pay all charges and expenses so incurred and to create or arrange any scheme or superannuation retirement benefit or pension for the benefit of any person so employed;
- (i) to partition or agree to the partition of or to subdivide or agree to the subdivision or strata title or agree to the strata-titling of any land or other property which or any interest in which may for the time being be subject to the trusts hereof and to pay any moneys by way of equality of partition;
- (j) to determine whether any real or personal property or any increase or decrease in amount number or value of any property or holdings of property or any profit loss receipt or payments from for or in connection with any real or personal property shall be treated as and credited or debited to capital or to income and generally to determine all matters as to which any doubt difficulty or question

may arise under or in relation to the execution of the trusts and powers of this Deed and every determination of the Trustees in relation to any of the matters aforesaid whether made upon a question formally or actually raised or implied in any of the acts or proceedings of the Trustees in relation to the Trust Fund shall bind all parties interested therein and shall not be objected to or questioned on any ground whatsoever;

- (k) to open accounts with any bank or building society and to operate by and in all usual ways any such accounts;
- (l) to give effectual receipts and discharges for any moneys received by or on behalf of the Trustees or otherwise relating to any of the acts matters and things provided for in these presents;
- (m) to provide and set aside out of the Trust Fund or the income thereof such sum of money as the Trustees shall consider is available or necessary for and to pay or apply the same in or towards the discharge or reduction of any encumbrance debt or other liability for the time being affecting the Trust Fund or any part thereof;
- (n) to let sub-let lease or sub-lease for any period (and including to any beneficiary) and at any rental any real or personal property comprised in the Trust Fund upon any terms conditions or covenants;
- (o) to purchase take on lease sub-lease assignment hire or otherwise acquire any estate or interest in any real or personal property for any price premium rental charge payment fee or other consideration and subject to any terms conditions and covenants;
- (p) to take such action as the Trustees shall think fit for the adequate protection of any part of the Trust Fund and to do all such other things as may be incidental to the exercise of any of the powers authorities and discretions hereby or by law conferred on the Trustees;

- (q) to take and act upon the opinion (given in writing) of a solicitor an attorney at law or counsel practising in any country where the Trust Fund or any part thereof may for the time being be or be proposed to be invested in relation to the interpretation or effect of these presents or any other document or statute or as to the administration of the trusts hereof without being liable to any of the beneficiaries in respect of any act done by the Trustees in accordance with such opinion PROVIDED THAT nothing in this provision shall prohibit or impede the Trustees from applying to any Court if it shall think fit or prohibit any unit holder from so doing;
- (r) to allow any beneficiary to occupy have custody of or use any part of the Trust Fund on any terms or conditions as to inventories repair replacement insurance outgoings or otherwise but the Trustees shall not be liable for any loss or damage which may occur to any such part of the Trust Fund during or by reason of any such occupation custody or use except insofar as such loss or damage shall be occasioned by the conscious and wilful default or neglect of the Trustees;
- (s) to permit any part of the Trust Fund to be held or registered in the name of any nominee of the Trustees and to deposit securities deeds and other documents belonging or related to the Trust Fund with any bank or solicitor;
- (t) in the event of any gift stamp or other duties fees or taxes becoming payable in any part of the world in respect of these presents or the Trust Fund or any part thereof in any circumstances to pay all or any part of such duties fees and taxes out of the Trust Fund notwithstanding that such duties fees or taxes or some part thereof are not or may not be recoverable from the Trust Fund by legal process;
- (u) to receive and accept any real or personal property by gift inter vivos or by Will or under the provisions of any other trust or otherwise from any other person as additions to the Trust Fund and to hold the same upon the trusts herein

set forth and to administer such additions under the provisions hereof;

- (v) at any time and from time to time to ascertain and fix the value of the Trust Fund in accordance with the provisions herein contained and for that purpose to engage such competent valuers or experts as the Trustees may select and the Trustees may cause the value so ascertained and fixed to be entered from time to time in a book kept for that purpose;
- (w) to appoint any date earlier than the Vesting Date to be the Vesting Date;
- (x) during an accounting period to nominate any date not more than 18 months after the date of commencement of the then current accounting period as the last day of that accounting period and thereafter the accounting period shall mean each succeeding 12 month period commencing on the day following such nominated date until the anniversary of such nominated date immediately preceding the Vesting Date and the period thereafter until the Vesting Date.

13.0 DELEGATION OF TRUSTEE POWERS

The Trustees if at any time they are more than one shall act jointly and may delegate the exercise of all or any of the powers authorities or discretions hereby or by law conferred on the Trustees:-

- (a) to the Board of Management constituted by clause 14.0 of this Deed, or
- (b) to any other person or persons,

and execute any power of attorney or other instrument necessary to effectuate such purpose.

From: [John Nuttall](#)
To: [Nadine Richmond](#)
Subject: FW: Waddouring Dam - License
Date: Wednesday, 11 March 2020 11:48:57 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

From: David Morgan <David.Morgan@watercorporation.com.au>
Sent: Friday, 28 February 2020 2:58 PM
To: John Nuttall <ceo@mtmarshall.wa.gov.au>
Cc: Kathy Balt <Kathy.Balt@watercorporation.com.au>; Stephen Whittleston <Stephen.Whittleston@watercorporation.com.au>
Subject: RE: Waddouring Dam - License

Hi John,

I can advise that the Water Corporation has considered the Shire's request to take the vesting of Reserve 28120 (containing the Waddouring Dam and catchment).

Unfortunately, Reserve 28120 is not available for transfer to the Shire at this time due to operational reasons and complexities surrounding maintenance of the dam wall.

However, the Water Corporation would be pleased to make the Reserve 28120 available to the Shire under a Licensing arrangement. This would be subject to the Shire accepting maintenance and liability responsibility for the Reserve (although the Water Corporation would continue to inspect and maintain the dam wall).

If the Shire is interested in obtaining a License over Reserve 28120, I would appreciate if you could obtain a resolution of Council confirming such. Once this has been forwarded to myself, Water Corporation can commence our formal due diligence process and preparation of a draft License.

Kind Regards

David Morgan
Snr Plnr - Property Portfolio
Procurement & Property

T (08) 9420 2640

.....

From: John Nuttall [mailto:ceo@mtmarshall.wa.gov.au]
Sent: Monday, 17 February 2020 11:13 AM
To: David Morgan
Subject: RE: Waddouring Dam - Usage

Hi David,

By way of confirmation the Shire would have the following uses in mind:

1. As a potential (non potable) water source – perhaps by way of standpipe or other such access
2. As a leisure facility (such as nature walks, picnics etc)

3. As a camping opportunity in the future (such as we already provide at some of the local 'rocks')
4. If suitable and affordable for use for water sports (eg kayaking)

Hope that is enough detail at this stage – always happy to provide further if necessary.

Regards,

John

John Nuttall

Chief Executive Officer

80 Monger Street

PO Box 20 BENCUBBIN WA 6477

T: (08) 9685 1202 F: (08) 9685 1299

M: 0427 851 202 E:

ceo@mtmarshall.wa.gov.au

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From: David Morgan [mailto:David.Morgan@watercorporation.com.au]

Sent: Monday, 17 February 2020 11:08 AM

To: John Nuttall <ceo@mtmarshall.wa.gov.au>

Subject: Waddouring Dam - Usage

Hi John,

Thanks for speaking with me this morning.

So I have something in writing to pass on to the working group, would you be able to briefly confirm our conversation regarding the Shires proposed usage of the dam?

Many Thanks

David Morgan

Senior Planner - Property Portfolio

Procurement & Property

E David.Morgan@watercorporation.com.au

T (08) 9420 2640



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CHIEF EXECUTIVE OFFICER - JOHN NUTTALL

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2020/2-015 Feb 2020	<p>That Council:</p> <ol style="list-style-type: none">1. Subject to section 3.57 Local Government Act 1995 and section 18 Local Government (Functions and General) Regulations 1996 select Modular WA as the chosen tenderer to undertake the construction of the executive house.2. Subject to section 3.57 Local Government Act 1995 and section 18 Local Government (Functions and General) Regulations 1996 accept the fixed price tender of \$397,807.28 for construction of the executive house3. Authorise the Chief Executive Officer to enter a contract with Modular WA to undertake the work listed above, including use of the common seal if necessary.4. Direct the Chief Executive Officer to inform the other tenderers that their tender has not been accepted.	Complete		
2020/2-006 Feb 2020	<p>That Council:</p> <ol style="list-style-type: none">1. Subject to section 79 Land Administration Act 1997 accept the attached proposed crown lease over Lot 3000 on Deposited Plan 64499, Bencubbin2. Subject to section 9.49 Local Government Act 1995 authorise that the common seal be attached to the proposed crown lease3. Authorise the Chief Executive Officer to arrange for the preparation and execution of a sub-lease of the crown land between the Shire of Mt Marshall and Geraldton Fuels	Complete		

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2020/2-005 Feb 2020	<p>That Council:</p> <ol style="list-style-type: none">1. Direct the Chief Executive Officer to confirm to the NEWROC Executive Officer that the Shire of Mt Marshall are in favour of the Shire of Dowerin joining the NEWROC organisation as of July 1 20202. Direct the Chief Executive Officer to confirm to the NEWROC Executive Officer that the Shire of Mt Marshall are in favour of the NEWROC decision regarding the application for membership from the Shire of Dowerin being decided by absolute majority3. Direct the Chief Executive Officer to confirm to the NEWROC Executive Officer that the Shire of Mt Marshall are in favour of the following terms of membership:<ul style="list-style-type: none">• Annual Membership Fee – Option 2• Contribution to Investment Fund – Option 1 (but with the ability to pay over 2 years)• MOU amendments: Option 1	Complete		

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2020/1-001 Jan 2020	<p>That Council:</p> <ol style="list-style-type: none">1. Subject to section 3.57 Local Government Act 1995 and section 18 Local Government (Functions and General) Regulations 1996 select Dynamic Pools as the chosen tenderer to undertake the upgrade of the Mt Marshall Aquatic Facility2. Subject to section 3.57 Local Government Act 1995 and section 18 Local Government (Functions and General) Regulations 1996 accept the fixed price tender of \$1,252,000 for the construction of a 25m x 12m pool3. Subject to section 3.57 Local Government Act 1995 and section 18 Local Government (Functions and General) Regulations 1996 accept the fixed price tender of \$321,000 for the construction of a 12m x 6m pool4. Subject to section 6.8 Local Government Act 1995 increase budget 1123050 by \$211,000 to become \$1,699,6425. Resolve that the additional expenditure above is to be taken from the following reserves and operating accounts:<ol style="list-style-type: none">a. Mt Marshall Aquatic Centre Development Reserve \$100,000b. Public Amenities & Bldgs Reserve \$100,000c. Operating Budget \$11,0006. Authorise the Chief Executive Officer to enter a contract with Dynamic Pools to undertake the work listed above, including use of the common seal if necessary.	Complete		

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2019/11-008 Dec 2019	That Council: <ol style="list-style-type: none">1. Resolve to accept the transfer of Reserve 22456 from the Water Corporation2. Resolve to enter into an interim license for the Shire to occupy the relevant land around Beacon Rock Tank3. Direct the Chief Executive Officer to write to the Water Corporation confirming the above resolutions4. Authorise the Chief Executive Officer to undertake the necessary arrangements to effect and complete the license, including the use of the Shire Common Seal if necessary	Ongoing		June 2020
2019/9-012 Oct 2019	That Council: <ol style="list-style-type: none">1. Subject to the Local Government Act 1995, Section 6.8(1)(b) authorise non budgeted expenditure of \$10,000 to install water tanks and associated infrastructure at the community (20mm) standpipes located in Beacon and Gabbin;2. Subject to the Local Government Act 1995, Section 6.8(1)(b) reduce 1151021 Museum Contracts by \$10,000 to allow for the expenditure authorised in resolution 1 above	Ongoing	Beacon Tank ordered. Gabbin tank not required as the tank already at the location is able to be used.	April 2020

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2019/3-003 April 2019	That Council: 1. Direct the Chief Executive Officer to arrange for the preparation of an agreement between the Shire of Mt Marshall and the Bencubbin Golf Club for the use of the Bencubbin Golf Course. The agreement is to set the annual lease fee at \$1 payable on demand; and 2. Authorise the Chief Executive Officer to undertake the necessary arrangements to effect and complete the agreement, including the use of the Shire Common Seal if necessary.	Ongoing	Discussions with lawyers are being had.	October 2019
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.	Complete 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. Negotiations are continuing with Department of Lands regarding the use of the building.	 December 2019
2018/11-004 December 2018	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: <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. Awaiting Native Title Clearance	

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. 	Complete	<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> <p>Response has now been received.</p> <p>Awaiting further instructions</p> <p>Failed to respond. Item will be back before Council for revocation.</p>	
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.	Complete	With Dept of Lands for actioning	

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL

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

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

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

REGULATORY OFFICER – JACK WALKER

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2019/3-013 April 2019	<p>The Shire of Mt Marshall grants a Development Approval (DA) to P & A Munns, trading as Scud Ag Supplies, to install five (5) advertising signs in the Beacon town site subject to the following conditions:</p> <ul style="list-style-type: none">(a) Applicant provides Council with a copy of their Public Indemnity insurance to indemnify the Shire of Mt Marshall from any claims that may arise from the installation of the signs.(b) Applicant be given approval to install the signs under the supervision of the Shire's Works Supervisor.(c) All signs to be placed 1.5 meters from the edge of the bitumen to the edge of the sign.(d) Signs to be no larger than 1500 x 1200(e) Signs to be constructed to Australian Standards(f) Applicant is responsible for all ongoing maintenance to the signs	Ongoing	DA issued to Scud Ag Supplies. Mr Munns will liaise with the Works Supervisor when he is ready to erect the signs. Hope to get started on signs this month.	March 2020

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	Received a Customer Advices for Sales Actions for January 2020 from the Department of Planning, Lands and Heritage, it would appear that this is still progressing.	April 2020
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	Complete		December 2019
	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		December 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. Commence project in February during Bush Fire training.	July 2020

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

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

COMMUNITY DEVELOPMENT OFFICER – REBECCA WATSON				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2019/10-016 Nov 2019	That: 1. the attached memorandum of understanding between the Bencubbin Community Recreation Council and Shire of Mt Marshall for the Bencubbin Community Recreation Grounds be endorsed; 2. the Fees and Charges Schedule be amended to include the following fees: (See Minutes) 3. the above fees be advertised as effective from 1 December 2019. 4. an annual administration fee of \$300.00 be paid to the Bencubbin Community Resource Centre to manage keys and bookings for the Bencubbin Multipurpose Complex.	Complete		
2019/10-015 Nov 2019	That : 1. the attached memorandum of understanding between the Beacon Progress Association and Shire of Mt Marshall for the Beacon Community Hall be endorsed; 2. the Fees and Charges Schedule be amended to include the following fees (See Minutes) 3. the above fees be advertised as effective from 1 December 2019; and 4. An annual administration fee of \$150.00 be paid to the Beacon Central Community Resource Centre to manage keys and bookings for the Beacon Community Hall Facility.			
2019/10-014 Nov 2019	That the following 2019/20 Club Support Fund Applications be approved for funding; Beacon Bowling Club \$2,237.85 (gst inclusive) Bencubbin Hockey Club \$1,804.70 (gst inclusive) Bencubbin Community \$1,086.00 (gst inclusive)	Ongoing	All clubs have provided invoices and payments scheduled to be paid before the end of June. Acquittal from the Beacon Bowling Club has been received.	

COMMUNITY DEVELOPMENT OFFICER – REBECCA WATSON				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2019/6-004 July 2019	That Council: <ol style="list-style-type: none"> Formally resolve to include the Beacon Barracks into the Shire Municipal Heritage Inventory; and Direct the Chief Executive Officer to update the Shire Municipal Heritage Inventory to include Beacon Barracks. 			
2019/3-012 April 2019	That the following 2018/19 Club Support Fund Applications be approved for funding by Council: Beacon Hockey Club \$1655.00 Inc GST Beacon Tennis Club \$8000.00 Inc GST Bencubbin Netball Club \$3696.00 Inc GST	Ongoing	All clubs have provided invoices and payments scheduled to be paid before the end of June. Beacon Hockey Club have submitted all Acquittal Documents	
2015/5-014 June 2018	That the following 2017/18 Club Support Fund Applications be approved for funding by Council; Beacon Hockey Club \$3,500 Bencubbin Football Club \$6,380	Ongoing	Beacon Ladies Hockey Club have been advised in writing that they have been successful in there 2018 application. Bencubbin Football Club have been advised in writing that their 2018 application has been successful. Beacon Hockey Club and Bencubbin Football Club to acquit grant by March 29. Bencubbin Football Club have entered an arrangement with the Shire allowing for a late acquittal. Beacon Hockey Club have submitted their acquittal document.	June 2019

COMMUNITY DEVELOPMENT OFFICER – REBECCA WATSON

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

ECONOMIC DEVELOPMENT OFFICER – SARAH MOUG				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2019/9-004 Oct 2019	<p>That Council:</p> <ol style="list-style-type: none"> 1. Receive the minutes from the Economic Development Grant Fund Committee of 15 October 2019 which are at attachment 13.2.1; 2. Endorse the recommendations of the Economic Development Grant Fund Committee by making the following awards, which are subject to any conditions listed: <ul style="list-style-type: none"> • Beacon Progress Association \$4189.55 (on the condition that signage is installed in liaison with Shire staff to ensure regulations are met and the video project be undertaken in consultation with Linda Vernon and/or NEWTRAVEL to ensure it fits with current Wheatbelt Way tourism direction) • Beacon Country Club \$2443.30 	Ongoing	Correspondence has been sent to both applicants. Informed of their successful applications.	February 2020

ECONOMIC DEVELOPMENT OFFICER – SARAH MOUG				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2019/2-004 March 2019	<p>That Council:</p> <p>2. Endorse the recommendations (as detailed above) of the Economic Development Committee by making the following awards, which are subject to any requirements listed:</p> <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 Application Withdrawn. • Beacon Cooperative \$2539.30 	Ongoing	<p>Groups have been advised in writing of their successful applications.</p> <p>Most projects are underway. Paper work and acquittals still to be completed.</p> <p>Still awaiting acquittal forms from one applicant. Beacon Playgroup withdrew their application. Waiting for photographs of each project upon completion.</p> <p>Photographs received of the Nature Playground Project completed by the Beacon Primary School P & C. Published on the Shire social media page.</p> <p>Acquittal forms received for projects completed by the Beacon Progress Association, Beacon Primary School P & C, Beacon Co-Op</p>	November 2019



Shire of Mt Marshall

Monthly Statement of Financial Activity

For the Period 1 July 2018 to 31 January 2020

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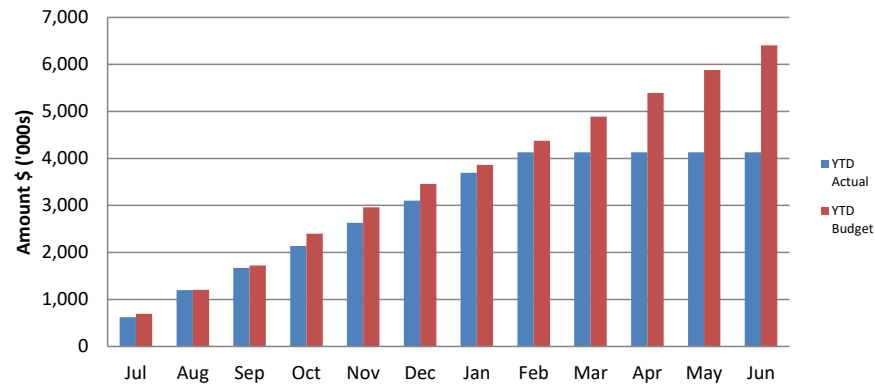
Shire of Mt Marshall
Statement of Financial Activity
For the period 1 July 2019 to 31 January 2020

		Actual YTD 2019/2020	Budget YTD 2019/2020	Original Full Year Budget 2019/2020	Variance Budget to Actual YTD	
	NOTE				%	\$
Operating Revenue						
Governance		19,856	11,949	20,499	66%	7,907
General Purpose Funding		659,161	708,377	1,353,203	(7%)	(49,217)
Law, Order & Public Safety		21,473	21,361	28,933	1%	112
Health		75,347	117,089	200,740	(36%)	(41,742)
Education & Welfare		69,356	68,300	105,517	2%	1,056
Housing		76,486	92,568	158,700	(17%)	(16,082)
Community Amenities		121,710	120,569	129,745	1%	1,141
Recreation & Culture		22,955	509,306	550,764	(95%)	(486,351)
Transport		1,135,926	990,587	1,395,544	15%	145,339
Economic Services		117,021	84,700	145,252	38%	32,321
Other Property & Services		25,405	28,798	49,400	(12%)	(3,393)
		2,344,695	2,753,604	4,138,296		
Operating Expenses						
Governance		(242,659)	(324,206)	(416,134)	(25%)	81,547
General Purpose Funding		(43,421)	(54,817)	(93,989)	(21%)	11,396
Law, Order & Public Safety		(108,057)	(107,896)	(177,993)	0%	(161)
Health		(163,682)	(185,928)	(323,446)	(12%)	22,246
Education & Welfare		(194,354)	(235,171)	(365,715)	(17%)	40,817
Housing		(159,456)	(147,522)	(248,430)	8%	(11,934)
Community Amenities		(146,581)	(176,177)	(295,379)	(17%)	29,596
Recreation & Culture		(657,595)	(695,829)	(1,172,464)	(5%)	38,234
Transport		(1,595,567)	(1,609,769)	(2,806,367)	(1%)	14,202
Economic Services		(274,637)	(292,221)	(484,708)	(6%)	17,584
Other Property & Services		(107,172)	(32,729)	(20,638)	227%	(74,443)
		(3,693,181)	(3,862,265)	(6,405,263)		
<u>Adjustments for Non-Cash (Revenue) and Expenditure</u>						
(Profit)/Loss on Asset Disposals	2	8,834	8,834	15,000		
Employee benefit Provisions Cash Backed		924	0	0		
Movement in employee benefit provisions (non-current)		0	0	0		
Movement in deferred pensioner Rates/ESL		0	0	0		
Depreciation on Assets		1,645,965	1,575,078	2,700,134		
<u>Capital Revenue and (Expenditure)</u>						
Purchase Property Plant & Equipment	1	(430,464)	(1,786,543)	(3,031,342)		
Purchase Infrastructure Assets	1	(942,659)	(1,092,966)	(1,874,065)		
Repayment of Debenture	3	(21,318)	(21,318)	(43,046)		
Proceeds from New Debenture	3	0	0	0		
Self-Supporting Loan Principal Income		4,540	4,540	9,167		
Proceeds from Disposal of Assets	2	56,364	56,364	231,000		
<u>Reserves and Restricted Funds</u>						
Transfers to Reserves	4	(21,758)	(21,758)	(59,076)		
Transfers from Reserves	4	123,284	123,284	1,523,283		
ADD Net Current Assets July 1 B/Fwd.	5	1,356,172	1,356,172	1,376,554		
LESS Net Current Assets Year to Date	5	(1,854,234)	(512,382)	0		
Amount Raised from Rates	6	(1,422,837)	(1,419,357)	(1,419,357)		

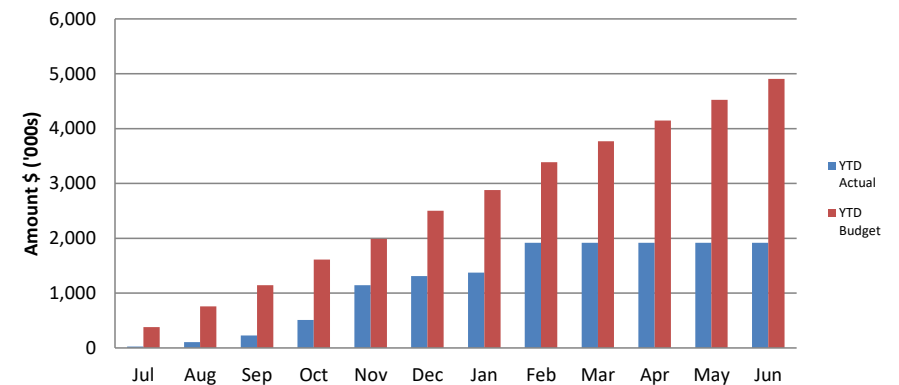
Shire of Mt Marshall

For the period 1 July 2019 to 31 January 2020

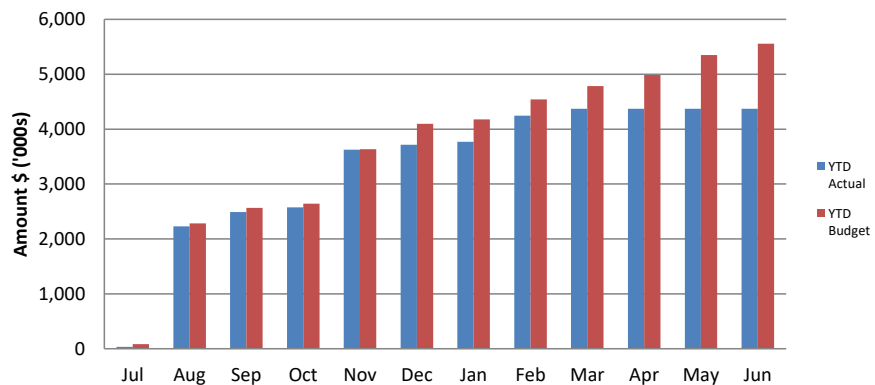
Operating Expenditure



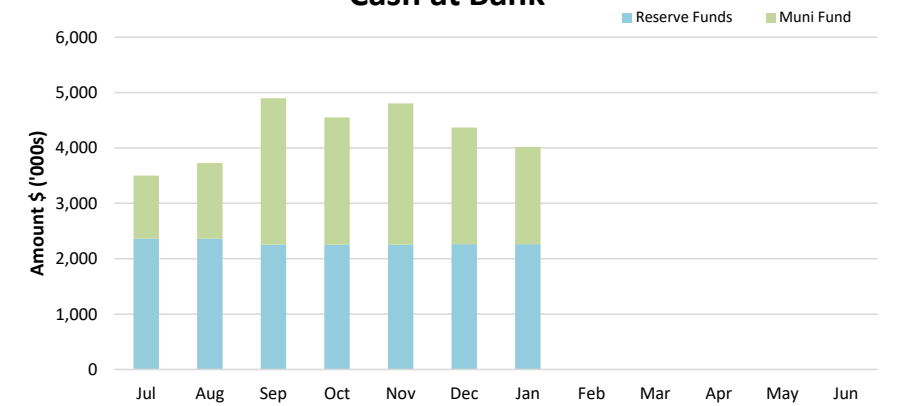
Capital Works & Equipment Purchases



Operating Income



Cash at Bank



Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 January 2020

	2019/20 Adopted Budget \$	31-Jan-20 Actual \$	31-Jan-20 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	130,000	56,364	130,000
Health			
<i>NEW Health Vehicle</i>			
New Health Purchase Of Motor Vehicle	45,000	0	45,000
Education & Welfare			
<i>CDO Vehicle</i>			
Motor Vehicles Capital Expenditure	43,000	33,709	43,000
Housing			
<i>Staff Housing</i>			
Land & Buildings - Staff Housing	452,000	10,167	263,662
Land & Buildings	70,000	15,531	29,162
Community Amenities			
<i>Protection of the Environment</i>			
Land & Buildings - Community Amenities	29,500	13,922	0
Recreation and Culture			
<i>Public Halls and Civic Centres</i>			
Land & Buildings - Halls & Civic Centres	79,500	17,810	0
<i>Sturt Pea House</i>			
Sturt Pea House Improvements	6,500	6,300	6,500
<i>Swimming Pool</i>			
Land & Buildings - Swimming Pool	1,488,642	6,416	868,364
<i>Sporting Facilities</i>			
Land & Buildings - Bencubbin Recreation	0	4,697	0
Land & Buildings - Bencubbin Recreation	156,000	57,667	91,000
Transport			
<i>Construction - Roads, Bridges, Depots</i>			
Roads To Recovery Road Works	559,500	189,888	326,263
State Road Projects Grant	948,565	710,634	553,308
Municipal Road Construction	316,000	30,777	184,233
Footpath Construction	20,000	11,339	11,662
<i>Road Plant Purchases</i>			
Plant Purchases	442,200	187,040	257,950
Motor Vehicle Purchases	35,000	0	20,412
<i>Airstrips</i>			
.Beacon Airstrip Upgrade	30,000	21	17,500
Economic Services			
Buildings	19,000	0	11,081
Beacon Workers Camp - Capital	0	9,418	0
Other Property and Services			
Purchase Land And Buildings - Eng	35,000	11,423	20,412
	<u>4,905,407</u>	<u>1,373,123</u>	<u>2,879,509</u>

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 January 2020

	2019/20 Adopted Budget \$	31-Jan-20 Actual \$	31-Jan-20 Budget YDT \$
1. ACQUISITION OF ASSETS (Continued)			
The following assets have been acquired during the period under review:			
<u>By Class</u>			
Land Held for Resale - Current	0	0	0
Land Held for Resale - Non Current	0	0	0
Land	0	0	0
Land & Buildings	2,336,142	153,352	1,290,181
Furniture & Equipment	0	0	0
Motor Vehicles	253,000	90,073	238,412
Plant & Equipment	442,200	187,040	257,950
Infrastructure - Roads	1,824,065	931,299	1,063,804
Infrastructure - Footpaths	20,000	11,339	11,662
Infrastructure - Ovals & Parks	0	0	0
Infrastructure - Other	30,000	21	17,500
	<u>4,905,407</u>	<u>1,373,123</u>	<u>2,879,509</u>

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 January 2020

2. DISPOSALS OF ASSETS

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

<u>By Program</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2019/20 Budget \$	January 2019 Actual \$	2019/20 Budget \$	January 2019 Actual \$	2019/20 Budget \$	January 2019 Actual \$
Administration						
Admin Vehicle - Prado	45,000	48,285	40,000	47,273	(5,000)	(1,012)
Admin Vehicle - Landcruiser	70,000		65,000		(5,000)	0
Health						
NEW Health Vehicle	30,000		30,000		0	0
Education & Welfare						
CDO Vehicle	17,000	16,913	12,000	9,091	(5,000)	(7,822)
Transport						
Mitsubishi Triton MM279	10,000		10,000		0	0
Mitsubishi Triton MM254	10,000		10,000		0	0
Mitsubishi Triton MM5185	10,000		10,000		0	0
Stainless Steel Water Tanker MM3336	8,000		8,000		0	0
John Deere Tractor MM241	8,000		8,000		0	0
John Deere Tractor MM026	9,000		9,000		0	0
Hino Prime Mover MM3900	29,000		29,000		0	0
	246,000	65,198	231,000	56,364	(15,000)	(8,834)

<u>By Class of Asset</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2019/20 Budget \$	January 2019 Actual \$	2019/20 Budget \$	January 2019 Actual \$	2019/20 Budget \$	January 2019 Actual \$
Motor Vehicles	192,000	65,198	177,000	56,364	(15,000)	(8,834)
Plant & Equipment	54,000	0	54,000	0	0	0
	246,000	65,198	231,000	56,364	(15,000)	(8,834)

Summary

Profit on Asset Disposals
Loss on Asset Disposals

2019/20 Adopted Budget \$	January 2019 Actual \$
0	0
(15,000)	(8,834)
(15,000)	(8,834)

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 January 2020

3. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Expiry	Principal 1-Jul-19	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			2019/20 Budget \$	2019/20 Actual \$	2019/20 Budget \$	2019/20 Actual \$	2019/20 Budget \$	2019/20 Actual \$	2019/20 Budget \$	2019/20 Actual \$
Recreation & Culture										
Loan 120 - Bencubbin Rec Complex Shire	28/04/2037	402,631	0	0	15,863	7,856	386,768	394,775	15,350	5,040
Loan 121 - Bencubbin Rec SAR	28/04/2037	457,265	0	0	18,016	8,922	439,249	448,343	17,433	5,724
Loan 122 - Bencubbin Rec Complex CRC*	28/04/2037	232,682	0	0	9,167	4,540	223,515	228,142	8,871	2,913
		1,092,578	0	0	43,046	21,318	1,049,532	1,071,260	41,654	13,677

(*) 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 January 2020

	2019/20 Adopted Budget \$	January 2019 Actual \$
4. CASH BACKED RESERVES		
(a) Plant Replacement Reserve		
Opening Balance	420,497	420,497
Amount Set Aside / Transfer to Reserve	10,512	3,653
Amount Used / Transfer from Reserve	(73,284)	(73,284)
	<u>357,725</u>	<u>350,866</u>
(b) Aged Care Units Reserve		
Opening Balance	44,443	44,443
Amount Set Aside / Transfer to Reserve	1,111	419
Amount Used / Transfer from Reserve	0	0
	<u>45,554</u>	<u>44,862</u>
(c) Housing Reserve		
Opening Balance	403,137	403,137
Amount Set Aside / Transfer to Reserve	10,078	3,801
Amount Used / Transfer from Reserve	(400,000)	0
	<u>13,215</u>	<u>406,938</u>
(d) Employee Entitlements Reserve		
Opening Balance	98,010	98,011
Amount Set Aside / Transfer to Reserve	2,450	924
Amount Used / Transfer from Reserve	0	0
	<u>100,460</u>	<u>98,935</u>
(e) Public Amenities & Buildings Reserve		
Opening Balance	209,073	209,075
Amount Set Aside / Transfer to Reserve	5,227	1,759
Amount Used / Transfer from Reserve	(50,000)	(50,000)
	<u>164,300</u>	<u>160,834</u>
(f) Mt Marshall Aquatic Centre Development Reserve		
Opening Balance	1,074,449	1,074,449
Amount Set Aside / Transfer to Reserve	26,861	10,132
Amount Used / Transfer from Reserve	(1,000,000)	0
	<u>101,310</u>	<u>1,084,581</u>
(g) Community Bus Reserve		
Opening Balance	20,138	20,138
Amount Set Aside / Transfer to Reserve	503	190
Amount Used / Transfer from Reserve	0	0
	<u>20,641</u>	<u>20,328</u>

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 January 2020

	2019/20 Adopted Budget \$	January 2019 Actual \$
4. RESERVES (Continued)		
(h) Bencubbin Recreation Complex Reserve		
Opening Balance	4,183	4,183
Amount Set Aside / Transfer to Reserve	105	40
Amount Used / Transfer from Reserve	0	0
	<u>4,288</u>	<u>4,223</u>
(i) Office Equipment Reserve		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>0</u>	<u>0</u>
(j) Economic Development Reserve		
Opening Balance	77,451	77,451
Amount Set Aside / Transfer to Reserve	1,936	731
Amount Used / Transfer from Reserve	0	0
	<u>79,387</u>	<u>78,182</u>
(k) Beacon Accommodation Reserve		
Opening Balance	3,644	3,644
Amount Set Aside / Transfer to Reserve	91	34
Amount Used / Transfer from Reserve	0	0
	<u>3,735</u>	<u>3,678</u>
(l) Medical Enhancement Reserve		
Opening Balance	7,818	7,818
Amount Set Aside / Transfer to Reserve	195	74
Amount Used / Transfer from Reserve	0	0
	<u>8,013</u>	<u>7,892</u>
(m) Bencubbin Community Resource Centre Reserve		
Opening Balance	292	292
Amount Set Aside / Transfer to Reserve	7	2
Amount Used / Transfer from Reserve	0	0
	<u>299</u>	<u>294</u>
Total Cash Backed Reserves	<u><u>898,927</u></u>	<u><u>2,261,612</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 January 2020

	2019/20 Adopted Budget \$	January 2019 Actual \$
4. RESERVES (Continued)		
Cash Backed Reserves (Continued)		
Summary of Transfers To Cash Backed Reserves		
Transfers to Reserves		
Plant Replacement Reserve	10,512	3,653
Aged Care Units Reserve	1,111	419
Community Housing Reserve	0	0
Housing Reserve	10,078	3,801
Employee Entitlements Reserve	2,450	924
Public Amenities & Buildings Reserve	5,227	1,759
Mt Marshall Aquatic Centre Development Rese	26,861	10,132
Community Bus Reserve	503	190
Bencubbin Recreation Complex Reserve	105	40
Office Equipment Reserve	0	0
Economic Development Reserve	1,936	731
Integrated Planning/Financial Reporting Reserv	0	0
Beacon Accommodation Reserve	91	34
Medical Enhancement Reserve	195	74
Bencubbin Community Resource Centre Reser	7	2
	59,076	21,758
Transfers from Reserves		
Plant Replacement Reserve	(73,284)	(73,284)
Aged Care Units Reserve	0	0
Community Housing Reserve	0	0
Housing Reserve	(400,000)	0
Employee Entitlements Reserve	0	0
Public Amenities & Buildings Reserve	(50,000)	(50,000)
Mt Marshall Aquatic Centre Development Rese	(1,000,000)	0
Community Bus Reserve	0	0
Bencubbin Recreation Complex Reserve	0	0
Office Equipment Reserve	0	0
Economic Development Reserve	0	0
Integrated Planning/Financial Reporting Reserv	1	0
Beacon Accommodation Reserve	0	0
Medical Enhancement Reserve	0	0
Bencubbin Community Resource Centre Reser	0	0
	(1,523,283)	(123,284)
Total Transfer to/(from) Reserves	(1,464,207)	(101,526)

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 January 2020

4. RESERVES (Continued)

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

Plant Replacement Reserve

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

Aged Care Units Reserve

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

Housing Reserve

- To fund the replacement of housing and any major maintenance

Employee Entitlement Reserve

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

Public Amenities & Buildings

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

Mt Marshall Aquatic Centre Development

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

Community Bus Reserve

- To finance the replacement of the community bus

Bencubbin Recreation Complex

- To provide funding for future extensions to the Bencubbin Complex

Office Equipment

- To replace office equipment as required

Economic Development Reserve

- To set aside funds for Economic Development initiatives.

Beacon Accommodation Reserve

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

Medical Enhancement Reserve

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

Bencubbin Community Resource Centre Reserve

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

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 January 2020

	2019/20 B/Fwd Per Approved Budget \$	2019/20 B/Fwd Per Financial Report \$	January 2019 Actual \$
5. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	1,917,439	1,957,587	1,858,988
Cash - Restricted Unspent Grants	0	0	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	2,363,135	2,363,135	2,261,609
Rates Outstanding	102,995	102,995	192,298
Sundry Debtors	175,276	175,276	35,905
Provision for Doubtful Debts	4,716	(7,221)	(7,221)
Gst Receivable	69,670	69,670	0
Accrued Income/Payments In Advance	0	4,244	(12,926)
Loans - Clubs/Institutions	0	0	0
Inventories	15,975	11,396	12,931
	<u>4,649,206</u>	<u>4,677,082</u>	<u>4,341,584</u>
LESS: CURRENT LIABILITIES			
Sundry Creditors	(703,381)	(703,381)	(122,811)
Accrued Interest On Loans	(7,356)	(7,356)	0
Accrued Salaries & Wages	(36,711)	(36,711)	519
Income In Advance	0	0	0
Gst Payable	(30,586)	(30,586)	(1)
Payroll Creditors	(27,159)	(27,159)	0
Accrued Expenses	0	0	0
FBT Liability	0	(8,112)	0
Bonds and Deposits	0	(40,148)	(390)
Current Employee Benefits Provision	(202,333)	(202,333)	(202,333)
Current Loan Liability	(43,047)	(43,047)	(21,729)
	<u>(1,050,573)</u>	<u>(1,098,833)</u>	<u>(346,745)</u>
NET CURRENT ASSET POSITION	3,598,633	3,578,249	3,994,839
Less: Cash - Reserves - Restricted	(2,363,135)	(2,363,135)	(2,261,609)
Less: Cash - Unspent Grants - Restricted	0	0	0
Add Back : Component of Leave Liability not Required to be Funded	98,011	98,011	98,935
Add Back : Current Loan Liability	43,047	43,047	21,729
Adjustment for Trust Transactions Within Muni	0	0	340
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>1,376,554</u>	<u>1,356,172</u>	<u>1,854,234</u>

Shire of Mt Marshall

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

For the Period 1 July 2018 to 31 January 2020

6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2019/20 Rate Revenue \$	2019/20 Interim Rates \$	2019/20 Back Rates \$	2019/20 Total Revenue \$	2019/20 Budget \$
General Rate								
GRV		131	733,228	96,868			96,868	96,867
UV		312	74,564,497	1,346,560	72		1,346,632	1,346,560
Mining		1	45,067	814	195		1,009	814
Sub-Totals		444	75,342,792	1,444,242	267	0	1,444,509	1,444,241
Minimum Rates	Minimum \$							
GRV	416	43	29,182	17,888			17,888	17,888
UV	416	24	167,850	9,984			9,984	9,984
Mining	416	9	36,622	3,744			3,744	3,744
Sub-Totals		76	233,654	31,616	0	0	31,616	31,616
Discounts							1,476,125	1,475,857
Total Amount of General Rates							(53,290)	(56,500)
Movement in Excess Rates							1,422,836	1,419,357
Ex Gratia Rates							(31,579)	(4,642)
Specified Area Rates							16,772	16,800
Rates Written off							35,456	35,449
							(564)	(1,000)
Total Rates							1,442,920	1,465,964

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 January 2020

7. TRUST FUNDS

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

Detail	Balance 01-Jul-19 \$	Amounts Received \$	Amounts Paid (\$)	January 2019 Balance \$
Police Licensing	0	65,415	(65,151)	264
Aged Care Beautification	0	0	829	829
Unclaimed Monies	0	0	900	900
Nomination Deposits	0	240	(240)	0
Tree Planting Nursery	0	0	1,000	1,000
Sundry Creditors	0	0	0	0
Housing Bonds	0	1,550	9,070	10,620
Staff Social Club	0	2,641	(998)	1,643
Portable Toilet Bonds	0	0	0	0
Deposit on Land	0	0	0	0
Rehabilitation Bonds	0	150	10,360	10,510
	0	69,996	(44,230)	25,766

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 January 2020

8. OPERATING STATEMENT

	January 2019 Actual \$	2019/20 Adopted Budget \$	2018/19 Actual \$
OPERATING REVENUES			
Governance	19,856	20,499	33,258
General Purpose Funding	2,081,996	2,772,560	3,924,440
Law, Order, Public Safety	21,473	28,933	28,853
Health	75,347	200,740	175,158
Education and Welfare	69,356	105,517	86,948
Housing	76,486	158,700	198,211
Community Amenities	121,710	129,745	148,362
Recreation and Culture	22,955	550,764	62,030
Transport	1,135,926	1,395,544	1,433,626
Economic Services	117,021	145,252	145,016
Other Property and Services	25,405	49,400	62,946
TOTAL OPERATING REVENUE	3,767,531	5,557,653	6,298,849
OPERATING EXPENSES			
Governance	242,659	416,134	384,562
General Purpose Funding	43,421	93,989	84,885
Law, Order, Public Safety	108,057	177,993	179,568
Health	163,682	323,446	294,434
Education and Welfare	194,354	365,715	232,851
Housing	159,456	248,430	383,953
Community Amenities	146,581	295,379	229,599
Recreation & Culture	657,595	1,172,464	1,113,544
Transport	1,595,567	2,806,367	2,954,752
Economic Services	274,637	484,708	418,189
Other Property and Services	107,172	20,638	23,557
TOTAL OPERATING EXPENSE	3,693,181	6,405,263	6,299,893
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	74,350	(847,609)	(1,045)

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 31 January 2020

9. BALANCE SHEET

	January 2019 Actual \$	2018/19 Actual \$
CURRENT ASSETS		
Cash and Cash Equivalents	4,120,597	4,320,722
Trade and Other Receivables	212,683	354,131
Inventories	12,931	11,396
TOTAL CURRENT ASSETS	4,346,211	4,686,249
NON-CURRENT ASSETS		
Other Receivables	294,355	294,355
Inventories	0	0
Property, Plant and Equipment	19,407,884	19,558,836
Infrastructure	89,300,334	89,487,422
Work in Progress	0	0
TOTAL NON-CURRENT ASSETS	109,002,573	109,340,613
TOTAL ASSETS	113,348,784	114,026,862
CURRENT LIABILITIES		
Trade and Other Payables	122,293	813,304
Bonds and Deposits	390	40,148
Long Term Borrowings	21,729	43,047
Provisions	202,333	202,333
TOTAL CURRENT LIABILITIES	346,745	1,098,832
NON-CURRENT LIABILITIES		
Trade and Other Payables	0	0
Long Term Borrowings	1,049,531	1,049,531
Provisions	23,595	23,595
TOTAL NON-CURRENT LIABILITIES	1,073,126	1,073,126
TOTAL LIABILITIES	1,419,871	2,171,958
NET ASSETS	111,928,913	111,854,904
EQUITY		
Trust Imbalance	(340)	0
Retained Surplus	80,875,547	80,699,669
Reserves - Cash Backed	2,261,609	2,363,135
Revaluation Surplus	28,792,100	28,792,100
TOTAL EQUITY	111,928,916	111,854,904

Shire of Mt Marshall

For the Period 1 July 2018 to 31 January 2020

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

Purpose

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

The Materiality variances adopted by Council are:

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

Shire of Mt Marshall
Report on Significant Variances - Operating Income & Expenditure
For the Period 1 July 2018 to 31 January 2020

	31 January 2020 YTD	Budget to Actual YTD	Budget to Actual YTD	Components of Variance	
	Actual \$	Budget \$	%	Favourable/ (Unfavourable) \$	Favourable/ (Unfavourable) \$
Revenues/Sources					
Governance	19,856	11,949	66%	7,907	7,404 503 Admin reimbursements over budget <i>Minor Items</i>
General Purpose Funding	659,161	708,377	(7%)	(49,217)	(28,870) (8,752) (12,703) 1,108 Movement in excess rates, adjusted at year end Debt collection income, offset by expenditure Interest on reserves - timing of investment maturity <i>Minor Items</i>
Law, Order, Public Safety	21,473	21,361	1%	112	112 <i>Minor Items</i>
Health	75,347	117,089	0%	(41,742)	(41,843) 101 NEW Health recoups under budget - expenditure is under budget <i>Minor Items</i>
Education and Welfare	69,356	68,300	2%	1,056	0 1,056 <i>Minor Items</i>
Housing	76,486	92,568	(17%)	(16,082)	(10,646) (5,120) (317) Staff housing reimbursements under budget - timing Other housing rent under budget - vacancies at 86 Dunne, 97A Monger <i>Minor Items</i>
Community Amenities	121,710	120,569	1%	1,141	1,141 <i>Minor Items</i>
Recreation and Culture	22,955	509,306	(95%)	(486,351)	(488,642) 2,291 Swimming Pool Grant not yet received - project not yet commenced <i>Minor Items</i>
Transport	1,135,926	990,587	15%	145,339	(21,584) 160,408 6,515 RRG Funding under budget - timing R2R Funding over budget - timing <i>Minor Items</i>
Economic Services	117,021	84,700	38%	32,321	7,344 18,326 8,887 (2,237) Beacon Cabins - over budget Bencubbin Workers Camp - over budget Paid parental leave - offset by expenditure <i>Minor Items</i>
Other Property and Services	25,405	28,798	(12%)	(3,393)	(3,393) <i>Minor Items</i>
Total Revenues excl Rates	2,344,695	2,753,604	(15%)	(408,909)	
Amount Raised from Rates	1,422,837	1,422,836	0%	2	2 - Rounding <i>Minor Items</i>

Shire of Mt Marshall
Report on Significant Variances - Operating Income & Expenditure
For the Period 1 July 2018 to 31 January 2020

	31 January 2020 YTD	2019 YTD	Budget to Actual YTD	Budget to Actual YTD	Components of Variance	
	Actual \$	Budget \$	%	Favourable/ (Unfavourable) \$	Favourable/ (Unfavourable) \$	
(Expenses)/(Applications)						
Governance	(242,659)	(324,206)	25%	81,547	18,936	Elected Member Training under budget - timing
					13,583	Audit Fees under budget - this is likely to be used when Auditor General commences
					16,684	Admin Consultants under budget - timing
					10,844	Legal expenses under budget - timing
					7,245	Election expenses under budget - Councillors elected unopposed
					16,998	Councillor conference exp under budget
					(2,744)	Minor Items
General Purpose Funding	(43,421)	(54,817)	21%	11,396	3,728	Rates Debt Collection under budget - offset by income
					5,213	Valuation expenses under budget
					2,455	Minor Items
Law, Order, Public Safety	(108,057)	(107,896)	(0%)	(161)		
					(161)	Minor Items
Health	(163,682)	(185,928)	12%	22,246	2,912	Health Legal exp under budget - Local Law not yet gazetted
					4,276	EHO Scheme MM portion under budget as NEW Health is under budget
					17,293	NEW Health exp under budget
					(2,234)	Minor Items
Education and Welfare	(194,354)	(235,171)	17%	40,817	20,357	Donation to CEACA - not required
					4,985	Little Bees Salaries under budget - relief staff not used to date
					3,972	Masonic Lodge mtc under budget - timing
					8,609	Aged Care Units under budget - timing
					2,893	Minor Items
Housing	(159,456)	(147,522)	(8%)	(11,934)	(11,934)	Staff Housing mtc over budget - timing
					0	Minor Items
Community Amenities	(146,581)	(176,177)	17%	29,596	4,994	Public Toilets under budget
					3,510	Landcare Exp under budget
					8,491	Refuse Collection under budget
					6,639	Cemeteries timing
					5,962	Minor Items
Recreation & Culture	(657,595)	(695,829)	5%	38,234	(8,855)	Public Halls over budget - timing
					5,045	Museum under budget - resolution 2019/9-012
					22,318	Swimming Pool Operations under budget - project behind
					23,429	Recreation Grounds under budget - timing
					(3,702)	Minor Items
Transport	(1,595,567)	(1,609,769)	1%	14,202		
					34,050	Town Streets under budget
					(13,075)	Road Mtc over budget
					(6,773)	Minor Items
Economic Services	(274,637)	(292,221)	6%	17,584	20,000	Economic Development Fund - Round one not utilised
					1,462	Bencubbin Workers Camp under budget
					(3,878)	Minor Items
Other Property and Services	(107,172)	(32,729)	(227%)	(74,443)	(75,472)	Overheads - Timing
					1,029	Minor Items
Total Expenses/Applications	(3,693,181)	(3,862,265)	(6%)	48,980		

Shire of Mt Marshall
Capital Expenditure Report on Significant Variances
For the Period 1 July 2018 to 31 January 2020

	Full Year Budget	31 January 2020 YTD Actual	YTD Budget	Budget to Actual YTD %	Budget to Actual YTD Favourable/ (Unfavourable)	Commentary
	\$	\$	\$	%	\$	
Capital Expenditure						
Governance						
Purchase Vehicle - Admin	130,000	56,364	130,000	100%	73,636	FAM vehicle changed over in January, CEO vehicle changed in Feb
Health						
New Health Purchase Of Motor Vehicle	45,000	-	45,000	100%	45,000	Vehicle to be changed over in Feb
Education & Welfare						
Motor Vehicles Capital Expenditure	43,000	33,709	43,000	0%	9,291	Vehicle under budget offset by book loss on disposal of previous vehicle
Housing						
Land & Buildings - Staff Housing	452,000	10,167	263,662	96%	253,495	Timing
Land & Buildings	70,000	15,531	29,162	47%	13,631	Timing
Community Amenities						
Land & Buildings - Community Amenities	29,500	13,922	-	0%	(13,922)	Ahead of schedule
Recreation & Culture						
Land & Buildings - Halls & Civic Centres	79,500	17,810	-	0%	(17,810)	Ahead of schedule
Sturt Pea House Improvements	6,500	6,300	6,500	0%	200	Completed under budget
Land & Buildings - Swimming Pool	1,488,642	6,416	868,364	0%	861,948	Timing
Land & Buildings - Bencubbin Recreation Complex Redevelopment	-	4,697	-	100%	(4,697)	Unbudgeted expenditure
Bencubbin Rec Complex	156,000	57,667	91,000	37%	33,333	Timing
Transport						
Road Construction	1,824,065	931,299	1,063,804	12%	132,505	Timing
Footpath Construction	20,000	11,339	11,662	3%	324	
Plant Purchases	442,200	187,040	257,950	27%	70,910	Timing
Beacon Airstrip Upgrade	30,000	21	17,500	100%	17,479	Timing
Motor Vehicle Purchases	35,000	-	20,412	100%	20,412	Timing
Economic Services						
Bencubbin CRC	19,000	-	11,081	0%	11,081	Not commenced
Beacon Workers Camp - Capital Expenditure	-	9,418	-	100%	(9,418)	No further budget allocation made for Beacon Workers Camp Construction as believed complete at 30/6/19 however fit out was not complete
Other Property & Services						
Depot Shed	35,000	11,423	20,412	44%	8,989	Gates will be under budget
Total Capital Expenditure	4,905,407	1,373,123	2,879,509	52%	1,506,386	



Shire of Mt Marshall

Monthly Statement of Financial Activity

For the Period 1 July 2018 to 29 February 2020

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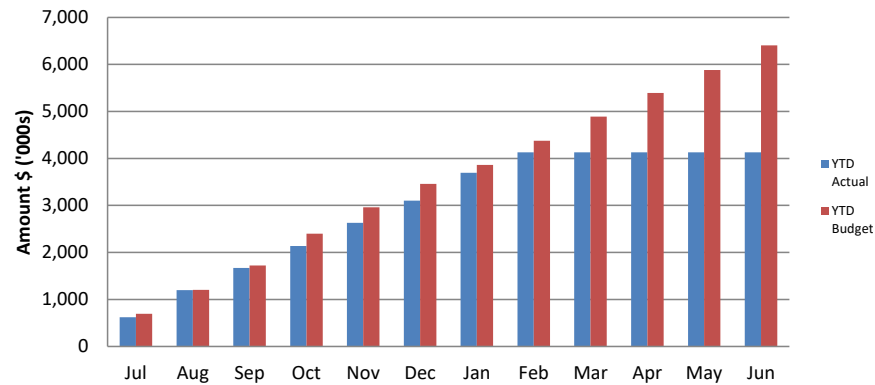
Shire of Mt Marshall
Statement of Financial Activity
For the period 1 July 2019 to 29 February 2020

		Actual YTD 2019/2020	Budget YTD 2019/2020	Original Full Year Budget 2019/2020	Variance Budget to Actual YTD	
	NOTE				%	\$
Operating Revenue						
Governance		97,704	13,656	20,499	615%	84,048
General Purpose Funding		959,438	1,015,324	1,353,203	(6%)	(55,887)
Law, Order & Public Safety		21,523	21,527	28,933	(0%)	(4)
Health		110,593	133,816	200,740	(17%)	(23,223)
Education & Welfare		75,452	73,716	105,517	2%	1,736
Housing		87,380	105,792	158,700	(17%)	(18,412)
Community Amenities		122,173	122,401	129,745	(0%)	(228)
Recreation & Culture		28,975	512,258	550,764	(94%)	(483,283)
Transport		1,155,136	991,095	1,395,544	17%	164,041
Economic Services		130,357	96,800	145,252	35%	33,557
Other Property & Services		32,026	32,912	49,400	(3%)	(886)
		2,820,755	3,119,297	4,138,296		
Operating Expenses						
Governance		(262,263)	(333,601)	(416,134)	(21%)	71,338
General Purpose Funding		(49,036)	(62,648)	(93,989)	(22%)	13,612
Law, Order & Public Safety		(119,959)	(121,863)	(177,993)	(2%)	1,904
Health		(178,946)	(209,798)	(323,446)	(15%)	30,852
Education & Welfare		(212,384)	(261,228)	(365,715)	(19%)	48,844
Housing		(169,851)	(167,562)	(248,430)	1%	(2,289)
Community Amenities		(172,865)	(199,942)	(295,379)	(14%)	27,077
Recreation & Culture		(746,847)	(792,732)	(1,172,464)	(6%)	45,886
Transport		(1,820,955)	(1,849,030)	(2,806,367)	(2%)	28,075
Economic Services		(298,987)	(346,644)	(484,708)	(14%)	47,657
Other Property & Services		(96,863)	(30,276)	(20,638)	220%	(66,587)
		(4,128,954)	(4,375,324)	(6,405,263)		
<u>Adjustments for Non-Cash (Revenue) and Expenditure</u>						
(Profit)/Loss on Asset Disposals	2	8,834	8,834	15,000		
Employee benefit Provisions Cash Backed		924	0	0		
Movement in employee benefit provisions (non-current)		0	0	0		
Movement in deferred pensioner Rates/ESL		0	0	0		
Depreciation on Assets		1,861,228	1,800,089	2,700,134		
<u>Capital Revenue and (Expenditure)</u>						
Purchase Property Plant & Equipment	1	(760,237)	(2,138,692)	(3,031,342)		
Purchase Infrastructure Assets	1	(1,158,968)	(1,249,104)	(1,874,065)		
Repayment of Debenture	3	(21,318)	(21,318)	(43,046)		
Proceeds from New Debenture	3	0	0	0		
Self-Supporting Loan Principal Income		4,540	4,540	9,167		
Proceeds from Disposal of Assets	2	56,364	56,364	231,000		
<u>Reserves and Restricted Funds</u>						
Transfers to Reserves	4	(21,758)	(21,758)	(59,076)		
Transfers from Reserves	4	123,284	123,284	1,523,283		
ADD Net Current Assets July 1 B/Fwd.	5	1,356,172	1,356,172	1,376,554		
LESS Net Current Assets Year to Date	5	(1,563,704)	(81,740)	0		
Amount Raised from Rates	6	(1,422,838)	(1,419,357)	(1,419,357)		

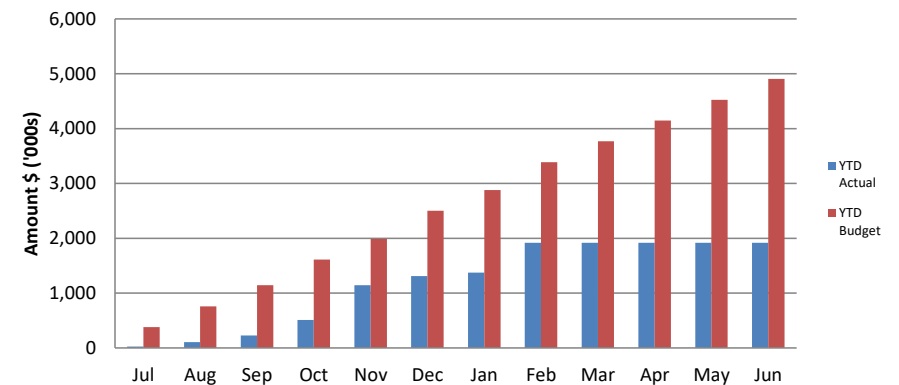
Shire of Mt Marshall

For the period 1 July 2019 to 29 February 2020

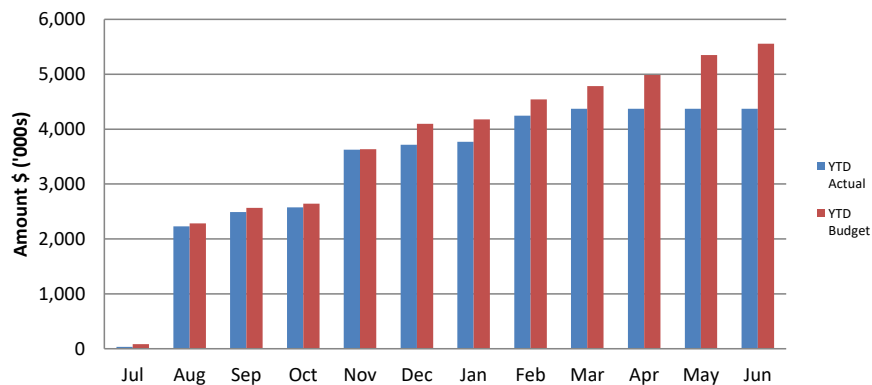
Operating Expenditure



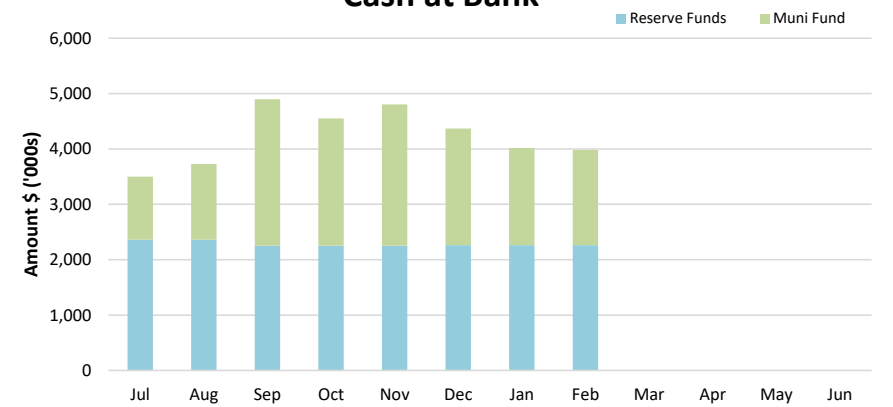
Capital Works & Equipment Purchases



Operating Income



Cash at Bank



Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 29 February 2020

	2019/20 Adopted Budget \$	29-Feb-20 Actual \$	29-Feb-20 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	130,000	131,809	130,000
Health			
<i>NEW Health Vehicle</i>			
New Health Purchase Of Motor Vehicle	45,000	44,725	45,000
Education & Welfare			
<i>CDO Vehicle</i>			
Motor Vehicles Capital Expenditure	43,000	33,709	43,000
Housing			
<i>Staff Housing</i>			
Land & Buildings - Staff Housing	452,000	53,614	301,328
Land & Buildings	70,000	28,873	53,328
Community Amenities			
<i>Protection of the Environment</i>			
Land & Buildings - Community Amenities	29,500	13,922	29,500
Recreation and Culture			
<i>Public Halls and Civic Centres</i>			
Land & Buildings - Halls & Civic Centres	79,500	25,123	79,500
<i>Sturt Pea House</i>			
Sturt Pea House Improvements	6,500	6,300	6,500
<i>Swimming Pool</i>			
Land & Buildings - Swimming Pool	1,488,642	127,106	992,416
<i>Sporting Facilities</i>			
Land & Buildings - Bencubbin Recreation	0	4,697	0
Land & Buildings - Bencubbin Recreation	156,000	82,477	104,000
Transport			
<i>Construction - Roads, Bridges, Depots</i>			
Roads To Recovery Road Works	559,500	328,565	372,872
State Road Projects Grant	948,565	710,929	632,352
Municipal Road Construction	316,000	105,839	210,552
Footpath Construction	20,000	13,614	13,328
<i>Road Plant Purchases</i>			
Plant Purchases	442,200	187,040	294,800
Motor Vehicle Purchases	35,000	0	23,328
<i>Airstrips</i>			
.Beacon Airstrip Upgrade	30,000	21	20,000
Economic Services			
Buildings	19,000	0	12,664
Beacon Workers Camp - Capital	0	9,418	0
Other Property and Services			
Purchase Land And Buildings - Eng	35,000	11,423	23,328
	<u>4,905,407</u>	<u>1,919,204</u>	<u>3,387,796</u>

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 29 February 2020

	2019/20 Adopted Budget \$	29-Feb-20 Actual \$	29-Feb-20 Budget YDT \$
1. ACQUISITION OF ASSETS (Continued)			
The following assets have been acquired during the period under review:			
<u>By Class</u>			
Land Held for Resale - Current	0	0	0
Land Held for Resale - Non Current	0	0	0
Land	0	0	0
Land & Buildings	2,336,142	362,954	1,602,564
Furniture & Equipment	0	0	0
Motor Vehicles	253,000	210,243	241,328
Plant & Equipment	442,200	187,040	294,800
Infrastructure - Roads	1,824,065	1,145,332	1,215,776
Infrastructure - Footpaths	20,000	13,614	13,328
Infrastructure - Ovals & Parks	0	0	0
Infrastructure - Other	30,000	21	20,000
	<u>4,905,407</u>	<u>1,919,204</u>	<u>3,387,796</u>

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 29 February 2020

2. DISPOSALS OF ASSETS

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

<u>By Program</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2019/20 Budget \$	February 2019 Actual \$	2019/20 Budget \$	February 2019 Actual \$	2019/20 Budget \$	February 2019 Actual \$
Administration						
Admin Vehicle - Prado	45,000	48,285	40,000	47,273	(5,000)	(1,012)
Admin Vehicle - Landcruiser	70,000	0	65,000		(5,000)	0
Health						
NEW Health Vehicle	30,000	0	30,000		0	0
Education & Welfare						
CDO Vehicle	17,000	16,913	12,000	9,091	(5,000)	(7,822)
Transport						
Mitsubishi Triton MM279	10,000	0	10,000		0	0
Mitsubishi Triton MM254	10,000	0	10,000		0	0
Mitsubishi Triton MM5185	10,000	0	10,000		0	0
Stainless Steel Water Tanker MM3336	8,000	0	8,000		0	0
John Deere Tractor MM241	8,000	0	8,000		0	0
John Deere Tractor MM026	9,000	0	9,000		0	0
Hino Prime Mover MM3900	29,000	0	29,000		0	0
	246,000	65,198	231,000	56,364	(15,000)	(8,834)

<u>By Class of Asset</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2019/20 Budget \$	February 2019 Actual \$	2019/20 Budget \$	February 2019 Actual \$	2019/20 Budget \$	February 2019 Actual \$
Motor Vehicles	192,000	65,198	177,000	56,364	(15,000)	(8,834)
Plant & Equipment	54,000	0	54,000	0	0	0
	246,000	65,198	231,000	56,364	(15,000)	(8,834)

Summary

Profit on Asset Disposals
Loss on Asset Disposals

2019/20 Adopted Budget \$	February 2019 Actual \$
0	0
(15,000)	(8,834)
<u>(15,000)</u>	<u>(8,834)</u>

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 29 February 2020

3. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Expiry	Principal 1-Jul-19	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			2019/20 Budget \$	2019/20 Actual \$	2019/20 Budget \$	2019/20 Actual \$	2019/20 Budget \$	2019/20 Actual \$	2019/20 Budget \$	2019/20 Actual \$
Recreation & Culture										
Loan 120 - Bencubbin Rec Complex Shire	28/04/2037	402,631	0	0	15,863	7,856	386,768	394,775	15,350	5,040
Loan 121 - Bencubbin Rec SAR	28/04/2037	457,265	0	0	18,016	8,922	439,249	448,343	17,433	5,724
Loan 122 - Bencubbin Rec Complex CRC*	28/04/2037	232,682	0	0	9,167	4,540	223,515	228,142	8,871	2,913
		1,092,578	0	0	43,046	21,318	1,049,532	1,071,260	41,654	13,677

(*) 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 29 February 2020

	2019/20 Adopted Budget \$	February 2019 Actual \$
4. CASH BACKED RESERVES		
(a) Plant Replacement Reserve		
Opening Balance	420,497	420,497
Amount Set Aside / Transfer to Reserve	10,512	3,653
Amount Used / Transfer from Reserve	(73,284)	(73,284)
	<u>357,725</u>	<u>350,866</u>
(b) Aged Care Units Reserve		
Opening Balance	44,443	44,443
Amount Set Aside / Transfer to Reserve	1,111	419
Amount Used / Transfer from Reserve	0	0
	<u>45,554</u>	<u>44,862</u>
(c) Housing Reserve		
Opening Balance	403,137	403,137
Amount Set Aside / Transfer to Reserve	10,078	3,801
Amount Used / Transfer from Reserve	(400,000)	0
	<u>13,215</u>	<u>406,938</u>
(d) Employee Entitlements Reserve		
Opening Balance	98,010	98,011
Amount Set Aside / Transfer to Reserve	2,450	924
Amount Used / Transfer from Reserve	0	0
	<u>100,460</u>	<u>98,935</u>
(e) Public Amenities & Buildings Reserve		
Opening Balance	209,073	209,075
Amount Set Aside / Transfer to Reserve	5,227	1,759
Amount Used / Transfer from Reserve	(50,000)	(50,000)
	<u>164,300</u>	<u>160,834</u>
(f) Mt Marshall Aquatic Centre Development Reserve		
Opening Balance	1,074,449	1,074,449
Amount Set Aside / Transfer to Reserve	26,861	10,132
Amount Used / Transfer from Reserve	(1,000,000)	0
	<u>101,310</u>	<u>1,084,581</u>
(g) Community Bus Reserve		
Opening Balance	20,138	20,138
Amount Set Aside / Transfer to Reserve	503	190
Amount Used / Transfer from Reserve	0	0
	<u>20,641</u>	<u>20,328</u>

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 29 February 2020

	2019/20 Adopted Budget \$	February 2019 Actual \$
4. RESERVES (Continued)		
(h) Bencubbin Recreation Complex Reserve		
Opening Balance	4,183	4,183
Amount Set Aside / Transfer to Reserve	105	40
Amount Used / Transfer from Reserve	0	0
	<u>4,288</u>	<u>4,223</u>
(i) Office Equipment Reserve		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>0</u>	<u>0</u>
(j) Economic Development Reserve		
Opening Balance	77,451	77,451
Amount Set Aside / Transfer to Reserve	1,936	731
Amount Used / Transfer from Reserve	0	0
	<u>79,387</u>	<u>78,182</u>
(k) Beacon Accommodation Reserve		
Opening Balance	3,644	3,644
Amount Set Aside / Transfer to Reserve	91	34
Amount Used / Transfer from Reserve	0	0
	<u>3,735</u>	<u>3,678</u>
(l) Medical Enhancement Reserve		
Opening Balance	7,818	7,818
Amount Set Aside / Transfer to Reserve	195	74
Amount Used / Transfer from Reserve	0	0
	<u>8,013</u>	<u>7,892</u>
(m) Bencubbin Community Resource Centre Reserve		
Opening Balance	292	292
Amount Set Aside / Transfer to Reserve	7	2
Amount Used / Transfer from Reserve	0	0
	<u>299</u>	<u>294</u>
Total Cash Backed Reserves	<u><u>898,927</u></u>	<u><u>2,261,612</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 29 February 2020

	2019/20 Adopted Budget \$	February 2019 Actual \$
4. RESERVES (Continued)		
Cash Backed Reserves (Continued)		
Summary of Transfers To Cash Backed Reserves		
Transfers to Reserves		
Plant Replacement Reserve	10,512	3,653
Aged Care Units Reserve	1,111	419
Community Housing Reserve	0	0
Housing Reserve	10,078	3,801
Employee Entitlements Reserve	2,450	924
Public Amenities & Buildings Reserve	5,227	1,759
Mt Marshall Aquatic Centre Development Rese	26,861	10,132
Community Bus Reserve	503	190
Bencubbin Recreation Complex Reserve	105	40
Office Equipment Reserve	0	0
Economic Development Reserve	1,936	731
Integrated Planning/Financial Reporting Reserv	0	0
Beacon Accommodation Reserve	91	34
Medical Enhancement Reserve	195	74
Bencubbin Community Resource Centre Reser	7	2
	59,076	21,758
Transfers from Reserves		
Plant Replacement Reserve	(73,284)	(73,284)
Aged Care Units Reserve	0	0
Community Housing Reserve	0	0
Housing Reserve	(400,000)	0
Employee Entitlements Reserve	0	0
Public Amenities & Buildings Reserve	(50,000)	(50,000)
Mt Marshall Aquatic Centre Development Rese	(1,000,000)	0
Community Bus Reserve	0	0
Bencubbin Recreation Complex Reserve	0	0
Office Equipment Reserve	0	0
Economic Development Reserve	0	0
Integrated Planning/Financial Reporting Reserv	1	0
Beacon Accommodation Reserve	0	0
Medical Enhancement Reserve	0	0
Bencubbin Community Resource Centre Reser	0	0
	(1,523,283)	(123,284)
Total Transfer to/(from) Reserves	(1,464,207)	(101,526)

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 29 February 2020

4. RESERVES (Continued)

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

Plant Replacement Reserve

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

Aged Care Units Reserve

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

Housing Reserve

- To fund the replacement of housing and any major maintenance

Employee Entitlement Reserve

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

Public Amenities & Buildings

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

Mt Marshall Aquatic Centre Development

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

Community Bus Reserve

- To finance the replacement of the community bus

Bencubbin Recreation Complex

- To provide funding for future extensions to the Bencubbin Complex

Office Equipment

- To replace office equipment as required

Economic Development Reserve

- To set aside funds for Economic Development initiatives.

Beacon Accommodation Reserve

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

Medical Enhancement Reserve

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

Bencubbin Community Resource Centre Reserve

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

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 29 February 2020

	2019/20 B/Fwd Per Approved Budget \$	2019/20 B/Fwd Per Financial Report \$	February 2019 Actual \$
5. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	1,917,439	1,957,587	1,825,642
Cash - Restricted Unspent Grants	0	0	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	2,363,135	2,363,135	2,261,609
Rates Outstanding	102,995	102,995	188,819
Sundry Debtors	175,276	175,276	15,122
Provision for Doubtful Debts	4,716	(7,221)	(7,221)
Gst Receivable	69,670	69,670	53,639
Accrued Income/Payments In Advance	0	4,244	(23,926)
Loans - Clubs/Institutions	0	0	0
Inventories	15,975	11,396	13,572
	<u>4,649,206</u>	<u>4,677,082</u>	<u>4,327,256</u>
LESS: CURRENT LIABILITIES			
Sundry Creditors	(703,381)	(703,381)	(356,105)
Accrued Interest On Loans	(7,356)	(7,356)	0
Accrued Salaries & Wages	(36,711)	(36,711)	519
Income In Advance	0	0	0
Gst Payable	(30,586)	(30,586)	(14,318)
Payroll Creditors	(27,159)	(27,159)	(28,591)
Accrued Expenses	0	0	0
FBT Liability	0	(8,112)	0
Bonds and Deposits	0	(40,148)	(470)
Current Employee Benefits Provision	(202,333)	(202,333)	(202,333)
Current Loan Liability	(43,047)	(43,047)	(21,729)
	<u>(1,050,573)</u>	<u>(1,098,833)</u>	<u>(623,027)</u>
NET CURRENT ASSET POSITION	3,598,633	3,578,249	3,704,229
Less: Cash - Reserves - Restricted	(2,363,135)	(2,363,135)	(2,261,609)
Less: Cash - Unspent Grants - Restricted	0	0	0
Add Back : Component of Leave Liability not Required to be Funded	98,011	98,011	98,935
Add Back : Current Loan Liability	43,047	43,047	21,729
Adjustment for Trust Transactions Within Muni	0	0	420
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>1,376,554</u>	<u>1,356,172</u>	<u>1,563,704</u>

Shire of Mt Marshall

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

For the Period 1 July 2018 to 29 February 2020

6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2019/20 Rate Revenue \$	2019/20 Interim Rates \$	2019/20 Back Rates \$	2019/20 Total Revenue \$	2019/20 Budget \$
General Rate								
GRV		131	733,228	96,868			96,868	96,867
UV		312	74,564,497	1,346,560	72		1,346,632	1,346,560
Mining		1	45,067	814	195		1,009	814
Sub-Totals		444	75,342,792	1,444,242	267	0	1,444,509	1,444,241
Minimum Rates	Minimum \$							
GRV	416	43	29,182	17,888			17,888	17,888
UV	416	24	167,850	9,984			9,984	9,984
Mining	416	9	36,622	3,744			3,744	3,744
Sub-Totals		76	233,654	31,616	0	0	31,616	31,616
Discounts							1,476,125	1,475,857
Total Amount of General Rates							(53,290)	(56,500)
Movement in Excess Rates							1,422,836	1,419,357
Ex Gratia Rates							(31,579)	(4,642)
Specified Area Rates							16,772	16,800
Rates Written off							35,456	35,449
							(564)	(1,000)
Total Rates							1,442,920	1,465,964

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 29 February 2020

7. TRUST FUNDS

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

Detail	Balance 01-Jul-19 \$	Amounts Received \$	Amounts Paid (\$)	February 2019 Balance \$
Police Licensing	0	70,842	(70,781)	61
Aged Care Beautification	0	0	829	829
Unclaimed Monies	0	0	900	900
Nomination Deposits	0	240	(240)	0
Tree Planting Nursery	0	0	1,000	1,000
Sundry Creditors	0	0	0	0
Housing Bonds	0	1,550	9,070	10,620
Staff Social Club	0	2,641	(998)	1,643
Portable Toilet Bonds	0	0	0	0
Deposit on Land	0	0	0	0
Rehabilitation Bonds	0	150	10,360	10,510
	0	75,423	(49,860)	25,563

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 29 February 2020

8. OPERATING STATEMENT

	February 2019 Actual \$	2019/20 Adopted Budget \$	2018/19 Actual \$
OPERATING REVENUES			
Governance	97,704	20,499	33,258
General Purpose Funding	2,382,273	2,772,560	3,924,440
Law, Order, Public Safety	21,523	28,933	28,853
Health	110,593	200,740	175,158
Education and Welfare	75,452	105,517	86,948
Housing	87,380	158,700	198,211
Community Amenities	122,173	129,745	148,362
Recreation and Culture	28,975	550,764	62,030
Transport	1,155,136	1,395,544	1,433,626
Economic Services	130,357	145,252	145,016
Other Property and Services	32,026	49,400	62,946
TOTAL OPERATING REVENUE	4,243,592	5,557,653	6,298,849
OPERATING EXPENSES			
Governance	262,263	416,134	384,562
General Purpose Funding	49,036	93,989	84,885
Law, Order, Public Safety	119,959	177,993	179,568
Health	178,946	323,446	294,434
Education and Welfare	212,384	365,715	232,851
Housing	169,851	248,430	383,953
Community Amenities	172,865	295,379	229,599
Recreation & Culture	746,847	1,172,464	1,113,544
Transport	1,820,955	2,806,367	2,954,752
Economic Services	298,987	484,708	418,189
Other Property and Services	96,863	20,638	23,557
TOTAL OPERATING EXPENSE	4,128,956	6,405,263	6,299,893
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	114,636	(847,609)	(1,045)

Shire of Mt Marshall

Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2018 to 29 February 2020

9. BALANCE SHEET

	February 2019 Actual \$	2018/19 Actual \$
CURRENT ASSETS		
Cash and Cash Equivalents	4,087,251	4,320,722
Trade and Other Receivables	231,060	354,131
Inventories	13,572	11,396
TOTAL CURRENT ASSETS	4,331,883	4,686,249
NON-CURRENT ASSETS		
Other Receivables	294,355	294,355
Inventories	0	0
Property, Plant and Equipment	19,669,524	19,558,836
Infrastructure	89,369,513	89,487,422
Work in Progress	0	0
TOTAL NON-CURRENT ASSETS	109,333,392	109,340,613
TOTAL ASSETS	113,665,275	114,026,862
CURRENT LIABILITIES		
Trade and Other Payables	398,496	813,304
Bonds and Deposits	470	40,148
Long Term Borrowings	21,729	43,047
Provisions	202,333	202,333
TOTAL CURRENT LIABILITIES	623,028	1,098,832
NON-CURRENT LIABILITIES		
Trade and Other Payables	0	0
Long Term Borrowings	1,049,531	1,049,531
Provisions	23,595	23,595
TOTAL NON-CURRENT LIABILITIES	1,073,126	1,073,126
TOTAL LIABILITIES	1,696,154	2,171,958
NET ASSETS	111,969,121	111,854,904
EQUITY		
Trust Imbalance	(420)	0
Retained Surplus	80,915,833	80,699,669
Reserves - Cash Backed	2,261,609	2,363,135
Revaluation Surplus	28,792,100	28,792,100
TOTAL EQUITY	111,969,122	111,854,904

Shire of Mt Marshall

For the Period 1 July 2018 to 29 February 2020

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

Purpose

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

The Materiality variances adopted by Council are:

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

Shire of Mt Marshall
Report on Significant Variances - Operating Income & Expenditure
For the Period 1 July 2018 to 29 February 2020

	29 February 2020 YTD	2020 YTD	Budget to Actual YTD	Budget to Actual YTD	Components of Variance	
	Actual	Budget		Favourable/ (Unfavourable)	Favourable/ (Unfavourable)	
	\$	\$	%	\$	\$	
Revenues/Sources						
Governance	97,704	13,656	615%	84,048	18,824	Admin reimbursements over budget
					65,318	Proceeds on disposal of asset, transaction to be finalised in asset register
					(94)	Minor Items
General Purpose Funding	959,438	1,015,324	(6%)	(55,887)	(28,483)	Movement in excess rates, adjusted at year end
					(10,418)	Debt collection income, offset by expenditure
					(17,626)	Interest on reserves - timing of investment maturity
					640	Minor Items
Law, Order, Public Safety	21,523	21,527	(0%)	(04)	(04)	Minor Items
Health	110,593	133,816	0%	(23,223)	(57,834)	NEW Health recoups under budget - expenditure is under budget
					34,545	Proceeds on disposal of asset, transaction to be finalised in asset register
					65	Minor Items
Education and Welfare	75,452	73,716	2%	1,736	0	
					1,736	Minor Items
Housing	87,380	105,792	(17%)	(18,412)	(10,095)	Staff housing reimbursements under budget - timing
					(6,253)	Other housing rent under budget - vacancies at 86 Dunne, 97A Monger
					(2,064)	Minor Items
Community Amenities	122,173	122,401	(0%)	(228)	(228)	Minor Items
Recreation and Culture	28,975	512,258	(94%)	(483,283)	(488,642)	Swimming Pool Grant not yet received - project not yet commenced
					5,359	Minor Items
Transport	1,155,136	991,095	17%	164,041	(21,584)	RRG Funding under budget - timing
					160,408	R2R Funding over budget - timing
					26,099	Proceeds on disposal of asset, transaction to be finalised in asset register
					(882)	Minor Items
Economic Services	130,357	96,800	35%	33,557	7,821	Beacon Cabins - over budget
					21,410	Bencubbin Workers Camp - over budget
					8,887	Paid parental leave - offset by expenditure
					(4,562)	Minor Items
Other Property and Services	32,026	32,912	(3%)	(886)	(886)	Minor Items
Total Revenues excl Rates	2,820,755	3,119,297	(10%)	(298,542)		
Amount Raised from Rates	1,422,838	1,422,836	0%	3	3	Rounding
					-	Minor Items

Shire of Mt Marshall
Report on Significant Variances - Operating Income & Expenditure
For the Period 1 July 2018 to 29 February 2020

	29 February 2020 YTD	2020 YTD	Budget to Actual YTD	Budget to Actual YTD	Components of Variance	
	Actual	Budget		Favourable/ (Unfavourable)	Favourable/ (Unfavourable)	
(Expenses)/(Applications)	\$	\$	%	\$	\$	
Governance	(262,263)	(333,601)	21%	71,338	18,576	Elected Member Training under budget - timing
					13,583	Audit Fees under budget - this is likely to be used when Auditor General commences
					16,909	Admin Consultants under budget - timing
					11,849	Legal expenses under budget - timing
					7,245	Election expenses under budget - Councillors elected unopposed
					(11,437)	Subscriptions over budget, offset by OSH budget
					16,998	Councillor conference exp under budget
					(2,384)	Minor Items
General Purpose Funding	(49,036)	(62,648)	22%	13,612	4,114	Rates Debt Collection under budget - offset by income
					5,962	Valuation expenses under budget
					3,536	Minor Items
Law, Order, Public Safety	(119,959)	(121,863)	2%	1,904	1,904	Minor Items
Health	(178,946)	(209,798)	15%	30,852	3,328	Health Legal exp under budget - Local Law not yet gazetted
					4,276	EHO Scheme MM portion under budget as NEW Health is under budget
					21,061	NEW Health exp under budget
					2,188	Minor Items
Education and Welfare	(212,384)	(261,228)	19%	48,844	20,357	Donation to CEACA - not required
					6,967	Little Bees Salaries under budget - relief staff not used to date
					4,437	Masonic Lodge mtc under budget - timing
					3,357	CDO Salary under budget
					9,934	Aged Care Units under budget - timing
					3,793	Minor Items
Housing	(169,851)	(167,562)	(1%)	(2,289)	(2,289)	Staff Housing mtc over budget - timing
					(00)	Minor Items
Community Amenities	(172,865)	(199,942)	14%	27,077	5,028	Public Toilets under budget
					3,440	Landcare Exp under budget
					6,354	Refuse Collection under budget
					6,956	Cemeteries timing
					5,299	Minor Items
Recreation & Culture	(746,847)	(792,732)	6%	45,886	6,553	Museum under budget - resolution 2019/9-012
					27,474	Swimming Pool Operations under budget - project behind
					10,848	Recreation Grounds under budget - timing
					1,010	Minor Items
Transport	(1,820,955)	(1,849,030)	2%	28,075	32,224	Town Streets under budget
					(5,982)	Road Mtc over budget
					1,833	Minor Items
Economic Services	(298,987)	(346,644)	14%	47,657	40,000	Economic Development Fund - Round one not utilised
					6,144	Sandalwood Shops under budget
					1,513	Minor Items
Other Property and Services	(96,863)	(30,276)	(220%)	(66,587)	(65,746)	Overheads - Timing
					(841)	Minor Items
Total Expenses/Applications	(4,128,954)	(4,375,324)	(6%)	48,980		

Shire of Mt Marshall
Capital Expenditure Report on Significant Variances
For the Period 1 July 2018 to 29 February 2020

	Full Year Budget	29 February 2020 YTD Actual	29 February 2020 YTD Budget	Budget to Actual YTD %	Budget to Actual YTD Favourable/ (Unfavourable)	Commentary
	\$	\$	\$	%	\$	
Capital Expenditure						
Governance						
Purchase Vehicle - Admin	130,000	131,809	130,000	100%	(1,809)	
Health						
New Health Purchase Of Motor Vehicle	45,000	44,725	45,000	100%	275	
Education & Welfare						
Motor Vehicles Capital Expenditure	43,000	33,709	43,000	0%	9,291	Vehicle under budget offset by book loss on disposal of previous vehicle
Housing						
Land & Buildings - Staff Housing	452,000	53,614	301,328	82%	247,714	Timing
Land & Buildings	70,000	28,873	53,328	46%	24,455	Timing
Community Amenities						
Land & Buildings - Community Amenities	29,500	13,922	29,500	0%	15,578	Ahead of schedule
Recreation & Culture						
Land & Buildings - Halls & Civic Centres	79,500	25,123	79,500	0%	54,377	Ahead of schedule
Sturt Pea House Improvements	6,500	6,300	6,500	0%	200	Completed under budget
Land & Buildings - Swimming Pool	1,488,642	127,106	992,416	0%	865,310	Timing
Land & Buildings - Bencubbin Recreation Complex Redevelopment	-	4,697	-	100%	(4,697)	Unbudgeted expenditure
Bencubbin Rec Complex	156,000	82,477	104,000	21%	21,523	Timing
Transport						
Road Construction	1,824,065	1,145,332	1,215,776	6%	70,444	Timing
Footpath Construction	20,000	13,614	13,328	(2%)	(286)	
Plant Purchases	442,200	187,040	294,800	37%	107,760	Timing
Beacon Airstrip Upgrade	30,000	21	20,000	100%	19,979	Timing
Motor Vehicle Purchases	35,000	-	23,328	100%	23,328	Timing
Economic Services						
Bencubbin CRC	19,000	-	12,664	0%	12,664	Not commenced
Beacon Workers Camp - Capital Expenditure	-	9,418	-	100%	(9,418)	No further budget allocation made for Beacon Workers Camp Construction as believed complete at 30/6/19 however fit out was not complete
Other Property & Services						
Depot Shed	35,000	11,423	23,328	51%	11,905	Gates will be under budget
Total Capital Expenditure	4,905,407	1,919,204	3,387,796	43%	1,468,592	

MEMORANDUM OF UNDERSTANDING BEACON LIBRARY SERVICE

between the
Shire of Mt Marshall
and the
Beacon Progress Association (BPA)
and the
**Beacon Central Community Resource
Centre Committee (BCCRC)**

Term

The term of this memorandum of understanding (MOU) between the Shire of Mt Marshall, the Beacon Progress Association and the Beacon Central Community Resource Centre is for a period of 5 years. This MOU will commence from 1 April 2020 and expire on 31 March 2025 and will replace any previous MOU's in relation to the Beacon Library. The MOU will be reviewed in November 2024 to determine its future or earlier on agreement of all parties.

Any changes to the MOU prior to 31 March 2025 must be agreed jointly between the Shire of Mt Marshall, the Beacon Progress Association and the Beacon Central Community Resource Centre.

Summary

The Shire of Mt Marshall, the Beacon Progress Association and the Beacon Central Community Resource Centre jointly agree to the use of the Beacon Central Building to operate a Library service.

Memorandum of Understanding;

The Shire of Mt Marshall

- The Shire of Mt Marshall will pay the Beacon Progress Association the minimum sum of \$10,000.00 (plus gst) per annum for a portion of the operation costs of the Beacon Library. This sum will contribute to costs including utilities, cleaning and building maintenance.
- The Shire of Mt Marshall will provide a weekly service with a member of its staff attending the library one day each week between the hours of 9:00am to 3:00pm, with the exception of periods whereby a staff member is unable to attend due to human resource shortages.
- The Shire of Mt Marshall will make sufficient provisions in its Annual Budget to provide for:
 - The annual library software subscription expenses.

- The annual freight expenses for exchanging of items between it and the State Library and other Public Libraries.
- A computer and operating system to operate the library management software system.
- The employment of an Officer to attend the library one day a week.
- Contents insurance for all stock and equipment belonging to the Shire and on loan from the State Library and other Public Libraries.
- The Shire of Mt Marshall shall ensure that its officers are adequately trained to perform the duties required to carry out all aspects of the management and operation of the Beacon library.
- The Shire of Mt Marshall will provide training, via induction, to Beacon Central Community Resource Centre staff to enable them to successfully and correctly operate the library management software to ensure the correct allocation of library resources to patrons.
- The Shire shall be responsible for the cost of all books or library material lost or damaged beyond fair wear and tear issued to the Beacon Library Service. The Shire will recoup costs from borrowers where necessary.
- The Shire of Mt Marshall owns the:
 - Desk;
 - Computer;
 - Printer;
 - Barcode Scanner;
 - Tables and Chairs;
 - 2 x Pine Shelving Units;
 - 1 x Grey Laminate Book Shelf;
 - 1 x Jarrah Laminate Book Shelf;
 - Magazine and Video Stands;
 - Small Heater (in the library);
 - All Stock Labelled with a Mt Marshall Barcode;
 - Various toys, puppets and story time props as labelled 'MM'.
 - 1 x green & white book trolley
 - 1 x 2 seater lounge

The Beacon Progress Association (BPA)

- The BPA is the owner of the property and shall be responsible for all building maintenance and insurance costs associated with the building.
- The BPA shall be responsible for the replacement, maintenance and insurance of any property or equipment they own within the Beacon Library room.
- The BPA shall ensure appropriate security is maintained within the building for the security of library resources and personal information of patrons of the Beacon Library.
- The BPA will not request rental or utility consumption costs from the Shire of Mt Marshall for the area occupied by the Beacon Library. These costs are provided for within the annual contribution for portion of the operating costs.

- The BPA will allow reasonable access to the Shire of Mt Marshall, its employees and agents to access the building to administer the library service.
- The Beacon Progress Association owns:
 - All Shelving not Listed Above;
 - All Toys not Listed Above;
 - Bean Bags;

Beacon Central Community Resource Centre (BCCRC)

- The BCCRC shall ensure the Library is open to the community during their normal hours of operation and will not restrict access to members of the community for the use of the Library during their advertised operating times.
- The BCCRC will allow reasonable access to the Shire of Mt Marshall, its employees and agents to access the building to administer the library service.
- The BCCRC will ensure that Shire publications are displayed as necessary upon request.
- The BCCRC will ensure that BCCRC staff will not operate the Library Management software without first receiving an induction from an appropriate Shire officer.
- The BCCRC will be responsible for weekly cleaning of the library.
- The BCCRC owns:
 - White Chair
 - Notice Boards

This Memorandum of Understanding is dated ____ day of _____ 2020 and shall guide the relationship between the Shire of Mt Marshall with the Beacon Progress Association and Beacon Central Community Resource Centre over the use of the Beacon Central Building and Location of the Beacon Public Library.

ENGROSSED

.....
Mr Noel Miguel
President
Beacon Progress Association
Dated: _____

.....
Mrs Karley Dunne
President
Beacon Central CRC Committee
Dated: _____

.....
Cr Tony Sachse
President
Shire of Mt Marshall
Dated: _____