



**SHIRE OF MT MARSHALL**

# **MINUTES**

**Notice is hereby given that an Ordinary Meeting of Council was held on Tuesday 18 May 2021 in Council Chambers, Monger St, Bencubbin commencing at 3:00pm.**

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Cr ARC Sachse

President

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been left blank  
intentionally**

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# DISCLAIMER

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John Nuttall  
Chief Executive Officer

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Chairperson Initial

**Minutes of the Ordinary Meeting of Council**  
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16. **Closure of Meeting**

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

The Presiding Member declared the meeting open at 3.00pm and welcomed all those present.

**2.0 Record of Attendance / Apologies / Approved Leave of Absence**

**In Attendance**

Cr ARC Sachse	President	
Cr NR Gillett	Councillor	
Cr LN Gobbart	Councillor	
Cr IC Sanders	Councillor	
Cr SR Putt	Councillor	3.02–3.21pm
Mr John Nuttall	Chief Executive Officer	3.00-3.06, 3.07-3.21pm
Ms Nadine Richmond	Executive Assistant	
Ms Tanika McLennan	Finance and Administration Manager	
Mr Len Cargeeg	Member of the Public	

**Apologies**

Cr TM Gibson	Councillor
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**3.0 Standing Orders**

**2021/4-001 COUNCIL 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 LN Gobbart*

*Seconded Cr NR Gillett*

*Carried 4/0*

**4.0 Public Questions**

**4.1 Response to Public Questions Taken on Notice**

Nil

**4.2 Public Question Time**

The Presiding Member declared public question time open at 3.01pm

The following questions were received prior to the meeting.

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**4.2.1 Summary of question from Mr Len Cargeeg:**

Would the Council consider naming the unnamed road on the North of Ninghan Location 1909, Warkutting Rd?

**Summary of response from the Presiding Member:**

Council will request the administration review and consider this suggestion and if deemed appropriate a formal item to Council will be prepared and presented at a future meeting.

Cr SR Putt entered the meeting at 3.02pm.

The Presiding Member invited questions from the gallery.

**4.2.2 Summary of question from Mr Len Cargeeg:**

What is the current policy/procedure in relation to acknowledging receipt of inwards correspondence?

**Summary of response from the Presiding Member:**

The Presiding Member advised Mr Cargeeg that he will take the question on notice as he didn't have Council's policies at hand.

Public question time closed at 3.03pm.

**5.0 Applications for Leave of Absence**

Nil

**6.0 Declarations of Interest**

Nil

**7.0 Confirmation of Minutes of Previous Meetings**

**7.1 Minutes of the Ordinary Meeting held on Wednesday 28 April 2021**

**2021/4-002 OFFICER RECOMMENDATION/COUNCIL DECISION:**

*That the Minutes of the Ordinary Meeting of Council held on Wednesday 28 April 2021 be confirmed as a true and correct record of proceedings.*

*Moved Cr SR Putt*

*Seconded Cr NR Gillett*

*Carried 5/0*

**8.0 Announcements by Presiding Person Without Discussion**

The Shire of Mt Marshall expresses our condolences to the family of Winifred Larkman, who passed away on the 7<sup>th</sup> May 2021. Winifred lived and farmed with her family in Gabbins before moving to Perth. Rest in Peace.

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The Shire of Mt Marshall expresses our condolences to the family of Eleanor Junk, who passed away on 11<sup>th</sup> May 2021. Eleanor lived and farmed with her family in Beacon. Rest in Peace.

**9.0 Report's of Councillors**

**9.1 President's Report**

Purpose:

This report is prepared by the President to provide Council and the community of Mt Marshall with information about activities undertaken.

Comment:

The President represented the Shire at the following meetings and training opportunities from 20 April to 18 May 2021.

27/04/2021 WALGA Great Eastern Country Zone Meeting, Microsoft Teams, with CEO John Nuttall.

North Eastern Wheatbelt Regional Organisation of Councils (NEWROC) Inc and Wheatbelt East Regional Organisation of Councils (WEROC) Inc joint presentations and discussions including provision of community sport, waste, and a presentation on resource sharing with Brendan Grylls. Zoom Electronic, with CEO John Nuttall.

30/04/2021 Dowerin Do Over 2021 Regional Conference coordinated by Town Team Movement and sponsored by NEWROC. With CEO John Nuttall, CDO Rebecca Watson and EDO Sarah Moug.

5/05/2021 Corporate Information Session – Corporate Business Plan Discussions, Council Chambers, with Cr Stuart Putt, Cr Leanne Gobbart, Cr Ian Sanders and CEO John Nuttall.

11/05/2021 Local Emergency Management Committee Meeting, Council Chambers, with CEO John Nuttall, RO Meg Wyatt and CDO Rebecca Watson.

12/05/2021 Audit Entrance Meeting with CEO John Nuttall and FAM Tanika McLennan.

NEWROC Special Council Meeting, Zoom Electronic, with CEO John Nuttall.

**9.2 Councillors**

Nil

**10.0 Petitions / Deputations / Presentations / Submissions**

Nil

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**11.0 Reports of Committees**

Nil

**12.0 Reports of Officers**

**12.1 Chief Executive Officer**

CEO John Nuttall declared an impartiality and financial interest in the item and left the meeting at 3.06pm.

**12.1.11 Model Standards for CEO Recruitment, Performance and Termination**

<b>File No:</b>	4.0402
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author:</b>	John Nuttall – Chief Executive Officer 12.1.11a - DRAFT Standards for CEO Recruitment, Performance and Termination
<b>Attachments:</b>	12.1.11b - CEO Standards Explanatory Notes 12.1.11c - Guidelines for CEO Recruitment, Selection, Performance Review and Termination
<b>Declaration of Interest:</b>	The author declares both impartiality and financial interests as the model standards relate to performance and termination of the Chief Executive Officer
<b>Voting Requirements:</b>	Absolute Majority
<b>Previously Considered:</b>	Nil

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**Background:**

The following regulations took effect on 3 February 2021, implementing the remaining parts of the *Local Government Legislation Amendment Act 2019*:

- *Local Government (Administration) Amendment Regulations 2021*;
- *Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021*; and
- *Local Government (Model Code of Conduct) Regulations 2021*.

Key features of the regulations relating to recruitment, selection, performance review and early termination of local government Chief Executive Officers include the requirements to:

- establish a selection panel comprised of council members and at least one independent person to conduct the recruitment and selection process for the position of CEO;

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- establish a performance review process by agreement between the local government and the CEO;
- conduct a recruitment and selection process where an incumbent CEO has held the position for a period of ten or more consecutive years on expiry of the CEO's contract.

In addition, requirements for advertising vacant CEO positions have been updated to align with amendments to state-wide public notice provisions. Local governments will be required to prepare and adopt the Model Standards within three months of these regulations coming into effect (by 3 May 2021). Until such time as a local government adopts the Model Standards (with or without minor permitted variations), the regulations apply.

**Consultation:**

Nil

**Statutory Environment:**

Sections of the Acts, Regulations and/or Local Laws that apply to this item include:

- *Local Government Act 1995, Section 5.39B;*
- *Local Government (Administration) Amendment Regulations 2021; and*
- *Local Government (Administration) Regulations 1996*

5.39B, States: "Adoption of model standards

(1) In this section — model standards means the model standards prescribed under section 5.39A(1). (2) Within 3 months after the day on which regulations prescribing the model standards come into operation, a local government must prepare and adopt\* standards to be observed by the local government that incorporate the model standards.

\* *Absolute majority required.*

(3) Within 3 months after the day on which regulations amending the model standards come into operation, the local government must amend\* the adopted standards to incorporate the amendments made to the model standards.

\* *Absolute majority required.*

(4) A local government may include in the adopted standards provisions that are in addition to the model standards, but any additional provisions are of no effect to the extent that they are inconsistent with the model standards.

(5) The model standards are taken to be a local government's adopted standards until the local government adopts standards under this section.

(6) The CEO must publish an up-to-date version of the adopted standards on the local government's official website.

(7) Regulations may provide for — (a) the monitoring of compliance with adopted standards; and (b) the way in which contraventions of adopted standards are to be dealt with".

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**Relevant Plans and Policy:**

Nil

**Financial Implications:**

There is likely to be increased cost in the recruitment process due to the requirement for an external party to Council to be involved.

**Risk Assessment:**

There is a risk that should these standards not be adopted Council may undertake recruitment, performance review or termination of the role of Chief Executive Officer contrary to legislation.

**Community & Strategic Objectives:**

*Governance and Leadership*

Provide informed and transparent decision making that, meets our legal obligations, reflect the level of associated risk, and are adequately explained to community.

Implement systems and processes that meet our legal and audit obligations and the needs of the community.

**Comment:**

The Department of Local Government, Sport and Cultural Industries (DLGSC) has produced Guidelines on the Standards, which is Attachment 12.1.11c to this item.

If the local government doesn't adopt the model standards, they are taken to be the Shire's Standards. The Chief Executive Officer is of the opinion that they are satisfactory to be adopted without modification, (provided at Attachment 12.1.11a), however the Council is at liberty to adjust them, as long as they are not inconsistent with the default standards in the regulations.

The current Chief Executive Officer's contract doesn't expire until 31 January 2023 and on this new legislative change, is only renewable for up to one more 5 year term, if both parties are agreeable, before the Council is legally bound to advertise the position in accordance with the adopted standards of the day.

**2021/4-003 OFFICER'S RECOMMENDATION / COUNCIL DECISION:**

***That Council:***

- 1. Pursuant to section 5.39B (2) of the Local Government Act 1995, adopt the new Model Standards for Chief Executive Officer Recruitment, Performance and Termination as detailed in Attachment 12.1.11a.***
- 2. Pursuant to section 5.39B (6) of the Local Government Act 1995, request the Chief Executive Officer to ensure that the adopted Standards are published on the Shire's official website, as soon as practical.***

***Moved Cr SR Putt  
Absolute Majority***

***Seconded Cr LN Gobbart***

***Carried 5/0***

CEO, John Nuttall re-entered the meeting at 3.07pm.

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**12.1.12 Corporate Business Plan 2021-2025**

<b>File No:</b>	4.0145
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author:</b>	John Nuttall, Chief Executive Officer
<b>Attachments:</b>	12.1.12 – Final DRAFT Corporate Business Plan 2021 - 2025
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Previously Considered:</b>	Nil

**Background:**

At the Ordinary Council Meeting held in December 2020 a new Strategic Community Plan was adopted by Council following community consultation. A new Corporate Business Plan has now been prepared in order to deliver against that new Strategic Community Plan. Council are invited to adopt the Corporate Business Plan.

**Consultation:**

The plan was prepared with the assistance of Mr Stephen Grimmer.

**Statutory Environment:**

*Local Government (Administration) Regulations 1996*

19DA. Corporate business plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —
  - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
  - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
  - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan

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if required because of modification of the local government's strategic community plan.

- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.

\*Absolute majority required.

- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

**Relevant Plans and Policy:**

The current Corporate Business Plan was adopted by Council in September 2017 and as a new Strategic Community Plan has been adopted now requires updating.

**Financial Implications:**

The document will be used to prepare future budgets so as to be able to deliver against the community aspirations raised in the Strategic Community Plan.

**Risk Assessment:**

As the Corporate Business Plan is a document required by legislation it would be a breach not to have an up to date document.

**Community & Strategic Objectives:**

*Governance and Leadership*

Provide informed and transparent decision making that, meets our legal obligations, reflect the level of associated risk, and are adequately explained to community  
Implement systems and processes that meet our legal and audit obligations and the needs of the community.

**Comment:**

Following on from the Strategic Community Plan this document has been prepared to show the actions that will be taken in order to deliver the communities wishes. It is a live document in that it will be reported against each quarter (so Council and the community can understand where the actions are at) and will be reviewed annually to ensure it is still relevant.

**2021/4-004 OFFICER'S RECOMMENDATION / COUNCIL DECISION:**

***That Council, subject to Section 19DA Local Government (Administration) Regulations 1996, adopt the attached Corporate Business Plan 2021 – 2025.***

***Moved Cr LN Gobbart***  
***Absolute Majority***

***Seconded Cr IC Sanders***

***Carried 5/0***

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**12.2 Works Supervisor**

**12.2.2 Works Report May 2021**

<b>File No:</b>	N/A
<b>Location/Address:</b>	Mt Marshall District
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author:</b>	Aaron Wootton – Works Supervisor
<b>Attachments:</b>	Nil
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previously Considered:</b>	Nil

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**Background:**

In the interest of better communications the following report of activities and tasks carried out by the Shire's works department is provided to Council.

**Consultation:**

Nil

**Statutory Environment:**

Nil

**Relevant Plans and Policy:**

Nil

**Financial Implications:**

Nil

**Risk Assessment:**

Nil

**Community & Strategic Objectives:**

*Governance and Leadership*

Provide informed and transparent decision making that, meets our legal obligations, reflect the level of associated risk, and are adequately explained to community.

**Comment:**

Roads

Scotsmans Rd.

The second section of this road utilising under spend in various Regional Road Group funded works has now been completed to a 14mm primer seal.

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Welbungin-Wialki Rd  
Second coat seal has been applied

Koorda-Bullfinch Rd  
Second coat seal is complete.

Gillett Rd  
Works here have now been completed.

Job Rd  
Works here have been completed

Cleary-Gabbin Rd  
Staff are currently gravel sheeting on the two sections of road along Cleary-Gabbin.

**Other Sealing Works**

Wialki North East Road, Cleary-Gabbin Road, Burakin-Wialki east of Beacon, Lindsay Street in Beacon and Hammond and Murray Streets in Bencubbin have now been completed.

The spray works at Bencubbin Complex has been completed.  
Beacon Complex carpark was not resealed as we couldn't remove the sand from it in time. We will look at doing it in the next budget.

**Gardening**

The gardeners have been busy with spraying, mowing, picking up trees and debris and raking leaves as to their individual maintenance schedules. The addition of a new gardener in Bencubbin has enabled us to catch up with the works around town a little quicker.

**Maintenance Works**

Maintenance Staff have been utilised in the cleaning area as Margaret has taken some annual leave. They were also kept busy with the rest of the crew cleaning trees etc off the roads and re-standing signs which were blown over during the cyclone.

**Maintenance Grading**

They are currently working in the following locations

Stretch - Working in the Ingleton Rd area.

Kevin and Alex - Currently along Bencubbin-Kununoppin Rd area

**2021/4-005 OFFICER'S RECOMMENDATION / COUNCIL DECISION:**

***That the May 2021 report of the Works Supervisor be received.***

***Moved Cr SR Putt***

***Seconded Cr IC Sanders***

***Carried 5/0***

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**12.3 Executive Assistant**

**12.3.6 Status Report – April 2021**

<b>File No:</b>	N/A
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Nil
<b>Name of Owner:</b>	N/A
<b>Author:</b>	Nadine Richmond – Executive Assistant
<b>Attachments:</b>	12.3.6 – Status Report April 2021
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previously Considered:</b>	Nil

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**Background:**

The status report is a register of Council resolutions that are allocated to Shire staff for actioning. When staff have progressed or completed any action in relation to Council's decision, comments are provided until the process is completed or superseded by more recent Council resolutions.

**Consultation:**

Nil

**Statutory Environment:**

Nil

**Relevant Plans and Policy:**

Nil

**Financial Implications:**

Nil

**Risk Assessment:**

Nil

**Community & Strategic Objectives:**

*Governance and Leadership*

Provide informed and transparent decision making that, meets our legal obligations, reflect the level of associated risk, and are adequately explained to community.

**Comment:**

In the interest of increased transparency and communication with the community, the status report is provided for information.

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**2021/4-006 OFFICER'S RECOMMENDATION / COUNCIL DECISION:**

*The Status Report for April 2021 be received.*

*Moved Cr LN Gobbart*

*Seconded Cr NR Gillett*

*Carried 5/0*

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**12.3.7 Minutes of NEWROC Council Meeting held 19 April 2021**

<b>File No:</b>	N/A
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author:</b>	Nadine Richmond – Executive Assistant
<b>Attachments:</b>	12.3.7 – Minutes of NEWROC Council Meeting held 19 April 2021
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previously Considered:</b>	Nil

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**Background:**

The Shire of Mt Marshall is a member of the North Eastern Wheatbelt Regional Organisation of Councils (NEWROC). NEWROC is not a formal organisation but was formed for the purpose of collaboration and joint initiatives between the Shires of Koorda, Mt Marshall, Mukinbudin, Nungarin, Trayning, Wyalkatchem and Dowerin and is governed by a Memorandum of Understanding (MOU) between these Shires.

NEWROC Council and NEWROC Executive meetings alternate on a bi-monthly basis.

**Consultation:**

Nil

**Statutory Environment:**

Nil

**Relevant Plans and Policy:**

Nil

**Financial Implications:**

Nil

**Risk Assessment:**

Nil

**Community & Strategic Objectives:**

*Economy*

Work with local business and other stakeholders to attract investment; create jobs and support business growth.

Encourage, promote, and deliver activities and events that promote our region and have a positive economic and social benefit.

Continue to work with regional partners to advocate for improved energy reliability and telecommunications coverage

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**Comment:**

The Minutes of the NEWROC Council meeting held on Monday 19 April 2021 are submitted (**Attachment 12.3.7**) in order to keep all members abreast of the activities of the NEWROC Council.

The next meeting of the NEWROC Council is scheduled to be held on Tuesday 29 June 2021 at the Shire of Dowerin.

**2021/4-007 OFFICER'S RECOMMENDATION / COUNCIL DECISION:**

***The minutes of the NEWROC Council meeting held on 19 April 2021 be received.***

***Moved Cr NR Gillett***

***Seconded Cr IC Sanders***

***Carried 5/0***

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**12.4 Finance and Administration Manager**

**12.4.10 Accounts Paid to 30 April 2021**

**File No:** 4.0042  
**Location/Address:** N/A  
**Name of Applicant:** Nil  
**Name of Owner:** N/A  
**Author:** Sandy Wyatt – Finance Officer  
**Attachments:** Nil  
**Declaration of Interest:** Nil  
**Voting Requirements:** Simple Majority  
**Previously Considered:** Nil

**Background:**

Following is a List of Accounts submitted to Council on Tuesday 18 May 2021 for the Municipal Fund, Trust Fund and Mastercard. Councillor questions regarding any payments can be directed to Finance and Administration Manager, Tanika McLennan, prior to the meeting.

**1. Municipal Fund**

Chq/EFT	Date	Name	Description	Amount
59	30/04/2021	BANK FEES - BANK FEES	BANK FEES	372.54
208	15/04/2021	WATER CORPORATION	UTILITY CHARGES 27.1.21-19.3.21	62.57
209	21/04/2021	TELSTRA	UTILITY CHARGES-MARCH21	1763.14
EFT17360	09/04/2021	SYNERGY	UTILITY CHARGES 18.2.21-17.3.21	711.88
EFT17361	12/04/2021	SYNERGY	UTILITY CHARGES 21.1.21-18.3.21	237.11
EFT17362	14/04/2021	EASISALARY	PAYROLL DEDUCTIONS	396.17
EFT17363	14/04/2021	RETECH RUBBER	FINAL PAYMENT-CRICKET WICKET COVER	3715.80
EFT17364	15/04/2021	SHIRE OF MT MARSHALL	SENIORS BUS TRIP	785.40
EFT17365	15/04/2021	AVON WASTE	RUBBISH COLLECTION-MARCH21	7021.08

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<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT17366	15/04/2021	BOC GASES	GAS CYLINDERS	43.32
EFT17367	15/04/2021	NINGHAN SPRAYING & AG SERVICES	MARCH SUPPLIES	192.50
EFT17368	15/04/2021	KTY ELECTRICAL SERVICES	MARCH REPAIRS	2834.96
EFT17369	15/04/2021	MUKA MATTERS	ADVERTISING	25.00
EFT17370	15/04/2021	BENCUBBIN NEWS & POST	NEWSPAPERS-MARCH21	79.04
EFT17371	15/04/2021	BEACON COUNTRY CLUB INC.	CARAVAN PARK VOUCHERS	40.00
EFT17372	15/04/2021	BEACON CENTRAL COMMUNITY RESOURCE CENTRE	STATIONERY & PRINTING-BEACON LIBRARY	57.50
EFT17373	15/04/2021	BEACON CO-OPERATIVE LTD	VOUCHERS	300.00
EFT17374	15/04/2021	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	FINANCE FOR NON-FINANCIAL PEOPLE-20.5.21 N.RICHMOND	380.00
EFT17375	15/04/2021	BENCUBBIN BULK HAULIERS	AGGREGATE	2428.04
EFT17376	15/04/2021	WINC AUSTRALIA PTY LTD	MARCH SUPPLIES	121.28
EFT17377	15/04/2021	BENCUBBIN COMMUNITY RESOURCE CENTRE	MARCH SUPPLIES	500.00
EFT17378	15/04/2021	AG IMPLEMENTS MUKINBUDIN	MARCH SUPPLIES	135.67
EFT17379	15/04/2021	BENCUBBIN TRUCK N AUTO'S	MARCH REPAIRS	280.80
EFT17380	15/04/2021	LANDGATE	RURAL UV'S CHARGEABLE 8.8.20-19.3.21	85.46
EFT17381	15/04/2021	BENCUBBIN AG SUPPLIES	MARCH SUPPLIES	2318.79
EFT17382	15/04/2021	ADVANCED AUTOLOGIC PTY LTD	MARCH SUPPLIES	152.00
EFT17383	15/04/2021	REFUEL AUSTRALIA	MONTHLY CARD FEE	25.52
EFT17384	15/04/2021	BEACON GARAGE	MARCH REPAIRS	1054.35
EFT17385	15/04/2021	KOORDA COMMUNITY RESOURCE CENTRE	ADVERTISING	25.00
EFT17386	15/04/2021	GREAT SOUTHERN FUELS	FUEL-MARCH21	14281.54
EFT17387	15/04/2021	BOB WADDELL & ASSOCIATES PTY LTD	VARIOUS ACCOUNTING SUPPORT	3399.00
EFT17388	15/04/2021	AMPAC DEBT RECOVERY PTY LTD	DEBT RECOVERY COSTS-1043	17.75
EFT17389	15/04/2021	DYLAN COPELAND	PROVISION OF NATURAL RESOURCE MANAGEMENT-MARCH21	968.00
EFT17390	15/04/2021	KC SALES	CATERING	170.50
EFT17391	15/04/2021	WA CONTRACT RANGER SERVICES	RANGER SERVICES 8.3.31,18.3.21 & 25.3.21	654.50
EFT17392	15/04/2021	PALM PLUMBING	MARCH REPAIRS	1207.35
EFT17393	15/04/2021	MARKET CREATIONS	COMPUTER SERVICES	2262.60

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Chairperson Initial

**Minutes of the Ordinary Meeting of Council**  
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<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT17394	15/04/2021	AUSQ TRAINING	BASIC WORKSITE TRAFFICE MANAGEMENT & TRAFFIC CONTROLLER COURSE 29.3.21	4396.00
EFT17395	15/04/2021	AUSTRALIA POST	POSTAGE-BEACON LIBRARY	27.85
EFT17396	15/04/2021	WHEATBELT BUSINESS NETWORK	MICRO BUSINESS MEMBERSHIP	220.00
EFT17397	15/04/2021	TOLL TRANSPORT PTY LTD	FREIGHT-MARCH21	147.68
EFT17398	15/04/2021	THE BENCUBBIN SHOP	FEBRUARY SUPPLIES	208.19
EFT17399	15/04/2021	SCUD AG SUPPLIES	MARCH SUPPLIES	205.33
EFT17400	15/04/2021	CENTRAL SECURITY MANUFACTURING PTY LTD T/AS CENTRAL SCREENS & CENTRAL LOCK & KEY	SWIPE CARD ENTRY SYSTEM	3361.56
EFT17401	15/04/2021	INTERFIRE AGENCIES	PROTECTIVE CLOTHING	366.58
EFT17402	15/04/2021	SHIRE OF WESTONIA-TRUST ACC.	ANNUAL CONTRIBUTION 20/21-LOCAL GOVERNMENT PROFESSIONALS AUST WA CENTRAL WHEATBELT BRANCH	100.00
EFT17403	15/04/2021	JOSH BYRNE & ASSOCIATES	BEACON MAIN STREET DEVELOPMENT PLAN	5125.56
EFT17405	01/04/2021	CRISP WIRELESS PTY LTD	BUSINESS LITE SUBSCRIPTION-INTERNET ACCESS	328.90
EFT17406	14/04/2021	BENDIGO BANK	MARCH SUPPLIES	2295.74
Eft17407		TRUST PAYMENT BELOW		
EFT17408	09/04/2021	PERKBOX AUSTRALIA	STANDARD L&W BUNDLE	198.00
EFT17409	21/04/2021	THE ROYAL LIFE SAVING SOCIETY	TRAVEL & ACCOMMODATION-CONDUCT CODE OF PRACTICE SAFETY ASSESSMENT AUDIT	290.40
EFT17410	21/04/2021	NINGHAN SPRAYING & AG SERVICES	APRIL SUPPLIES	9830.70
EFT17411	21/04/2021	KTY ELECTRICAL SERVICES	APRIL REPAIRS	1004.71
EFT17412	21/04/2021	SHIRE OF TRAYNING	DOCTORS HOUSE RENT 28.2.21-3.4.21 & VEHICLE EXPENSES-MARCH21	1253.97
EFT17413	21/04/2021	BENCUBBIN NEWS & POST	POSTAGE 29.3.21-1.4.21	77.71
EFT17414	21/04/2021	BEACON COUNTRY CLUB INC.	CARAVAN PARK VOUCHERS	60.00
EFT17415	21/04/2021	WINC AUSTRALIA PTY LTD	APRIL SUPPLIES	191.42
EFT17416	21/04/2021	ICS CARPENTRY	APRIL REPAIRS	17672.05

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Chairperson Initial

**Minutes of the Ordinary Meeting of Council**  
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<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT17417	21/04/2021	BENCUBBIN TRUCK N AUTO'S	APRIL SUPPLIES	521.95
EFT17418	21/04/2021	NAUGHTY BUGS PEST CONTROL	PEST CONTROL	122.00
EFT17419	21/04/2021	BOB WADDELL & ASSOCIATES PTY LTD	VARIOUS ACCOUNTING SUPPORT	8778.00
EFT17420	21/04/2021	KC SALES	CARAVAN PARK VOUCHERS	80.00
EFT17421	21/04/2021	INITIAL HYGIENE	SANITARY DISPOSAL SERVICE 11.5.21-10.6.21	550.00
EFT17422	21/04/2021	WHEATBELT OFFICE & BUSINESS MACHINES	PHOTOCOPIER CHARGES	143.75
EFT17423	21/04/2021	BEACON LADIES HOCKEY CLUB INC	CATERING-BEACON BUSINESS CONSULTATION SESSION	200.00
EFT17424	21/04/2021	THE BENCUBBIN SHOP	MARCH SUPPLIES	656.10
EFT17425	21/04/2021	SB GRIMMER & CE JACKSON T/A QI CONSULTING	CONSULTING FEE	1500.00
EFT17426	21/04/2021	BOSSHEALTH GROUP PTY LTD	ENVIRONMENTAL HEALTH SERVICES-APRIL21	2475.00
EFT17427	22/04/2021	AUSTRALIAN TAXATION OFFICE	BAS-MARCH21	7436.00
EFT17428	22/04/2021	SYNERGY	STREETLIGHTS 25.2.21-24.3.21	1778.48
EFT17429	28/04/2021	WA TREASURY CORPORATION	LOAN NO. 121 INTEREST PAYMENT - SAR BENCUBBIN MULTIPURPOSE COMPLEX REDEV	42350.36
EFT17430	28/04/2021	SYNERGY	UTILITY CHARGES 12.1.21-12.3.21	110.68
EFT17431		CANCELLED EFT		
EFT17432		MAY PAYMENT		
EFT17433		TRUST PAYMENT BELOW		
EFT17434-EFT17478		MAY PAYMENTS		
EFT17479	30/04/2021	CARDTRONICS AUSTRALASIA PTY LTD	ONGOING FEES FOR ATM-MARCH21	51.55
DD10448.1	07/04/2021	AWARE SUPER	PAYROLL DEDUCTIONS	6385.14
DD10448.2	07/04/2021	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	373.57
DD10448.3	07/04/2021	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	211.40
DD10448.4	07/04/2021	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	564.65
DD10448.5	07/04/2021	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	88.76
DD10448.6	07/04/2021	LEGALSUPER	SUPERANNUATION CONTRIBUTIONS	593.77

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<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
DD10448.7	07/04/2021	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	195.06
DD10448.8	07/04/2021	IOOF	SUPERANNUATION CONTRIBUTIONS	177.18
DD10468.1	21/04/2021	AWARE SUPER	PAYROLL DEDUCTIONS	6659.29
DD10468.2	21/04/2021	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	382.11
DD10468.3	21/04/2021	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	213.02
DD10468.4	21/04/2021	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	436.83
DD10468.5	21/04/2021	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	88.76
DD10468.6	21/04/2021	LEGALSUPER	SUPERANNUATION CONTRIBUTIONS	593.77
DD10468.7	21/04/2021	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	195.06
DD10468.8	21/04/2021	IOOF	SUPERANNUATION CONTRIBUTIONS	177.18
				<b>180,557.93</b>

**2. Trust**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT17407	15/04/2021	JESSICA DENISE HALL	REFUND OF GYM KEY DEPOSIT	20.00
EFT17433	30/04/2021	DEPARTMENT OF TRANSPORT	MMSO20210408	4051.30
				<b>4,071.30</b>

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Chairperson Initial



**Minutes of the Ordinary Meeting of Council**  
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**3. Mastercard**

<b>Details</b>	<b>Amount</b>
Seniors trip-accommodation	1490.00
Bank fees	4.00
Bank fees	4.00
Ice	4.50
Annual PO box renewal	95.00
Change plates	28.60
Licensing	200.00
Webcam	174.95
Plate change	17.30
Little hotelier	81.95
Little hotelier	81.95
Advertising-facebook	2.40
Advertising-facebook	40.00
Zoom-March	23.09
Bank fees	4.00
Advertising-facebook	40.00
Bank fees	4.00
	<b>2,295.74</b>

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Chairperson Initial

**Minutes of the Ordinary Meeting of Council**  
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This List of Accounts Paid under Delegation 14 and covering vouchers and direct debits as above was submitted to each Member of the Council for the Ordinary Meeting of **18 May 2021**. All invoices, being the subject of payments made, have been duly certified as to the receipt of goods and services, and prices, computations and costings have been checked against the expenditure authority (i.e. budget, purchase order, delegation).

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John Nuttall  
Chief Executive Officer

**Consultation:**

Tanika McLennan – Finance and Administration Manager

**Statutory Environment:**

*Financial Management Regulations and the Local Government Act 1995*

**Relevant Plans and Policy:**

Nil

**Financial Implications:**

An appropriate allowance has been made in the current year's budget to fund and authorise expenditure.

**Risk Assessment:**

Nil

**Community & Strategic Objectives:**

*Governance and Leadership*

Implement systems and processes that meet our legal and audit obligations and the needs of the community.

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Chairperson Initial

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**Comment:**  
Nil

**2021/4-008 OFFICER'S RECOMMENDATION / COUNCIL DECISION:**

***That the Accounts Listed***

<b><i>Municipal Fund</i></b>	<b>\$</b>	<b>180,557.93</b>
<b><i>Trust Fund</i></b>	<b>\$</b>	<b>4,071.30</b>
<b><i>Mastercard</i></b>	<b>\$</b>	<b><u>2,295.74</u></b>
<b><i>Total</i></b>	<b>\$</b>	<b>186,924.97</b>

***Be endorsed.***

***Moved Cr SR Putt***

***Seconded Cr LN Gobbart***

***Carried 5/0***

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Chairperson Initial

**Minutes of the Ordinary Meeting of Council**  
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**12.4.11 Statement of Financial Activity to 30 April 2021**

<b>File No:</b>	4.0042
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Nil
<b>Name of Owner:</b>	N/A
<b>Author:</b>	Tanika McLennan – Finance & Admin Manager
<b>Attachments:</b>	12.4.11 – Statement of Financial Activity to 30 April 2021
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previously Considered:</b>	Nil

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**Background:**

Under Regulation 34 of the Local Government (Financial Management) Regulations 1996 a local government is to prepare each month a statement of financial activity which includes annual budget estimates, year to date budget estimates, actual amounts expenditure, revenue and income, material variances and net current assets.

**Consultation:**

Nil

**Statutory Environment:**

*Local Government Act 1995 and Local Government (Financial Management) Regulations 1996*

**Relevant Plans and Policy:**

Nil

**Financial Implications:**

The statement presented to Council is the most up to date information on its current financial position.

**Risk Assessment:**

Nil

**Community & Strategic Objectives:**

*Governance and Leadership*

Implement systems and processes that meet our legal and audit obligations and the needs of the community.

**Comment:**

Nil

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Chairperson Initial

**Minutes of the Ordinary Meeting of Council**  
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**2021/4-009 OFFICER'S RECOMMENDATION / COUNCIL DECISION:**

***The Statement of Financial Activity for the month ending 30 April 2021 be endorsed.***

***Moved Cr IC Sanders***

***Seconded Cr LN Gobbart***

***Carried 5/0***

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Chairperson Initial

**Minutes of the Ordinary Meeting of Council**  
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**12.5 Community Development Officer**

**12.5.1 Request to Waive Beacon Gym Fees for HEAL Program**

<b>File No:</b>	4.0236
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Eastern Wheatbelt Primary Health Service - WA Country Health Service
<b>Name of Owner:</b>	N/A
<b>Author:</b>	Rebecca Watson – Community Development Officer
<b>Attachments:</b>	12.5.1a – Correspondence from Eastern Wheatbelt Primary Health Service and WA Country Health Service 12.5.1b - Healthy Eating Activity and Lifestyle (HEAL) Program Information Brochure
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Previously Considered:</b>	Nil

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**Background:**

The Beacon Gymnasium was constructed and opened in 2012 for use by the Beacon Community. Council set fees each year for annual membership and casual use. The 2020/2021 fees set by Council are:

Adult Membership	\$59.00
Aged Pensioner	\$35.00
Student (16+)	\$35.00
Casual Use	\$5.00

All annual memberships are required to pay a \$10.00 key/card deposit.

Replacement key/card	\$10.00
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In April 2021, staff received an email from Sandra Sutton, Registered Nurse at the Beacon Silver Chain informing us of the Healthy Eating and Activity Lifestyle (HEAL) Program. The HEAL program is an initiative run by the Eastern Wheatbelt Primary Health Service (EWPHS) and the WA Country Health Services (WACHS) in which Sandra at the Beacon Silver Chain has partnered with to be able to deliver the program to the Beacon Community.

The HEAL program involves eight two-hour sessions where participants will participate in a one-hour education session (focusing on making healthy lifestyle changes) and one-hour of tailored exercise. It was requested that the Beacon Community Gym be made available free of charge for the participants. Sandra was notified that Shire Staff do not have the authority to change or waive fees and charges set by Council, therefore a request for the waiver will be required to be presented at the May Ordinary Meeting of Council.

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Chairperson Initial

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Correspondence was received from Rain Rodenburg, Health Promotion Offer at the Eastern Wheatbelt Primary Health Service on the 7<sup>th</sup> May 2021 formally requesting use of the Beacon Community Gym for five one-hour sessions between the 9<sup>th</sup> June and 7<sup>th</sup> July at no cost to the participants. The aim of the program is to assist the participants in becoming familiar with the facility and build their confidence and knowledge in using the equipment. A copy of the correspondence can be seen in the attachments.

**Consultation:**

John Nuttall – Chief Executive Officer

Tanika McLennan – Finance Administration Manager

**Statutory Environment:**

*Local Government Act 1995*

S.6.16 (3) (b) Fees and charges are to be imposed when adopting the annual budget but may be — amended\* from time to time during a financial year.

\*absolute majority required.

**Relevant Plans and Policy:**

Nil

**Financial Implications:**

It has been requested that the fee for the Beacon Community Gym be waived for the participants of the HEAL Program to use the facility free of charge for five one-hour sessions. This would equate to \$25 per participant for the five sessions. It is hoped however that non-members that use the facility through this program may purchase a membership post HEAL program to be able to continue to use the facility.

**Risk Assessment:**

The participants will be asked to complete a Conditions of Use form which all members and casual use persons are required to complete prior to using the facility.

Although the participants will not be given an induction for the facility there will be health professionals in attendance, always providing guidance and supervision.

**Community & Strategic Objectives:**

*Community*

Support and maintain facilities that connect people, promote a healthy community and are appropriate for residents

**Comment:**

The HEAL program will provide positive benefits to participants living in the Beacon Community. The HEAL Program is free for participants to be able to access and therefore, by waiving the fees set for the usage of the Beacon Community Gym, it would ensure the program is accessible by all members of the community who wish to participate.

The sessions will promote the gym facility and may encourage participants to become a member at the completion of the program. Each participant will be required to sign a

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**Minutes of the Ordinary Meeting of Council**  
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'Conditions of Use' form which outlines the conditions of usage, including treatment of the equipment, code of conduct to other members, and occupational health and safety advice relevant to the facility.

Existing gym members would need to be notified of the dates and times that the HEAL program will be occupying the facility so that they can avoid this weekly timeslot. Participants will not be given access to the facility, instead one key will be issued to the program facilitator for the duration of the program to access the facility for the five one-hour sessions.

**2021/4-010 OFFICER'S RECOMMENDATION / COUNCIL DECISION:**

***That Council waive the casual use fee of \$5.00 per session at the Beacon Community Gym for the participants of the Healthy Eating Activity and Lifestyle Program to use the facility for five one-hour sessions from 9 June 2021 to the 7 July 2021.***

***Moved Cr IC Sanders  
Absolute Majority***

***Seconded Cr NR Gillett***

***Carried 5/0***

Chairperson Initial



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**12.5.2 Memorandum of Understanding with Beacon Community Recreation Council**

<b>File No:</b>	Agreements
<b>Location/Address:</b>	Reserve 36172, Lucas Street Beacon
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	Shire of Mt Marshall
<b>Author:</b>	Rebecca Watson – Community Development Officer
<b>Attachments:</b>	12.5.2a - Proposed MOU with Beacon Community Recreation Council (BCRC) for 2021 – 2026 12.5.2b - BCRC Income Statement and Annual Club Fee Structure
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Previously Considered:</b>	Nil

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**Background:**

The Beacon Community Recreation Council (BCRC) is currently managing the Beacon Recreation Complex for the Shire through a memorandum of understanding. This arrangement has worked well in the past however when reviewing the current memorandum of understanding it was clear that the agreement was no longer relevant to the facility.

Community groups who are managing Council facilities have recently expressed concerns about burn out of their volunteer committee members. As the population of the Shire declines and individuals are taking on multiple volunteer roles on multiple committees the Shire need to be proactive in providing support where possible to reduce the stress and impact on its volunteers.

Within the recent Strategic Community Plan and Draft Corporate Business Plan this concern for volunteers was identified by the community. The Shire has recognised these concerns and listed within the corporate business plan the action 1.3 Encourage and support volunteers and community groups to grow an active volunteer base that feels valued

During the review of the Memorandum of Understanding between the Shire and the BCRC, this proved a good opportunity to consult with the group about how volunteers can be better supported.

This model was implemented with the Bencubbin Community Recreation Council in 2019 and has had positive results on the reduction of volunteer's workload.

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Chairperson Initial

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**Consultation:**

Beacon Community Recreation Council (BCRC) - Chris Kirby (President) and Aoife Lancaster (Secretary/Treasurer).

Relevant clubs to develop schedule A-Equipment Register.

Representatives of the Beacon Central Community Resource Centre – Michelle Kirby (President), Nancy Dease (Manager) and Celine Murray (Committee Member) to discuss the role of taking on the bookings and key management for the Recreation Grounds for an annual fee.

Tanika McLennan – Finance and Administration Manager

**Statutory Environment:**

Nil

**Relevant Plans and Policy:**

Nil

**Financial Implications:**

Although there will be an increase in the Beacon Recreation Grounds account for the cost of power per annum (estimated to be approximately \$4500.00 per year) there will also be an increase in the income generated from the hire of the facility. The proposed new MOU will have little effect on the overall finances of the Shire of Mt Marshall or on the Beacon Community Recreation Council, however there will be a reduction in workload on their current volunteers.

An administrative fee of \$300 be paid to Beacon Central to manage all bookings and keys for the facility on the Shire's behalf.

**Risk Assessment:**

There is the risk that volunteers will not want to continue if their workload is too great.

**Community & Strategic Objectives:**

*Community*

Encourage and support volunteers and community groups to grow an active volunteer base that feels valued

**Comment:**

Through consultation with the BCRC, a new memorandum of understanding has been developed to present to Council for adoption. The only major change to the agreement is that Council take over the power and gas costs associated with the facility, and that all hire charges/fees now be paid to the Shire of Mt Marshall instead of the BCRC.

Looking at the BCRC financials for 2018 and 2019 (unable to use 2020 due to COVID restrictions) it indicates that the electricity costs were on average \$4540.00 per year and the annual gas cost was under \$200 each year. Under the new proposed MOU the Shire will have an increase in the expense account for the facility for this amount.

The statements also indicate that the average income from clubs annual hire fees were \$5100 (including the \$650 Shire Contribution) which means that this will be the

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Chairperson Initial

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approximate income generated from the Recreation Complex for the Shire under the new agreement.

It is suggested that Beacon Central be engaged to take the bookings and manage keys of the facility for a small annual fee of \$300.00. This fee has been established by looking at the number of annual bookings the facility takes to be able to determine a fair administration fee. It is also suggested that part of this agreement allows Beacon Central to utilise the facility at no cost throughout the year for any of their events. Beacon Central will notify the Shire of any bookings to ensure the facility can be prepared for use.

**2021/4-011 OFFICER'S RECOMMENDATION / COUNCIL DECISION:**

**That**

- 1. the attached memorandum of understanding between the Beacon Community Recreation Council and Shire of Mt Marshall for the Beacon Community Recreation Grounds be endorsed;**
- 2. the Fees and Charges Schedule be amended to include the following fees:  
\*Note all prices are inclusive of GST**

<b><u>HIRE FEES</u></b>	<b><u>Half Day</u></b>	<b><u>Full Day</u></b>
<b>Foyer</b>	<b>\$15.00</b>	<b>\$25.00</b>
<b>Kitchen &amp; Foyer</b>	<b>\$25.00</b>	<b>\$50.00</b>
<b>Squash Courts</b>	<b>\$5.00</b>	<b>\$10.00</b>
<b>Whole facility</b>	<b>50.00</b>	<b>\$100.00</b>
<b>Oval</b>	<b>\$ FREE</b>	<b>\$FREE</b>
<b>Toilets</b>	<b>\$20.00</b>	<b>\$30.00</b>

**ANNUAL RENTAL FEES**

<b>Beacon Football Club</b>	<b>\$1100.00</b>
<b>Beacon Tennis Club</b>	<b>\$700.00</b>
<b>Men's Shed (Beacon Progress Association)</b>	<b>\$700.00</b>
<b>Beacon Netball Club</b>	<b>\$420.00</b>
<b>Beacon Junior Basketball</b>	<b>\$280.00</b>
<b>Beacon Ladies Hockey Club</b>	<b>\$420.00</b>
<b>Beacon Parents &amp; Citizens Association</b>	<b>\$280.00</b>
<b>Beacon Junior Cricket</b>	<b>\$140.00</b>

- 3. the above fees be advertised as effective from 1 June 2021.**

**Moved Cr SR Putt  
Absolute Majority**

**Seconded Cr LN Gobbart**

**Carried 5/0**

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**12.6 Regulatory Officer**

Nil

**12.7 Development**

Nil

**12.8 Environmental Health Officer**

Nil

**13.0 Elected Members' Motions of Which Previous Notice Has Been Given**

Nil

**14.0 New Business of an Urgent Nature Introduced by Decision of the Meeting**

Nil

**15.0 Next Meeting – Tuesday 15 June 2021 commencing at 3:00pm in Council Chambers, 71 Monger St, Bencubbin**

**16.0 Closure of Meeting**

The Presiding Member thanked everyone for attending and declared the meeting closed at 3.21pm.

These Minutes were confirmed by Council at its Ordinary Meeting held on

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cr ARC Sachse      President