



SHIRE OF MT MARSHALL

MINUTES

Notice is hereby given that an Ordinary Meeting of Council was held on Tuesday 20 July 2021 in Council Chambers, Monger St, Bencubbin commencing at 3:00pm.

Cr ARC Sachse

President

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intentionally**

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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 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

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

TABLE OF CONTENTS

1. Declaration of Opening / Announcement of Visitors
2. Record of Attendance / Apologies / Approved Leave of Absence
3. Standing Orders
4. Public Questions
 - 4.1 Response to Previous Public Questions Taken On Notice
 - 4.2 Public Question Time
5. Applications for Leave of Absence
6. Declarations of Interest
7. Confirmation of Minutes of Previous Meetings
 - 7.1 Minutes of the Ordinary Meeting held on Tuesday 15 June 2021
8. Announcements by Presiding Person Without Discussion
9. Reports of Councillors
 - 9.1 President
 - 9.2 Councillors
10. Petitions / Deputations / Presentations / Submissions
 - 10.1 Beacon Progress Association Presentation – Beacon Water Park
11. Reports of Committees
12. Reports of Officers
 - 12.1 Chief Executive Officer
 - 12.1.16 Request For Fees & Charges Discount – Beacon Central Community Resource Centre
 - 12.1.17 WALGA Quarterly Report
 - 12.1.18 Business Continuity Plan 2021
 - 12.1.19 Economic Development Guide Update
 - 12.1.20 Policy Amendment – CS.3.2 Economic Development Grant Fund Policy
 - 12.1.21 Offer to Purchase Land in Bencubbin
 - 12.2 Works Supervisor
 - 12.3 Executive Assistant
 - 12.3.10 Status Report June 2021
 - 12.4 Finance and Administration Manager
 - 12.4.15 Accounts Paid to 30 June 2021
 - 12.4.16 Statement of Financial Activity to 30 June 2021
 - 12.4.17 Annual Budget 2021/22
 - 12.5 Community Development Officer
 - 12.5.3 Fees and Charges Amendment – Little Bees Day Care Service Fees
 - 12.6 Regulatory Officer
 - 12.6.3 Provision of Goods and Services - Bitumen Supply – 2021/22
 - 12.7 Development

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

12.8 Environmental Health Officer

13. Matters for Which Members of the Public are Excluded

In accordance with the Local Government Act 1995 Section 5.23(2)(a) and (d) it is appropriate for Council to resolve, by procedural motion, to exclude members of the public.

13.1 CONFIDENTIAL – Chief Executive Officer Contract and Superannuation Guarantee Rate Statutory Increase

13.2 CONFIDENTIAL – Endorsement of NEWROC Resolution Regarding Legal Fees

14. Elected Members' Motions of Which Previous Notice Has Been Given

15. New Business of an Urgent Nature Introduced by Decision of the Meeting

16. Next Meeting – Tuesday 17 August 2021 commencing at 3:00pm in Council Chambers, Monger St, Bencubbin

17. Closure of Meeting

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

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	3.00 – 3.55, 3.57 – 4.41pm
Cr NR Gillett	Councillor	
Cr LN Gobbart	Councillor	
Cr IC Sanders	Councillor	3.00 – 3.55, 3.57 – 4.41pm
Cr TM Gibson	Councillor	
Cr SR Putt	Councillor	
Mr John Nuttall	Chief Executive Officer	3.00-4.29, 4.34 – 4.41pm
Ms Nadine Richmond	Executive Assistant	
Ms Tanika McLennan	Finance and Administration Manager	3.00 – 4.28pm
Miss Rebecca Watson	Community Development Officer	3.00 – 3.59pm
Mr Michael Carr	Member of the Public	3.00 – 3.25pm
Mrs Alisa Miguel	Member of the Public	3.00 – 3.25pm
Mrs Zeta Miguel	Member of the Public	3.00 – 3.25pm
Miss Tamara Gibson	Member of the Public	3.00 – 3.25pm
Mr Len Cargeeg	Member of the Public	3.00 - 4.28pm

Apologies

Nil

3.0 Standing Orders

2021/6-001 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 TM Gibson

Seconded Cr LN Gobbart

Carried 6/0

4.0 Public Questions

4.1 Response to Public Questions Taken on Notice

Nil

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

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.

4.2.1 Summary of question from Mr Len Cargeeg:

Has there been a report submitted on the suggested repairs to the Bencubbin Town Hall and Sandalwood Shops?

Summary of response from the Presiding Member:

The Shire administration has received a scope of works and quotes for the work from a couple of providers.

4.2.2 Summary of question from Mr Len Cargeeg:

When are the repairs to take place?

Summary of response from the Presiding Member:

The work has been entered into the annual budget, and if that budget is adopted the work will be undertaken during the course of this financial year, depending on availability of contractors.

There being no further questions from the gallery, the Presiding Member declared public question time closed at 3.02pm.

5.0 Applications for Leave of Absence

Nil

6.0 Declarations of Interest

Cr ARC Sachse declared a financial interest in item 12.1.21 being that he is a director of Sachse Farming Pty Ltd who have placed an offer on the subject land.

Cr IC Sanders declared a financial interest in item 12.1.21 being that his company, ICS Carpentry, may be involved in possible infrastructure build on subject land.

Cr TM Gibson declared an impartiality interest in item 12.1.16 being that she is a member of Beacon Central.

7.0 Confirmation of Minutes of Previous Meetings

7.1 Minutes of the Ordinary Meeting held on Tuesday 15 June 2021

2021/6-002 OFFICER RECOMMENDATION/COUNCIL DECISION:

That the Minutes of the Ordinary Meeting of Council held on Tuesday 15 June 2021 be confirmed as a true and correct record of proceedings.

Moved Cr SR Putt

Seconded Cr IC Sanders

Carried 6/0

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

8.0 Announcements by Presiding Person Without Discussion

The 2021 Census is coming on Tuesday, 10 August 2021. Every five years, the Australian Bureau of Statistics counts every person and household in Australia. Other information is also collected.

Information from the Census helps Governments, businesses and not for profit organisations across the country make important decisions. It helps planning for schools, healthcare, transport and infrastructure. The Shire of Mount Marshall strongly supports residents and visitors completing the census.

The Shire of Mt Marshall expresses our condolences to the family of Mark Symonds, who passed away recently. Mark lived in Beacon and worked with his parents Ruth and John DeJong. Rest in Peace.

The Shire of Mt Marshall expresses our condolences to the family of Elizabeth Faulkner who passed away on 19 July 2021. Elizabeth is mother to former Councillor Stuart Faulkner, lived and worked in Beacon for many years and will be sadly missed. 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 16 June to 20 July 2021.

- 16/06/2021 Meeting with CBH, Zoom Electronic, with Deputy President Cr Nick Gillett, Cr Stuart Putt and CEO John Nuttall
- 17/06/2021 -WALGA Great Eastern Country Zone Executive, Teleconference
-Wheatbelt Human Service Managers Forum Meeting, Microsoft Teams
-Kununoppin Medical Practice Committee Meeting, Trayning, with CEO John Nuttall
- 28/06/2021 -WALGA Great Eastern Country Zone Meeting, Microsoft Teams, with CEO John Nuttall
-Meeting with the Minister for Water the Hon Dave Kelly, MLA. Electronic, with CEO John Nuttall
-Budget Discussions, Council Chambers, with Deputy President Cr Nick Gillett, Cr Tanya Gibson, Cr Leanne Gobbart, Cr Stuart Putt, Cr Ian Sanders, CEO John Nuttall and FAM Tanika McLennan
- 29/06/2021 North Eastern Wheatbelt Regional Organisation of Councils (NEWROC) Meeting, Zoom Electronic, with CEO John Nuttall
- 30/06/2021 -Bencubbin Community Event run by WACHS and other Agencies, Bencubbin CRC, with CEO John Nuttall

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

- Beacon Community Event run by WACHS and other Agencies, Beacon Men's Shed, with CEO John Nuttall
- 8/07/2021 Local Government Grants Scheme (LGGS). Capital Grants Committee Meeting, Microsoft Teams.
- 13/07/2021 Budget Discussions, Council Chambers, with Deputy President Cr Nick Gillett, Cr Leeanne Gobbart, Cr Stuart Putt, CEO John Nuttall and FAM Tanika McLennan.

9.2 Councillors

Cr TM Gibson – WNE SRRG Meeting, 5 July 2021

10.0 Petitions / Deputations / Presentations / Submissions

Members of the Beacon Progress Association presented to Council regarding a waterpark concept in Beacon.

11.0 Reports of Committees

Nil

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

12.0 Reports of Officers

12.1 Chief Executive Officer

Cr TM Gibson declared an impartiality interest in item 12.1.16 being that she is a member of Beacon Central who are applying for a discount on the rate of the community bus hire.

12.1.16 Request For Fees & Charges Discount – Beacon Central Community Resource Centre

File No:	4.0236
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author:	John Nuttall – Chief Executive Officer
Attachments:	12.1.16 - Email Request from Beacon Central for Discount on Community Bus Fees
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previously Considered:	Nil

Background:

The Beacon Central Community Resource Centre (CRC) has been running wildflower tours around the Beacon area for the last couple of years. The tours offer an excellent opportunity for visitors to the area to be shown various wildflowers with expert information and commentary provided by some local volunteers. In order to get to the different sites to show off the wildflowers, the Shire community bus is hired by the group.

A request has been received that Council provide a discount on the cost of the hire of the community bus for the several weeks that they utilise it.

Consultation:

Nil

Statutory Environment:

Local Government Act 1995

6.12. Power to defer, grant discounts, waive or write off debts:

- (1) Subject to subsection (2) and any other written law, a local government may —
- (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money, which is owed to the local government.

* Absolute majority required.

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

Relevant Plans and Policy:

Nil

Financial Implications:

Any discount provided would result in a reduction of income to the amount of the discount provided.

Risk Assessment:

There is both a risk that this small volunteer group would struggle to be able to provide an important tourism offering if they cannot afford to maintain the service, but also a risk that a precedent would be set by agreeing to the request (noting that a request for a discount on the hire cost of the community bus was refused for another community group).

Community & Strategic Objectives:

Community

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

Economy

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

Comment:

The wildflower tours have proved increasingly popular over the last couple of years, and given that last year around 80 people attended it is anticipated that 100 or more will attend this year. Although the tour is not offered by the Shire it does provide an important tourism opportunity catering for those holidaying in the shire. It is hoped that this type of tour being available would both encourage people to attend and encourage those already attending to stay longer – both of which are important for the local economy.

Those providing the tour volunteer their time with the cost of the tour going towards the bus hire costs (with the tour doing roughly 100kms each time) and the cost of the lunch which is provided. The group are seeking a discount on the cost of the community bus hire fees.

OFFICER'S RECOMMENDATION:

That Council consider the request.

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

2021/6-003 COUNCILLOR MOTION / COUNCIL DECISION :

That Beacon Central be offered a set fee of \$70 inclusive of GST, per tour for the use of the community bus when conducting wildflower tours

Moved Cr TM Gibson Seconded Cr LN Gobbart Carried 4/2
Reason Council decision is different to Officer recommendation: To reflect Council's desire to provide a discount on the use of the community buses for Beacon Central's wildflower tours.

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

12.1.17 WALGA Quarterly Report

File No:	N/A
Location/Address:	N/A
Name of Applicant:	WALGA
Name of Owner:	N/A
Author:	John Nuttall – Chief Executive Officer
Attachments:	12.1.17 – WALGA Quarterly Report 2 nd Quarter 2021
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previously Considered:	Nil

Background:

WALGA produce every quarter a personalised document for each Local Government relating to services that they have provided to that Council in the last quarter. This document is provided to the Chief Executive Officer, with a request that it is formally presented to Council. Accordingly, attached to this item is a copy of the most recent quarterly report.

Consultation:

Nil

Statutory Environment:

Nil

Relevant Plans and Policy:

Nil

Financial Implications:

Nil

Risk Assessment:

Nil, but WALGA request that the whole Council receives a copy of the document each time it is produced.

Community & Strategic Objectives:

Nil

Comment:

WALGA will provide information each quarter detailing which of their services have been utilised in the previous quarter.

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

2021/6-004 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

That Council receive the attached WALGA quarterly report, relating to quarter 2 2021.

Moved Cr TM Gibson

Seconded Cr SR Putt

Carried 6/0

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

12.1.18 Business Continuity Plan 2021

File No:	4.0437
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	Shire of Mt Marshall
Author:	John Nuttall, Chief Executive Officer
Attachments:	12.1.18 - DRAFT Business Continuity Plan 2021
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previously Considered:	Nil

Background:

A business continuity plan provides guidance and assistance for an organisation in the event of an emergency. This could be a natural disaster type emergency or something such as a pandemic. Whilst there is no legal requirement to have such a plan it does provide useful information and assistance and is therefore a document that each organisation should consider holding. Additionally, it is a document that the auditors have indicated they would advise we hold and have adopted by council.

Presented with this item is such a Business Continuity Plan prepared by the Chief Executive Officer. As it is the first such document held by the Shire there may well be scope for refinement and improvement over time. Additionally, should it need to be used that again may provide learnings regarding its contents. Council are requested to adopt the plan.

Consultation:

There was some communication with Market Creations who provide IT support to the Shire.

Statutory Environment:

Nil

Relevant Plans and Policy:

There is no current plan in place.

Financial Implications:

There are no implications from holding the plan, and it was drafted in-house so there have been no consultant costs associated with its preparation.

Risk Assessment:

The plan is designed to assist in the situation of emergency and so lack of a plan may well mean there is no clear outline of what to do in such a situation.

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

Community & Strategic Objectives:

Governance and Leadership

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

Comment:

This is the first document of its type to be prepared for the Shire. It will be a live document in that changes may be required if deficiencies are identified as and when it is put into practice. Any changes and/or additions would subsequently be presented to Council for adoption. Council are invited to adopt the plan.

2021/6-005 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

That Council adopt the Shire of Mt Marshall Business Continuity Plan as attached at 12.1.18

Moved Cr SR Putt

Seconded Cr NR Gillett

Carried 6/0

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

12.1.19 Economic Development Guide Update

File No:	4.0438
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author:	John Nuttall, Chief Executive Officer
Attachments:	12.1.19 - Updated Economic Development Guide
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previously Considered:	Nil

Background:

The Shire currently has an Economic Development Guide which is used to assist and direct the Economic Development Services provided by the Shire, and in particular by the Economic Development Officer.

The guide has been reviewed and updated following the recent adoption of the new Strategic Community Plan and Corporate Business Plan, and so the revised version of the guide is presented to council for adoption.

Consultation:

The updated guide has been prepared in consultation between the Economic Development Officer and the Chief Executive Officer.

Statutory Environment:

Nil

Relevant Plans and Policy:

A copy of the current guide and a copy of the draft revised guide are presented with this report.

Financial Implications:

Whilst the Economic Development Guide contains strategies which will have a cost associated to them these will be contained in the annual budget. Adoption of the revised guide itself will not have any cost implications.

Risk Assessment:

This guide is used to direct the functions of the Economic Development Officer and therefore a guide for reference is an extremely useful document.

Community & Strategic Objectives:

Economy

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

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

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

Comment:

The Economic Development Officer uses the guide to direct the areas of work undertaken and so it is an important document. Some time has been spent to update the guide following the adoption of the Strategic Community Plan and the Corporate Business Plan in order that it fits with those priorities adopted by Council.

2021/6-006 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

That Council adopt the draft Economic Development Guide as attached at 12.1.19

Moved Cr TM Gibson

Seconded Cr SR Putt

Carried 6/0

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

12.1.20 Policy Amendment – CS.3.2 Economic Development Grant Fund Policy

File No:	4.0203
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author:	John Nuttall, Chief Executive Officer
	12.1.20a - Current CS.3.2 Economic Development Grant Fund Policy
Attachments:	12.1.20b - Amended CS.3.2 Economic Development Grant Fund Policy
	12.1.20c - Draft Economic Development Grant Fund Scoring Matrix
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previously Considered:	Nil

Background:

Council budgets for the Economic Development Grant Fund which runs two rounds annually offering support to Mt Marshall based businesses and community groups. A committee of Council oversees the fund and determines who should be awarded funding in each round. There is a current policy to assist this committee to make consistent decisions, and to assist applicants to understand against what criteria the applications will be assessed.

On the basis of feedback from the committee some amendments and clarifications have been made to the policy, along with the inclusion of a draft scoring matrix – again to ensure consistent decision making across all rounds of the grant fund. Those draft documents are provided for Council to consider adopting.

Consultation:

These draft documents have been prepared by the Economic Development Officer and Chief Executive Officer based upon feedback from previous meetings of the Economic Development Grant Fund Committee.

Statutory Environment:

Nil

Relevant Plans and Policy:

The current policy is provided along with the draft proposed policy.

Financial Implications:

Nil from the policy amendments, but Council budget for the Economic Development Grant Fund annually.

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

Risk Assessment:

There is a risk that inconsistent decisions could be made without a policy. Additionally, the provision of a matrix will assist committee and applicants alike.

Community & Strategic Objectives:

Economy

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

Comment:

Council are requested to review the proposed amendments and scoring matrix and if they are satisfied they will assist the scheme to function in a fair and consistent way adopt the draft documents in order that they can be used when the first round of the Economic Development Fund Grant opens.

2021/6-007 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

That Council adopt the amended policy CS.3.2 Economic Development Grant Fund as at attachment 12.1.20b and scoring matrix as presented at 12.1.20c.

Moved Cr SR Putt

Seconded Cr IC Sanders

Carried 6/0

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

Cr ARC Sachse declared a financial interest in item 12.1.21 being that he is a director of Sachse Farming Pty Ltd who have placed an offer on the subject land.

Cr IC Sanders declared a financial interest in item 12.1.21 being that his company, ICS Carpentry, may be involved in possible infrastructure build on subject land.

Cr ARC Sachse and Cr IC Sanders left the meeting at 3.55pm.

Deputy President Cr NR Gillett assumed the Chair.

12.1.21 Offer to Purchase Land in Bencubbin

File No:	4.0059
Location/Address:	Lot 233 (7) Baxter Street Bencubbin
Name of Applicant:	Mrs Margo Sachse, Sachse Farming Pty Ltd
Name of Owner:	Shire of Mt Marshall
Author:	John Nuttall, Chief Executive Officer
Attachments:	12.1.21 - Letter of Offer to Purchase Lot 233 Baxter St, Bencubbin from Mrs Margo Sachse
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previously Considered:	Nil

Background:

The Shire owns various pieces of land suitable for residential property construction across both Bencubbin and Beacon. This land has been advertised as being available for purchase for several years through various channels, including on-line.

The administration were recently contacted by Mrs Margo Sachse, for and on behalf of Sachse Farming Pty Ltd with an offer to purchase Lot 233 (7) Baxter Street, Bencubbin. A copy of the letter is attached to this item.

The land subject to the offer does not currently have a survey and is not pegged. That being the case the offer for the land would be \$8,500.

Consultation:

Nil

Statutory Environment:

Local Government Act 1995

3.58. Disposing of property

(1) In this section —

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

property includes the whole or any part of the interest of a local government in property, but does not include money.

- (2) Except as stated in this section, a local government can only dispose of property to —
 - (a) the highest bidder at public auction; or
 - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
 - (a) it gives local public notice of the proposed disposition —
 - (i) describing the property concerned; and
 - (ii) giving details of the proposed disposition; and
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;and
 - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
 - (a) the names of all other parties concerned; and
 - (b) the consideration to be received by the local government for the disposition; and
 - (c) the market value of the disposition —
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.
- (5) This section does not apply to —
 - (a) a disposition of an interest in land under the *Land Administration Act 1997* section 189 or 190; or
 - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
 - (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

- (d) any other disposition that is excluded by regulations from the application of this section.

Relevant Plans and Policy:

Nil

Financial Implications:

There has been nothing budgeted this financial year for the sale of land, even though the land has been marketed, given the lack of land sales over the last few years.

Risk Assessment:

Previous offers have been refused by Council for this and other vacant land in the town. Previous refusals have been based on the offer being too low (around the \$2000 to \$3000 mark) and/or that there was no serious intention to build on the land within a reasonable timeframe.

Community & Strategic Objectives:

Environment (Built and Natural)

Deliver sustainable long-term planning for infrastructure that meets the needs of the community

Comment:

The land in question has been actively advertised as being available for purchase for some time, and although this is not the first offer received, it is the first offer made within the cost range which the land was advertised for sale. Council therefore are requested to give serious consideration to the offer which has been made. This is especially so, given there is a serious intention to build on the land within a reasonable timeframe.

Should Council resolve that they are prepared to accept the offer made there would be a requirement for the offer to be put out for public consultation. This period would then allow Council to receive feedback from the community and take account of any comments or objections prior to a final decision being made by Council at a future Council Meeting.

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

2021/6-008 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

That Council:

- 1. Subject to S3.58 (3) Local Government Act 1995 determine to dispose of the following Shire owned land:***
 - Lot 233 (7) Baxter Street, Bencubbin***

- 2. Subject to S3.58 (3) Local Government Act 1995 direct the Chief Executive Officer to give local public notice that it is the intention of the Shire to dispose of the following blocks of land:***
 - Lot 233 (7) Baxter Street, Bencubbin***

for \$8500 subject to any public comment; and

- 3. Direct the Chief Executive Officer to present any public comments along with a final recommendation relating to disposal of the Lot 233 (7) Baxter Street, Bencubbin to the next available Ordinary Meeting of Council.***

Moved Cr TM Gibson

Seconded Cr SR Putt

Carried 4/0

Cr ARC Sachse and Cr IC Sanders re-entered the meeting at 3.57pm.

Cr ARC Sachse resumed the chair.

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

12.2 Works Supervisor

Nil

Miss Rebecca Watson left the meeting at 3.59pm.

12.3 Executive Assistant

12.3.10 Status Report – June 2021

File No:	N/A
Location/Address:	N/A
Name of Applicant:	Nil
Name of Owner:	N/A
Author:	Nadine Richmond – Executive Assistant
Attachments:	12.3.10 – Status Report June 2021
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previously Considered:	Nil

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.

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

Comment:

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

2021/6-009 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

The Status Report for June 2021 be received.

Moved Cr TM Gibson

Seconded Cr NR Gillett

Carried 6/0

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

12.4 Finance and Administration Manager

12.4.15 Accounts Paid to 30 June 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 20 July 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
61	30/06/2021	BANK FEES - BANK FEES	BANK FEES	672.65
211	15/06/2021	WATER CORPORATION	UTILITY CHARGES 19.3.21-24.5.21	201.00
212	29/06/2021	WATER CORPORATION	PROPERTY RENTAL CHARGE	550.00
213	30/06/2021	WATER CORPORATION	UTILITY CHARGES 9.11.20-11.5.21	13653.39
EFT17563	03/06/2021	D I TOMAS CONTRACTING	FOOTPATHS	22176.00
EFT17564		MAY TRUST PAYMENT		
EFT17565	01/06/2021	SYNERGY	UTILITY CHARGES 14.4.21-11.5.21	1349.26

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

Chq/EFT	Date	Name	Description	Amount
EFT17566	01/06/2021	CRISP WIRELESS PTY LTD	BUSINESS LITE SUBSCRIPTION-INTERNET ACCESS	328.90
EFT17567	04/06/2021	SYNERGY	UTILITY CHARGES 13.3.21-14.5.21	117.36
EFT17568	03/06/2021	SYNERGY	UTILITY CHARGES 19.3.21-5.5.21	120.42
EFT17569	10/06/2021	NINGHAN SPRAYING & AG SERVICES	MAY SUPPLIES	159.50
EFT17570	10/06/2021	PARKER BLACK & FORREST PTY LTD	PADLOCKS AND KEYS	1201.75
EFT17571	10/06/2021	BENCUBBIN BULK HAULIERS	HIRE OF SINGLE SIDE TIPPER	18910.98
EFT17572	10/06/2021	DEPARTMENT OF FIRE & EMERGENCY SERVICES	ESLB 4TH QTR CONTRIBUTION	4158.00
EFT17573	10/06/2021	WA DISTRIBUTORS PTY LTD-ALL-WAYS FOODS	MAY SUPPLIES	173.00
EFT17574	10/06/2021	LGIS PROPERTY	ACTUAL WAGES ADJUSTMENT FOR PERIOD 30.6.19-30.6.20	229.80
EFT17575	10/06/2021	DAVES TREE SERVICE	REMOVAL OF TREES-CYCLONE SEROJA	33550.00
EFT17576	10/06/2021	DOWNER EDI WORKS PTY LTD	SUPPLY AND SPRAY BITUMEN	365022.13
EFT17577	10/06/2021	LANDGATE	VALUATION ROLL/MINING TENEMENTS	296.90
EFT17578	10/06/2021	BENCUBBIN AG SUPPLIES	MAY SUPPLIES	249.04
EFT17579	10/06/2021	GREAT SOUTHERN FUELS	DIESEL	12262.86
EFT17580	10/06/2021	NADINE RICHMOND	REIMBURSEMENT FOR TRAVEL ASSOCIATED WITH COURSE	497.27
EFT17581	10/06/2021	KC SALES	CATERING	104.50
EFT17582	10/06/2021	LO-GO APPOINTMENTS	CONTRACT SERVICES	3314.01
EFT17583	10/06/2021	WA CONTRACT RANGER SERVICES	RANGER SERVICES 3.5.21-17.5.21	561.00
EFT17584	10/06/2021	PALM PLUMBING	MAY REPAIRS	2537.58
EFT17585	10/06/2021	WHEATBELT OFFICE & BUSINESS MACHINES	PHOTOCOPIER CHARGES	390.92
EFT17586	10/06/2021	AERODROME MANAGEMENT SERVICES PTY LTD	WINDSOCK	559.50
EFT17587	10/06/2021	SALLY J DESIGN	DESIGN OF BEACON TOURIST INFORMATION BAY SIGN	375.00
EFT17588	10/06/2021	KOMATSU AUSTRALIA PTY LTD	MAY SUPPLIES	541.37
EFT17589	10/06/2021	TOLL TRANSPORT PTY LTD	FREIGHT-MAY21	153.23

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

Chq/EFT	Date	Name	Description	Amount
EFT17590	10/06/2021	THE BENCUBBIN SHOP	APRIL SUPPLIES	35.05
EFT17591	10/06/2021	LUCIA SCARI	REIMBURSEMENT FOR TRAVEL ASSOCIATED WITH COURSE	305.88
EFT17592	10/06/2021	FRONTLINE FIRE & RESCUE EQUIPMENT	PROTECTIVE CLOTHING	1000.61
EFT17593	10/06/2021	GIBSON RAISON SETTLEMENTS, TRUST ACCOUNT	SETTLEMENT FEES-LOT 82,67 MONGER ST BENCUBBIN	9278.76
EFT17594	10/06/2021	EASISALARY	PAYROLL DEDUCTIONS	396.17
EFT17595	10/06/2021	SYNERGY	UTILITY CHARGES 15.4.21-19.5.21	1109.26
EFT17596	14/06/2021	BENDIGO BANK	MAY SUPPLIES	5298.61
EFT17597	15/06/2021	AVON WASTE	RUBBISH COLLECTION-MAY21	6699.42
EFT17598	15/06/2021	BOC GASES	GAS CYLINDERS	43.32
EFT17599	15/06/2021	KTY ELECTRICAL SERVICES	MAY REPAIRS	5498.90
EFT17600	15/06/2021	BENCUBBIN NEWS & POST	NEWSPAPERS-MAY21	79.36
EFT17601	15/06/2021	BUNNINGS BUILDING SUPPLIES	SAFE	75.91
EFT17602	15/06/2021	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	INDUCTION TO LOCAL GOVERNMENT WORKSHOP-MAY21-L.SCARI	380.00
EFT17603	15/06/2021	ICS CARPENTRY	MAY REPAIRS	8927.60
EFT17604	15/06/2021	WA DISTRIBUTORS PTY LTD-ALL-WAYS FOODS	MAY SUPPLIES	30.25
EFT17605	15/06/2021	BENCUBBIN COMMUNITY RESOURCE CENTRE	CARAVAN PARK VOUCHERS	20.00
EFT17606	15/06/2021	THE WORKWEAR GROUP PTY LTD	UNIFORMS-T.MCLENNAN	399.00
EFT17607	15/06/2021	HERSEY'S SAFETY PTY LTD	MAY SUPPLIES	902.55
EFT17608	15/06/2021	LANDGATE	RURAL UV GENERAL REVALUATION 2020/21	6293.00
EFT17609	15/06/2021	BENCUBBIN AG SUPPLIES	MAY SUPPLIES	363.88
EFT17610	15/06/2021	REFUEL AUSTRALIA	MONTHLY CARD FEE	6.38
EFT17611	15/06/2021	GREAT SOUTHERN FUELS	FUEL-MAY21	2913.49
EFT17612	15/06/2021	MARTY GRANT BULLDOZING	PUSH GRAVEL	19690.00
EFT17613	15/06/2021	WINCHESTER INDUSTRIES	AGGREGATE FOR POOL (INVOICE FROM 31.5.20	16742.00
EFT17614	15/06/2021	AMPAC DEBT RECOVERY PTY LTD	DEBT RECOVERY COSTS-1043	333.48

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

Chq/EFT	Date	Name	Description	Amount
EFT17615	15/06/2021	PALM PLUMBING	MAY REPAIRS	1872.07
EFT17616	15/06/2021	MARKET CREATIONS	COMPUTER SERVICES	2767.06
EFT17617	15/06/2021	SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISING-AROUND THE TOWNS-MAY21	198.00
EFT17618	15/06/2021	JAMES BOYD	CLEANING & BOOKING AGENT FEE-MAY21	2676.10
EFT17619	15/06/2021	SHIRE OF CUNDERDIN	VELPIC-ANNUAL SUBSCRIPTION 31.5.21-30.5.22	423.34
EFT17620	15/06/2021	AUSTRALIA POST	POSTAGE-BEACON LIBRARY	55.65
EFT17621	15/06/2021	AVON VALLEY TOYOTA	LC200 4.5L TOYOTA LANDCRUISER (INVOICE ACTUALLY DATED 18.3.21)	2259.32
EFT17622	15/06/2021	TOLL TRANSPORT PTY LTD	FREIGHT-MAY21	53.85
EFT17623	15/06/2021	THE BENCUBBIN SHOP	MAY SUPPLIES	254.28
EFT17624	15/06/2021	SCUD AG SUPPLIES	MAY SUPPLIES	1070.38
EFT17625	15/06/2021	AFGRI EQUIPMENT AUSTRALIA	MAY SUPPLIES	1937.76
EFT17626	15/06/2021	OASIS CORPORATION PTY LTD ATF OASIS UNIT TRUST	SUPPLY & INSTALL SHADE SAIL	17492.20
EFT17627	15/06/2021	MORTLOCK FABRICATION & REPAIRS	MAY REPAIRS	14065.35
EFT17628	18/06/2021	TELSTRA	UTILITY CHARGES-APRIL21	4065.62
EFT17629	22/06/2021	WESFARMERS KLEENHEAT GAS P/L	FACILITY FEE-GAS CYLINDERS	171.60
EFT17630	22/06/2021	NINGHAN SPRAYING & AG SERVICES	JUNE SUPPLIES	357.50
EFT17631	22/06/2021	KTY ELECTRICAL SERVICES	JUNE REPAIRS	6545.41
EFT17632	22/06/2021	WHEATBELT SIGNS	SIGNS	2505.80
EFT17633	22/06/2021	BENCUBBIN SPORTS CLUB INC.	REFRESHMENTS	55.00
EFT17634	22/06/2021	SHIRE OF TRAYNING	DOCTORS HOUSE RENT 2.5.21-29.5.21 & VEHICLE EXPENSES-MAY21	1116.28
EFT17635	22/06/2021	BENCUBBIN NEWS & POST	POSTAGE 14.6.21-18.6.21	69.41
EFT17636	22/06/2021	BEACON COUNTRY CLUB INC.	CARAVAN PARK VOUCHERS	260.00
EFT17637	22/06/2021	BEACON CO-OPERATIVE LTD	ECONOMIC DEVELOPMENT GRANT FUND-PURCHASE OF OFFICE EQUIPMENT	996.00
EFT17638	22/06/2021	BENCUBBIN BULK HAULIERS	HIRE OF SINGLE SIDE TIPPER	2858.63
EFT17639	22/06/2021	ICS CARPENTRY	JUNE REPAIRS	41087.20

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

Chq/EFT	Date	Name	Description	Amount
EFT17640	22/06/2021	WA DISTRIBUTORS PTY LTD-ALL-WAYS FOODS	JUNE SUPPLIES	370.45
EFT17641	22/06/2021	BENCUBBIN COMMUNITY RESOURCE CENTRE	ANNUAL BOOKING MANAGEMENT FEE	330.00
EFT17642	22/06/2021	PORKY'S ENTERPRISES	RE-CONSTRUCT & RE-SHEET HISCOX ROAD	117150.00
EFT17643	22/06/2021	DAVES TREE SERVICE	REMOVAL OF TREES-CYCLONE SEROJA	28336.00
EFT17644	22/06/2021	THE WORKWEAR GROUP PTY LTD	UNIFORM-M.WYATT	236.80
EFT17645	22/06/2021	BENCUBBIN TRUCK N AUTO'S	ECONOMIC DEVELOPMENT FUND GRANT-SHED DEVELOPMENT	9945.22
EFT17646	22/06/2021	IPLX PIPELINES	PIPE	4631.66
EFT17647	22/06/2021	BENCUBBIN AG SUPPLIES	JUNE SUPPLIES	305.25
EFT17648	22/06/2021	CORSIGN WA PTY LTD	JUNE SUPPLIES	561.00
EFT17649	22/06/2021	ROSS'S DIESEL SERVICE	MAY REPAIRS	217.80
EFT17650	22/06/2021	BOB WADDELL & ASSOCIATES PTY LTD	VARIOUS ACCOUNTING SUPPORT	396.00
EFT17651	22/06/2021	KC SALES	UNIFORMS	1551.04
EFT17652	22/06/2021	LO-GO APPOINTMENTS	CONTRACT SERVICES	7091.28
EFT17653	22/06/2021	WA CONTRACT RANGER SERVICES	RANGER SERVICES 31.5.21 & 14.6.21	561.00
EFT17654	22/06/2021	CR ARC SACHSE	MEETING FEES & ALLOWANCES 19.5.21-15.6.21	1622.64
EFT17655	22/06/2021	HANDS ON THERAPEUTIC MASSAGE	ECONOMIC DEVELOPMENT GRANT FUND-GIFTED LAUNCH	635.18
EFT17656	22/06/2021	HEAVY METAL WELDING & CUSTOM FABRICATION	METAL SIGN, SOLDIER AND POPPIES	2753.70
EFT17657	22/06/2021	WHEATBELT OFFICE & BUSINESS MACHINES	PHOTOCOPIER CHARGES	105.79
EFT17658	22/06/2021	RDA WHEATBELT INC	SUBSCRIPTION	467.50
EFT17659	22/06/2021	CR NICK GILLETT	MEETING FEES & ALLOWANCES 19.5.21-15.6.21	685.11
EFT17660	22/06/2021	LEEANNE NOLA GOBBART	MEETING FEES & ALLOWANCES 19.5.21-15.6.21	523.75
EFT17661	22/06/2021	KOMATSU AUSTRALIA PTY LTD	JUNE SUPPLIES	1503.50
EFT17662	22/06/2021	TOLL TRANSPORT PTY LTD	FREIGHT-JUNE21	379.94

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

Chq/EFT	Date	Name	Description	Amount
EFT17663	22/06/2021	THE BENCUBBIN SHOP	CARAVAN PARK VOUCHERS	350.00
EFT17664	22/06/2021	AFGRI EQUIPMENT AUSTRALIA	JUNE SUPPLIES	217.97
EFT17665	22/06/2021	WA HARDWOOD FLOORS PTY LTD	SAND & SEAL-BEACON HALL	10775.00
EFT17666	22/06/2021	BOSSHEALTH GROUP PTY LTD	ENVIRONMENTAL HEALTH SERVICES- JUNE21	2475.00
EFT17667	22/06/2021	MURRAY BENNETT	INSTALLATION OF SIGN	200.00
EFT17668	22/06/2021	WHEATBELT PLUMBING & GAS	INSTALLATION OF WATER TANK	3823.60
EFT17669	22/06/2021	WESTSIDE DRILLING	DRILLING HOLES FOR FOOTBALL POSTS (INVOICE IS ACTUALLY FROM 19.4.21	1650.00
EFT17670	22/06/2021	ALLINGTON AGRI	VERGE SPRAYING	13193.78
EFT17671	22/06/2021	EASISALARY	PAYROLL DEDUCTIONS	396.17
EFT17672	31/05/2021	CARDTRONICS	ONGOING FEES FOR ATM-MAY21	40.03
EFT17673	09/06/2021	PERKBOX AUSTRALIA	STANDARD L&W BUNDLE	198.00
EFT17674	22/06/2021	SYNERGY	STREETLIGHTS 25.4.21-24.5.21	1798.92
EFT17675	28/06/2021	SHIRE OF WYALKATCHEM	DEBTORS REFUND	7330.25
EFT17676	28/06/2021	SHIRE OF MT MARSHALL	DEBTOR REFUND	7330.25
EFT17677	28/06/2021	SHIRE OF KOORDA	DEBTORS REFUND	7330.25
EFT17678	28/06/2021	SHIRE OF TRAYNING	DEBTORS REFUND	7330.25
EFT17679	28/06/2021	SHIRE OF NUNGARIN	DEBTORS REFUND	2338.90
EFT17680	28/06/2021	SHIRE OF MT MARSHALL	FLEET SCHEDULE RENEWAL 30.6.21	10590.35
EFT17681	29/06/2021	MAIN ROADS WESTERN AUSTRALIA	REFUND OVER PAYMENT OF RRG GRANT (SCOTSMAN ROAD)	23976.70
EFT17682	29/06/2021	TELSTRA	UTILITY CHARGES-MAY21	1870.14
EFT17683	29/06/2021	KTY ELECTRICAL SERVICES	JUNE REPAIRS	1849.10
EFT17684	29/06/2021	BEACON COUNTRY CLUB INC.	CARAVAN PARK VOUCHERS (INVOICE ONLY RECEIVED MIDDLE OF JUNE)	230.00
EFT17685	29/06/2021	BEACON CENTRAL COMMUNITY RESOURCE CENTRE	ECONOMIC DEVELOPMENT GRANT FUNDING	1077.72
EFT17686	29/06/2021	ICS CARPENTRY	BUS SHED-BEACON DEPOT	37994.00
EFT17687	29/06/2021	FAULKNER BROTHER HOLDINGS	ANNUAL LEASE OF BEACON RUBBISH TIP SITE 1.8.20-31.7.21	5560.50

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

Chq/EFT	Date	Name	Description	Amount
EFT17688	29/06/2021	BENCUBBIN TRUCK N AUTO'S	MAY REPAIRS (INVOICE RECEIVED MIDDLE OF JUNE)	4597.24
EFT17689	29/06/2021	HILLS FIRE EQUIPMENT SERVICE	SERVICE FIRE EQUIPMENT	2125.20
EFT17690	29/06/2021	BENCUBBIN AG SUPPLIES	MAY SUPPLIES (INVOICE WAS ONLY RECEIVED MIDDLE OF JUNE)	1332.97
EFT17691	29/06/2021	CR IC SANDERS	MEETING FEES & ALLOWANCES 19.5.21-15.6.21	493.18
EFT17692	29/06/2021	R MUNNS ENGINEERING CONSULTING SERVICES	1/8 SHARE OF SECRETARIAL AND WN RRG 2020/21	1362.90
EFT17693	29/06/2021	LO-GO APPOINTMENTS	CONTRACT SERVICES	2993.30
EFT17694	29/06/2021	INITIAL HYGIENE	SANITARY DISPOSAL SERVICE 11.7.21-10.8.21	550.00
EFT17695	29/06/2021	NILFISK PTY LTD	SERVICE NILFISK FLOOR SCRUBBER	780.45
EFT17696	29/06/2021	CR STUART PUTT	MEETING FEES & ALLOWANCES 19.5.21-15.6.21	493.18
EFT17697	29/06/2021	STAFF SOCIAL CLUB	PAYROLL DEDUCTIONS	990.00
EFT17698	28/06/2021	SYNERGY	UTILITY CHARGES 18.3.21-14.5.21	147.76
EFT17699	29/06/2021	SYNERGY	UTILITY CHARGES 12.5.21-8.6.21	1190.67
EFT17700		TRUST PAYMENT BELOW		
DD10520.1	02/06/2021	AWARE SUPER	PAYROLL DEDUCTIONS	6758.51
DD10520.2	02/06/2021	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	235.15
DD10520.3	02/06/2021	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	376.42
DD10520.4	02/06/2021	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	586.16
DD10520.5	02/06/2021	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	90.00
DD10520.6	02/06/2021	LEGALSUPER	SUPERANNUATION CONTRIBUTIONS	593.77
DD10520.7	02/06/2021	CHILD CARE SUPER	SUPERANNUATION CONTRIBUTIONS	66.23
DD10520.8	02/06/2021	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	195.06
DD10520.9	02/06/2021	IOOF	SUPERANNUATION CONTRIBUTIONS	177.18
DD10541.1	16/06/2021	AWARE SUPER	PAYROLL DEDUCTIONS	6722.09
DD10541.2	16/06/2021	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	374.99
DD10541.3	16/06/2021	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	231.00

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

Chq/EFT	Date	Name	Description	Amount
DD10541.4	16/06/2021	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	657.61
DD10541.5	16/06/2021	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	88.78
DD10541.6	16/06/2021	LEGALSUPER	SUPERANNUATION CONTRIBUTIONS	593.77
DD10541.7	16/06/2021	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	195.06
DD10541.8	16/06/2021	IOOF	SUPERANNUATION CONTRIBUTIONS	177.18
DD10562.1	30/06/2021	AWARE SUPER	PAYROLL DEDUCTIONS	6321.18
DD10562.2	30/06/2021	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	231.00
DD10562.3	30/06/2021	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	387.47
DD10562.4	30/06/2021	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	620.64
DD10562.5	30/06/2021	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	96.07
DD10562.6	30/06/2021	LEGALSUPER	SUPERANNUATION CONTRIBUTIONS	593.77
DD10562.7	30/06/2021	CHILD CARE SUPER	SUPERANNUATION CONTRIBUTIONS	82.00
DD10562.8	30/06/2021	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	195.06
DD10562.9	30/06/2021	IOOF	SUPERANNUATION CONTRIBUTIONS	177.18
				1,050,621.68

2. Trust

Chq/EFT	Date	Name	Description	Amount
EFT17700	30/06/2021	DEPARTMENT OF TRANSPORT	MMSO20210610	11160.90
				11,160.90

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

3. Mastercard

Details	Amount
Table-John's office	159.00
Accomm.-N.Richmond-course	140.00
Bank fees	4.00
Accomm.-L.Scari-course	110.00
Safe,storage container,key tags	138.40
Batteries	9.98
Solar floodlight	82.65
Bank fees	4.00
Daycare items	3173.07
Grant writing workshop	20.00
Ink cartridge	85.00
Linen	257.00
Linen	257.00
Linen	257.00
Linen	257.00
Bank fees	4.00
Parking	12.42
Little hotelier	81.95
Little hotelier	81.95
Verify identity-J.Nuttall	49.00
Key cut	7.80
Keys cut	70.20
Parking-NEWROC meeting	10.10
Zoom-May	23.09
Bank fees	4.00
	5,298.61

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

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 **20 July 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).

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.

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

Comment:
Nil

2021/6-010 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

That the Accounts Listed

<i>Municipal Fund</i>	\$	<i>1,050,621.68</i>
<i>Trust Fund</i>	\$	<i>11,160.90</i>
<i>Mastercard</i>	\$	<i><u>5,298.61</u></i>
<i>Total</i>	\$	<i>1,067,081.19</i>

Be endorsed.

Moved Cr LN Gobbart

Seconded Cr SR Putt

Carried 6/0

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

12.4.16 Statement of Financial Activity to 30 June 2021

File No:	4.0042
Location/Address:	N/A
Name of Applicant:	Nil
Name of Owner:	N/A
Author:	Tanika McLennan – Finance & Admin Manager
Attachments:	12.4.16 – Statement of Financial Activity to 30 June 2021
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previously Considered:	Nil

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

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

2021/6-011 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

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

Moved Cr SR Putt

Seconded Cr NR Gillett

Carried 6/0

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

12.4.17 Annual Budget 2021/22

File No:	4.0265
Location/Address:	N/A
Name of Applicant:	Nil
Name of Owner:	N/A
Author:	Tanika McLennan – Finance & Admin Manager
Attachments:	12.4.17 – Annual Budget 2021/22
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Previously Considered:	Nil

Background:

The 2021/22 Annual Budget has been compiled based on the principles contained in the previously adopted Community Strategic Plan and Corporate Business Plan (Plan for the Future).

Budget workshops took place on 2 June 2021, 28 June 2021 and 13 July 2021 and included Councillors and relevant staff.

Consultation:

Shire of Mt Marshall Officers
Shire of Mt Marshall Councillors
Shire of Mt Marshall Community Groups
Contract Accountant – Bob Waddell and Associates

Statutory Environment:

Local Government Act 1995
Local Government (Financial Management) Regulations 1996
Local Government (Administration) Regulations 1996
Rates and Charges (Rebates and Deferments) Act 1992

Relevant Plans and Policy:

Subject to Council policies

Financial Implications:

Budget Adoption

Risk Assessment:

Risk of noncompliance with the Local Government Act 1995 if not adopted by 31 August

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.

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

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

Comment:

The budget includes a rates increase of 3% for the 2020/21 financial year. It should be noted that whilst the total rates raised will increase by 3%, individual property results may vary as a result of changes to valuations.

The Local Government Act 1995, requires that the Annual Budget is prepared and adopted no later than 31 August each financial year.

The 2021/22 Annual Budget is presented for Council's adoption.

2021/6-012 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

That

- 1) ***Pursuant to the provisions of Section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, Council adopt the attached Municipal Fund Budget for the Shire of Mt Marshall for the 2021/22 financial year, which includes the following:***
 - ***Statement of Comprehensive Income by Nature and Type***
 - ***Statement of Comprehensive Income by Program***
 - ***Statement of Cash Flows***
 - ***Rate Setting Statement***
 - ***Notes to and Forming Part of the Budget***
 - ***Budget Program Schedules***
 - ***Transfers to and from Reserve Accounts***

- 2) ***For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at part 1) above, Council, pursuant to sections 6.32, 6.33, 6.34, 6.35 of the Local Government Act 1995 and the Local Government (COVID-19 Response) Ministerial Order 2020, gazetted on 8 May 2020, impose the following rate levels:***
 - a) ***Where the General Rate is to apply, for all rateable properties with a Gross Rental Valuation a rate of 13.6363 cents in the dollar and a Minimum Rate of \$428.00 be applied.***

 - b) ***Where the General Rate is to apply, for all the rateable properties with Unimproved Valuations a rate of 1.7946 cents in the dollar and a Minimum Rate of \$428.00 be applied.***

 - c) ***Where the Specified Area Rate for the Bencubbin area is to apply, for all rateable properties with Gross Rental Valuations, a rate of 0.4983 cents, in the dollar be applied.***

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

- 9) *Pursuant to section 5.99 of the Local Government Act 1995 and regulation 34 of the Local Government (Administration) Regulations 1996, Council notes the individual meeting attendance fees adopted 15 June 2021.*
- 10) *In accordance with regulation 34(5) of the Local Government (Financial Management) Regulations 1996, and AASB 1031 Materiality, the level to be used in statements of financial activity in 2021/22 for reporting material variances shall be 10% and \$10,000.*

*Moved Cr NR Gillett
Absolute Majority*

Seconded Cr IC Sanders

Carried 6/0

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

12.5 Community Development Officer

12.5.3 Fees and Charges Amendment – Little Bees Day Care Service Fees

File No:	4.0239
Location/Address:	N/A
Name of Applicant:	Nil
Name of Owner:	N/A
Author:	Rebecca Watson – Community Development Officer
Attachments:	Nil
Declaration of Interest:	Rebecca Watson – Daughter is enrolled at Little Bees, Bencubbin
Voting Requirements:	Absolute Majority
Previously Considered:	Nil

Background:

Council adopted the 2021/2022 Fees and Charges at the June 2021 Ordinary Meeting of Council. This included an increase to the Little Bees Day Care fees and charges.

Harmony is the online portal used by the Little Bees Day Care Services to sign children in and out and calculate the Child Care Subsidy (CCS) to then allow the Little Bees Coordinator to issue invoices to the parent for the amount not covered by the CCS.

The Harmony system must have a rate set which can be divided equally across the hours of operation for that period. For example, \$85.00 set for the full day rate does not divide equally (to the nearest \$0.05) across the 8 hours for the full day session.

The Community Development Officer was contacted by the Willy Wagtails Day Care Scheme to raise this issue and asked that the amounts be adjusted to work within the Harmony system. The fees and charges adopted in June by Council are:

Full Day	\$85.00 (8 Hours)
Half Day	\$50.00 (4 Hours)
A/S Care	\$20.00 (1.5 hours)

Consultation:

John Nuttall – Chief Executive Officer
Tanika McLennan – Finance and Administration Manager
Sharon Palumbo – Willy Wagtails Day Care Scheme

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.

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

12.6 Regulatory Officer

12.6.3 Provision of Goods and Services - Bitumen Supply – 2021/22

File No:	Tender Register
Location/Address:	N/A
Name of Applicant:	Shire of Mt Marshall
Name of Owner:	N/A
Author:	Meg Wyatt – Regulatory Officer
Attachments:	12.6.3 – F&R.2.5 Purchasing Policy
Declaration of Interest:	Nil
Voting Requirements:	Recommendations 1 & 2: Simple Majority Recommendation 3: Absolute Majority
Previously Considered:	Nil

Background:

This report seeks Council endorsement for a call for a Request for Tender (RFT) to provide Bitumen Supplies to the Shire for the 2021/2022 road sealing program.

Councillors will be aware that this service is included in the budget for the financial year. This report seeks Council endorsement for the selection criteria to be used to assess any tenders received, along with approval for the Chief Executive Officer to award the contract to the most appropriate tender.

Consultation:

Mr John Nuttall – Chief Executive Officer
Mr Aaron Wootton – Works Supervisor

Statutory Environment:

The Council is able to call for tenders pursuant to Part 4 of the Local Government (Functions and General) Regulations, 1996. This is reflected in Regulation 14 (2a) and Regulation 11 (2) (b)

14. Publicly inviting tenders, requirements for

(2a) "If a Local Government -

(a) is required to invite a Tender; or

(b) not being required to invite a Tender, decides to invite a Tender.

The Local Government must, before Tenders are publicly invited, determine in writing the criteria for deciding which Tender should be accepted."

11. When tenders have to be publicly invited

(2) Tenders do not have to be publicly invited according to the requirements of this Division if —

(b) the supply of the goods or services is to be obtained through the WALGA Preferred Suppliers Program.

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

Council may also afford delegation to the CEO to pursuant to Section 5.42 of the Local Government Act, 1995:

5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
 - (a) this Act other than those referred to in section 5.43; or
 - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

** Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Relevant Plans and Policy:

Shire Policy F&R 2.5 deals with purchasing and tenders, but it does not set a standard selection criteria. Accordingly, Council are invited to consider the appropriate selection criteria through this report. A copy of that policy is attached (**Attachment 12.6.3**).

Financial Implications:

Application of appropriate selection criteria for the tender process will assist in ensuring that tenderers offer the "best value" with respect to the supply of goods and services. The costs for bitumen supply has been included in the 2021/22 budget.

Risk Assessment:

There is a requirement, due to the sums involved, to run a tender for this contract. Failure to do so would be a breach of the Local Government Act.

Community & Strategic Objectives:

Governance and Leadership

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

Comment:

To be compliant with the tender regulations Council is required to approve the selection criteria which is to be used to evaluate the tenders received. The selection criteria to be used in the documentation for this tender is included in the officer recommendation below.

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

2021/6-014 OFFICER'S RECOMMENDATION'S / COUNCIL DECISION:

Officer's Recommendation 1:

That Council, pursuant to Section 3.57 of the Local Government Act, 1995 and Division 2 of the Local Government (Functions and General) Regulations, 1996 call for Tenders (RFT MM01.21/22) for the provision of Bitumen Supplies for a period of 1 year through the WALGA Preferred Supplier Program (r. 11 (2)(b).

Officer's Recommendation 2:

That Council, pursuant to Section 3.57 of the Local Government Act, 1995 and Division 2 of the Local Government (Functions and General) Regulations, 1996 set the Qualitative Evaluation Criteria for RFT MM 01.21/22, as follows:

<i>Relevant Experience</i>	<i>25%</i>
<i>Submitted Rates</i>	<i>25%</i>
<i>Resources & Current Commitments</i>	<i>25%</i>
<i>Confirmation rates are fixed for 21/22</i>	<i>25%</i>

Officer's Recommendation 3:

That Council pursuant to Section 5.42 of the Local Government Act, 1995 delegate authority to the Chief Executive Officer to award the bitumen supply contract in accordance with the results of the tender evaluation process.

Moved Cr IC Sanders
Absolute Majority

Seconded Cr SR Putt

Carried 6/0

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

12.7 Development

Nil

12.8 Environmental Health Officer

Nil

13.0 Matters for Which Members of the Public are Excluded

2021/6-015 RECOMMENDATION / COUNCIL DECISION:

That members of the public be excluded to discuss agenda item 13.1 and 13.2 as they are considered to be a matter affecting an employee or employees and legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting.

Moved Cr TM Gibson

Seconded Cr SR Putt

Carried 6/0

Mr Len Cargeeg, Ms Tanika McLennan left the meeting at 4.28pm.
Mr John Nuttall left the meeting at 4.29pm

13.1 Chief Executive Officer Contract and Superannuation Guarantee Rate Statutory Increase

2021/6-016 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

That Council amend the current Chief Executive Officer Contract of Employment by increasing the Superannuation Guarantee Rate to 10% with no change to the base salary.

Moved Cr NR Gillett

Seconded Cr SR Putt

Carried 6/0

Mr John Nuttall re-entered the meeting at 4.35pm.

13.2 Endorsement of NEWROC Resolution Regarding Legal Fees

2021/6-017 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

That Council endorse the resolution made by the NEWROC on 29 June 2021.

Moved Cr SR Putt

Seconded Cr IC Sanders

Carried 6/0

2021/6-018 RECOMMENDATION / COUNCIL DECISION:

That the meeting comes out from behind closed doors.

Moved Cr IC Sanders

Seconded Cr SR Putt

Carried 6/0

Chairperson Initial

Minutes of the Ordinary Meeting of Council
held on Tuesday 20 July 2021

14.0 Elected Members' Motions of Which Previous Notice Has Been Given

Nil

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

Nil

16.0 Next Meeting – Tuesday 17 August 2021 commencing at 3:00pm in Council Chambers, 71 Monger St, Bencubbin

17.0 Closure of Meeting

The Presiding Member thanked everyone for attending and declared the meeting closed at 4.41pm.

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

Date

Cr ARC Sachse President