



**SHIRE OF MT MARSHALL**

# **MINUTES**

**Notice is hereby given that an Ordinary Meeting of Council was held on Tuesday 17 August 2021 in Council Chambers, Monger St, Bencubbin commencing at 3:00pm.**

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Cr ARC Sachse

President

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intentionally**

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# DISCLAIMER

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

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John Nuttall  
Chief Executive Officer

\_\_\_\_\_  
Chairperson Initial

**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 17 August 2021**

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**13. Matters for Which Members of the Public are Excluded**

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

**13.1 CONFIDENTIAL – Bencubbin Hotel**

**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 21 September 2021 commencing at 3:00pm in Council Chambers, Monger St, Bencubbin**

**17. Closure of Meeting**

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**Minutes of the Ordinary Meeting of Council**  
**held on Tuesday 17 August 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	3.00-3.12, 3.14-4.01pm
Cr NR Gillett	Deputy President	
Cr LN Gobbart	Councillor	
Cr IC Sanders	Councillor	3.00-3.12, 3.14-4.01pm
Cr TM Gibson	Councillor	
Cr SR Putt	Councillor	
Mr John Nuttall	Chief Executive Officer	
Ms Nadine Richmond	Executive Assistant	
Ms Tanika McLennan	Finance and Administration Manager	3.00-3.30pm
Mr Len Cargeeg	Member of the Public	3.00-3.30pm

**Apologies**

Nil

**3.0 Standing Orders**

**2021/7-001 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

**4.2 Public Question Time**

The Presiding Member declared public question time open at 3.01pm.

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

Does the Shire have anything on their agenda concerning the Wialki Hall?

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

The Presiding Member advised Mr Cargeeg that while there was nothing in the August agenda regarding the Hall, however there are funds in the 2021/2022 Budget for the Wialki Golf Club. There was also expenditure on the Wialki Golf Club in last years budget.

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 12.1.24 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 12.1.24 being that his company, ICS Carpentry, may be involved in possible infrastructure build on subject land.

**7.0 Confirmation of Minutes of Previous Meetings**

**7.1 Minutes of the Ordinary Meeting held on Tuesday 20 July 2021**

**2021/7-002 OFFICER RECOMMENDATION/COUNCIL DECISION:**

***That the Minutes of the Ordinary Meeting of Council held on Tuesday 20 July 2021 be confirmed as a true and correct record of proceedings.***

***Moved Cr SR Putt***

***Seconded Cr TM Gibson***

***Carried 6/0***

**8.0 Announcements by Presiding Person Without Discussion**

Nil

**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:

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The President represented the Shire at the following meetings and training opportunities from 21<sup>st</sup> July to 17<sup>th</sup> August 2021.

- 29/07/2021 North Eastern Wheatbelt Travel Association (NEWTravel), Trayning, with Deputy President Cr Nick Gillett, Cr Tanya Gibson, CEO John Nuttall and CDO Rebecca Watson.
- 2/08/2021 Shire of Mt Marshall Annual Local Emergency Management Exercise, Bencubbin, with Cr Stuart Putt, CEO John Nuttall, RO Meg Wyatt, FAM Tanika McLennan, Mt Marshall Local Emergency Management Committee (LEMC) Agencies and the Bencubbin Primary School.17/06/2021 -WALGA Great Eastern Country Zone Executive, Teleconference
- 4/08/2021 Local Government Grants Scheme (LGGGS) Capital Grants Committee Meeting, DFES Cockburn Emergency Services Facility.
- 5/08/2021 Corporate Information Session, Council Chambers, with Deputy President Cr Nick Gillett (by telephone), Cr Tanya Gibson, Cr Stuart Putt, Cr Ian Sanders and CEO John Nuttall.
- 7/08/2021 Birdwatching in Mt Marshall visit at Marshall Rock and Billiburning Rock with members of the Wheatbelt Avon Bird Group of Birdlife Australia and community members.
- 10/08/2021 Local Emergency Management Committee meeting with CEO, John Nuttall, RO Meg Wyatt and CDO Rebecca Watson.
- 12/08/2021 WALGA Great Eastern Country Zone Executive Meeting, Teleconference.

DFES Beacon Volunteer Emergency Services Unit (VESU) Shed upgrade official opening by the DFES Commissioner Darren Klemm, with Murray Carter (DFES), Daniel Hendrickson (DFES), Captain of the Beacon VESU Noel Miguel, Beacon VESU personnel, RO Meg Wyatt and the Beacon Primary School.

- 14/08/2021 Central Wheatbelt Winter Sports Medal Count, Kalannie

**9.2 Councillors**

Cr TM Gibson – NEWTravel Meeting 29 July 2021

Cr NR Gillett – NEWTravel Meeting 29 July 2021

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

Nil

**11.0 Reports of Committees**

Nil

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Chairperson Initial



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**12.0 Reports of Officers**

**12.1 Chief Executive Officer**

**12.1.22 Facilities and Services Committee**

<b>File No:</b>	4.0081
<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>	Nil
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Previously Considered:</b>	Nil

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**Background:**

During the course of the preparation and consultation for the Strategic Community Plan and the Corporate Business Plan it was determined that it would be appropriate to arrange a Facilities and Services Working Group for the Shire. It was further determined that in the first instance this group should be formed in Beacon (with a view that future iterations would be Shire wide).

Accordingly, the following action was adopted in the Corporate Business plan:

*Establish a Facilities and Services Working Group to address the outstanding Council item (Resolution 2017/022) and provide community members with input into priorities.*

This item seeks to start the process of forming the committee in line with that action.

**Consultation:**

Community consultation was involved in the preparation of the Community Strategic and Corporate Business Plans.

**Statutory Environment:**

*Local Government Act 1995*

Subdivision 2 — Committees and their meetings

5.8. Establishment of committees

A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

\* Absolute majority required.

5.9. Committees, types of

(1) In this section —

other person means a person who is not a council member or an employee.

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- (2) A committee is to comprise —
- (a) council members only; or
  - (b) council members and employees; or
  - (c) council members, employees and other persons; or
  - (d) council members and other persons; or
  - (e) employees and other persons; or
  - (f) other persons only.

5.10. Committee members, appointment of

- (1) A committee is to have as its members —
  - (a) persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
  - (b) persons who are appointed to be members of the committee under subsection (4) or (5).

\* Absolute majority required.

(2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.

(3) Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the council.

(4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.

(5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —

- (a) to be a member of the committee; or
- (b) that a representative of the CEO be a member of the committee, the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

[Section 5.10 amended: No. 16 of 2019 s. 18.]

5.11A. Deputy committee members

(1) The local government may appoint\* a person to be a deputy of a member of a committee and may terminate such an appointment\* at any time.

\* Absolute majority required.

(2) A person who is appointed as a deputy of a member of a committee is to be —

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- (a) if the member of the committee is a council member — a council member; or
- (b) if the member of the committee is an employee — an employee; or
- (c) if the member of the committee is not a council member or an employee — a person who is not a council member or an employee; or
- (d) if the member of the committee is a person appointed under section 5.10(5) — a person nominated by the CEO.

(3) A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.

(4) A deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member.

[Section 5.11A inserted: No. 17 of 2009 s. 20.]

**5.11. Committee membership, tenure of**

(1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —

- (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or
- (b) the person resigns from membership of the committee; or
- (c) the committee is disbanded; or
- (d) the next ordinary elections day, whichever happens first.

(2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —

- (a) the term of the person's appointment as a committee member expires; or
- or
- (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or
- or
- (c) the committee is disbanded; or
- (d) the next ordinary elections day, whichever happens first.

**5.12. Presiding members and deputies, election of**

(1) The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule —

- (a) to "office" were references to "office of presiding member"; and
- (b) to "council" were references to "committee"; and
- (c) to "councillors" were references to "committee members".

(2) The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule —

- (a) to "office" were references to "office of deputy presiding member"; and
- (b) to "council" were references to "committee"; and

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- (c) to “councillors” were references to “committee members”; and
  - (d) to “mayor or president” were references to “presiding member”.
- 5.13. Deputy presiding members, functions of  
If, in relation to the presiding member of a committee —
- (a) the office of presiding member is vacant; or
  - (b) the presiding member is not available or is unable or unwilling to perform the functions of presiding member, then the deputy presiding member, if any, may perform the functions of presiding member.

- 5.14. Who acts if no presiding member  
If, in relation to the presiding member of a committee —
- (a) the office of presiding member and the office of deputy presiding member are vacant; or
  - (b) the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of presiding member, then the committee members present at the meeting are to choose one of themselves to preside at the meeting.

- 5.15. Reduction of quorum for committees  
The local government may reduce\* the number of offices of committee member required for a quorum at a committee meeting specified by the local government if there would not otherwise be a quorum for the meeting.

\* Absolute majority required.

- 5.16. Delegation of some powers and duties to certain committees

- (1) Under and subject to section 5.17, a local government may delegate\* to a committee any of its powers and duties other than this power of delegation.

\* 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.

- (3) Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —

- (a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and
- (b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.

- (4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

- 5.17. Limits on delegation of powers and duties to certain committees

- (1) A local government can delegate —

- (a) to a committee comprising council members only, any of the council’s powers or duties under this Act except —

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- (i) any power or duty that requires a decision of an absolute majority of the council; and
- (ii) any other power or duty that is prescribed; and
- (b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and
- (c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —
  - (i) the local government's property; or
  - (ii) an event in which the local government is involved.
- (2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

**Relevant Plans and Policy:**

Nil

**Financial Implications:**

There will be minimal cost in the setting up and arranging of the committee which will be covered within the current annual budget. The committee will be involved in determining where future funds might be spent as per future annual budgets.

**Risk Assessment:**

There is a risk that without thorough preparation and planning the purpose and scope of the committee may not be properly understood.

**Community & Strategic Objectives:**

*Governance and Leadership*

Work with groups from across the community to address their concerns regarding equity in facilities and services.

**Comment:**

Based upon discussions held, and the feedback from the community it is recommended that this group be set up as a Committee of Council. It is further recommended that the committee have the following members:

2 Councillors

4 Community members

Additionally, at least two members of Shire staff would attend the committee meetings in order to provide information and assistance and to take minutes. As staff members would not be voting members they will not be formally listed on the committee list.

The committee would be governed by a Terms of Reference which will be agreed and signed at the first meeting. It is anticipated that Mr Stephen Grimmer be engaged to attend the first meeting in order to assist with the adoption of the terms of reference and provide explanation of the role of the committee (based upon his experience of a similar group).

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Should Council adopt the recommendation as presented, officers would then seek to identify and approach Beacon Community Members who it is felt would be able to represent wide section(s) of the community and invite them to be part of this committee. Those names would then be brought back to the next Council meeting for ratification. Following that ratification, a date would be set for the first meeting.

**2021/7-003 OFFICER'S RECOMMENDATION / COUNCIL DECISION:**

***That Council:***

- 1. Subject to Local Government Act 1995, Section 5.8 establish a new committee to be called 'Facilities and Services Committee'***
- 2. Subject to Local Government Act 1995, Section 5.9 direct that the 'Facilities and Services Committee' has the following membership:***
  - Councillor Representative x2***
  - Community Representative x4***
- 3. Subject to Local Government Act 1995, Section 5.10 resolve that the Councillor representatives on the 'Facilities and Services Working Group' be as follows:***
  - Cr. ARC Sachse***
  - Cr. TM Gibson***
- 4. Direct that the four community representatives at this time be chosen from the Beacon Community as the initial focus of the committee will be to fulfil Governance & Leadership Item 1 (Work with groups from across the community to address their concerns regarding equity in facilities and services) of the Corporate Business Plan***
- 5. Direct the Chief Executive Officer to present a recommendation to the next Ordinary Council Meeting of the names of Beacon community members to sit on the committee***

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

***Seconded Cr TM Gibson***

***Carried 6/0***

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**12.1.23 New Charge – Hire of Fogging Machine**

<b>File No:</b>	4.0275
<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>	Nil
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Previously Considered:</b>	Nil

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**Background:**

The Shire of Mukinbudin have approached the Chief Executive Officer requesting that during the course of the upcoming months they be able to hire the Shire owned Fogging Machine as they anticipate that there will be a substantial mosquito outbreak due to the amount of rainfall this year.

There is currently no fee or charge set to allow the Chief Executive Officer to be able to agree to a hire of the machine.

**Consultation:**

The request has come from the Shire of Mukinbudin Chief Executive Officer, Mr Dirk Sellenger.

**Statutory Environment:**

*Local Government Act 1995*

6.16. Imposition of fees and charges

(1) A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

\* Absolute majority required.

(3) Fees and charges are to be imposed when adopting the annual budget but may be —

(a) imposed\* during a financial year; and

(b) amended\* from time to time during a financial year.

\* Absolute majority required.

**Relevant Plans and Policy:**

Nil

**Financial Implications:**

This is not a matter which has been budgeted or for which there is currently a fee or charge set.

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**Risk Assessment:**

Nil

**Community & Strategic Objectives:**

Nil

**Comment:**

There does not appear to be any issue in assisting our neighbours by hiring out the fogging machine (subject to it not being in use at the time) and although this request has come from the Shire of Mukinbudin it may well be that other surrounding Shires would also like to be able to utilise the machine in the coming months.

**2021/7-004 OFFICER'S RECOMMENDATION / COUNCIL DECISION:**

***That Council, subject to Local Government Act 1995 section 6.16, impose a new charge as follows:***

	<u>Fee</u>	<u>GST</u>	<u>Total</u>
<b><i>Hire of Fogging Machine per day</i></b>	<b><i>\$50</i></b>	<b><i>\$5</i></b>	<b><i>\$55</i></b>

***(To Local Government Entities only and this charge does not include supply of diesel or chemical and the machine is to be collected and returned in working order at the expense of the hiring Shire)***

***This new rate will be advertised and is to come into effect as of Wednesday 18 August 2021.***

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

***Seconded Cr IC Sanders***

***Carried 6/0***

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Cr ARC Sachse declared a financial interest in item 12.1.24 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 12.1.24 being that his company, ICS Carpentry, may be involved in possible infrastructure build on subject land.

Cr Sachse and Cr Sanders left the meeting at 3:12pm

Deputy President Cr NR Gillett assumed the Chair.

**12.1.24 Offer to Purchase Land in Bencubbin**

<b>File No:</b>	4.0060
<b>Location/Address:</b>	Lot 233 (7) Baxter Street Bencubbin
<b>Name of Applicant:</b>	Mrs Margo Sachse, Sachse Farming Pty Ltd
<b>Name of Owner:</b>	Shire of Mt Marshall
<b>Author:</b>	John Nuttall, Chief Executive Officer
<b>Attachments:</b>	Nil
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Resolution 1: Simple Majority Resolution 2: Absolute Majority
<b>Previously Considered:</b>	Nil

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**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.

An offer of \$8500 by Mrs Margo Sachse, for and on behalf of Sachse Farming Pty Ltd to purchase Lot 233 (7) Baxter Street, Bencubbin was presented to the July Ordinary Council Meeting. The following resolutions were passed:

**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*

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*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*

**Consultation:**

A request for community feedback was placed into the local newspapers but nothing has been received.

**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;

**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

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- (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
  - (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 on the basis of 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:**

As required by legislation and the resolution passed at the July Council Meeting the potential disposition was advertised locally for comment. No submissions have been received by the Shire from the community.

\_\_\_\_\_  
Chairperson Initial

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On the basis of the initial Council resolution, the lack of any community feedback and the fair price offered it is recommended below that council ratify the sale of the land as proposed.

**2021/7-005 OFFICER'S RECOMMENDATION / COUNCIL DECISION:**

***That Council:***

- 1. Subject to section 3.58 Local Government Act 1995, and with regard to the lack of public submissions, resolve to dispose of the land at Lot 233 (7) Baxter Street Bencubbin by way of transfer to Sachse Farming Pty Ltd for the sum of \$8500.***
- 2. Direct that the proceeds from the sale be transferred to the General Housing Reserve***
- 3. Direct the Chief Executive Officer to arrange the necessary documentation to effect the transfer of Lot 233 (7) Baxter Street from the Shire of Mt Marshall to Sachse Farming Pty Ltd, and authorise that documentation be executed including use of the common seal as necessary***

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

***Seconded Cr TM Gibson***

***Carried 4/0***

Cr ARC Sachse and Cr IC Sanders re-entered the meeting at 3.14pm.

Cr ARC Sachse resumed the chair.

\_\_\_\_\_  
Chairperson Initial

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**12.2 Works Supervisor**

**12.2.4 Works Report August 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 construction staff are currently working on Scotsmans Road carting gravel in readiness for water binding and sealing. The weather while great for some has delayed works. With the current forecast all the gravel should be on by Friday with water binding commencing Tuesday the 16th.

\_\_\_\_\_  
Chairperson Initial

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Rural Road Maintenance

Staff have been removing debris and sand off some of the roads, notably Scotsmans Rd west of Ayres Rd, Brooks Rd and Hiscox Rd.

Some patching along various roads using metal dust (ex bowling club spoil) was carried out last week in low lying areas where there was still water sitting. Unfortunately gravel couldn't be used until these areas dried out and as soon as we can gravel will be placed over the top of the metal dust and culverts constructed where required.

Gardening

The gardeners have been busy with spraying, mowing, picking up trees and debris and raking leaves as to their individual maintenance schedules. We have had a casual employee helping out until we can get a permanent replacement.

Maintenance Works

Staff have been repairing and or replacing signs which came down in the cyclone and also picking up branches cut up by the contractors. There is still more to do but some of those areas where trees were cut are too wet to get in and out of without making a total mess.

Staff have also been utilised in cleaning positions in Beacon recently and occasionally when the Bencubbin cleaner is on RDO.

Maintenance Grading

They are currently working in the following locations:

Stretch- Is working in the Boundary Rd area..

Kevin is working along Barbalin-Koonkoobing Rd

Alex is currently along Mandiga-Marindo Rd area

**2021/7-006 OFFICER'S RECOMMENDATION / COUNCIL DECISION:**

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

***Moved Cr IC Sanders***

***Seconded Cr LN Gobbart***

***Carried 6/0***

\_\_\_\_\_  
Chairperson Initial

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**12.3 Executive Assistant**

**12.3.11 Status Report – July 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>	12.3.11 – Status Report July 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.

\_\_\_\_\_  
Chairperson Initial

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**2021/7-007 OFFICER'S RECOMMENDATION / COUNCIL DECISION:**

*The Status Report for July 2021 be received.*

*Moved Cr SR Putt*

*Seconded Cr NR Gillett*

*Carried 6/0*

\_\_\_\_\_  
Chairperson Initial



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**12.3.12 Minutes of NEWROC Council Meeting held 29 June 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>	12.3.12 – Minutes of NEWROC Council Meeting held 29 June 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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Chairperson Initial

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**Comment:**

The Minutes of the NEWROC Council meeting held on Tuesday 29 June 2021 are submitted (**Attachment 12.3.12**) 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 31 August 2021 at the Shire of Koorda.

**2021/7-008 OFFICER'S RECOMMENDATION / COUNCIL DECISION:**

*The minutes of the NEWROC Council meeting held on 29 June 2021 be received.*

*Moved Cr TM Gibson*

*Seconded Cr SR Putt*

*Carried 6/0*

\_\_\_\_\_  
Chairperson Initial

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**12.4 Finance and Administration Manager**

**12.4.18 Accounts Paid to 31 July 2021**

**File No:** 4.0458  
**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 17 August 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**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
62	31/07/2021	BANK FEES - BANK FEES	BANK FEES	854.02
62	15/07/2021	BANK FEES - BANK FEES	BANK FEES	3.90
214	23/07/2021	WATER CORPORATION	UTILITY CHARGES 11.5.21-13.7.21	14450.10
215	23/07/2021	WHEATBELT AGCARE COMMUNITY SUPPORT SERVICES INC	CONTRIBUTION TO RURAL FAMILY COUNSELLING SERVICE FOR 2021/2022	550.00
216	30/07/2021	WATER CORPORATION	UTILITY CHARGES 24.5.21-26.7.21	438.29

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<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT17701	01/07/2021	CRISP WIRELESS PTY LTD	BUSINESS LITE SUBSCRIPTION-INTERNET ACCESS	328.90
EFT17702		TRUST PAYMENT BELOW		
EFT17703		TRUST PAYMENT BELOW		
EFT17704		TRUST PAYMENT BELOW		
EFT17705	08/07/2021	BOC GASES	GAS CYLINDERS	41.91
EFT17706	08/07/2021	KTY ELECTRICAL SERVICES	JUNE REPAIRS	309.20
EFT17707	08/07/2021	BENCUBBIN SPORTS CLUB INC.	CARAVAN PARK VOUCHERS	270.00
EFT17708	08/07/2021	BENCUBBIN NEWS & POST	NEWSPAPERS-JUNE21	75.49
EFT17709	08/07/2021	BEACON COUNTRY CLUB INC.	CARAVAN PARK VOUCHERS	190.00
EFT17710	08/07/2021	RN COLLINS	REPLACEMENT OF HERITAGE TRAIL SIGNS	1155.00
EFT17711	08/07/2021	MOORE AUSTRALIA (WA) PTY LTD	2021 BUDGET TEMPLATE AND DOCUMENTATION	792.00
EFT17712	08/07/2021	ICS CARPENTRY	JUNE REPAIRS	995.50
EFT17713	08/07/2021	WA DISTRIBUTORS PTY LTD-ALL-WAYS FOODS	JUNE SUPPLIES (INVOICE ACTUALLY FROM APRIL)	376.85
EFT17714	08/07/2021	PORKY'S ENTERPRISES	RECONSTRUCT & RESHEET DALGOURING SNAKE SOAK ROAD	100927.20
EFT17715	08/07/2021	PAUL ANTHONY SACHSE	BENCUBBIN REFUSE SITE LEASE 2021/22	6208.30
EFT17716	08/07/2021	DAVES TREE SERVICE	REMOVAL OF TREES-CYCLONE SEROJA	17710.00
EFT17717	08/07/2021	BENCUBBIN TRUCK N AUTO'S	CONCRETE BBQ RINGS & HOT PLATES	2789.30
EFT17718	08/07/2021	IT VISION	SETUP EMAILING PAYSLIPS	2948.00
EFT17719	08/07/2021	REFUEL AUSTRALIA	MONTHLY CARD FEE	6.38
EFT17720	08/07/2021	ECHELON AUSTRALIA PTY LTD	REGIONAL RISK CO-ORDINATOR PROGRAM 2020/21-2ND INSTALMENT	3113.77
EFT17721	08/07/2021	GREAT SOUTHERN FUELS	FUEL-JUNE21	5482.02
EFT17722	08/07/2021	AMPAC DEBT RECOVERY PTY LTD	DEBT RECOVERY COSTS-1043	4224.00
EFT17723	08/07/2021	DYLAN COPELAND	PROVISION OF NATURAL RESOURCE MANAGEMENT-JUNE21	176.00
EFT17724	08/07/2021	KC SALES	JUNE SUPPLIES	420.40
EFT17725	08/07/2021	LO-GO APPOINTMENTS	CONTRACT SERVICES	2423.15

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<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT17726	08/07/2021	ECOWATER SERVICES	MAINTENANCE-BIOMAX SYSTEM-229 MURRAY STREET	150.40
EFT17727	08/07/2021	PALM PLUMBING	JUNE REPAIRS	9069.70
EFT17728	08/07/2021	MARKETFORCE PTY LTD	ADVERTISING	247.50
EFT17729	08/07/2021	HEAVY METAL WELDING & CUSTOM FABRICATION	FIRE PITS	2550.00
EFT17730	08/07/2021	SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISING-AROUND THE TOWNS-JUNE21	99.00
EFT17731	08/07/2021	WHEATBELT LIQUID WASTE MANAGEMENT	SEPTIC PUMP OUT	869.00
EFT17732	08/07/2021	ARCUS AUSTRALIA PTY LTD	EXTEND WIDTH OF EXISTING EXHAUST CANOPY	8181.80
EFT17733	08/07/2021	CR TM GIBSON	MEETING FEES & ALLOWANCES 19.5.21-15.6.21	2461.68
EFT17734	08/07/2021	JOSH BYRNE & ASSOCIATES	BEACON MAIN STREET DEVELOPMENT PLAN	5389.78
EFT17735	08/07/2021	EASISALARY	PAYROLL DEDUCTIONS	396.17
EFT17736	07/07/2021	SYNERGY	UTILITY CHARGES 20.5.21-16.6.21	1246.53
EFT17737	13/07/2021	SYNERGY	UTILITY CHARGES 17.4.21-21.6.21	6281.54
EFT17738	14/07/2021	CRISP WIRELESS PTY LTD	MONTHLY INTERNET SUBSCRIPTION-HOME ESSENTIAL 500GB 25/25	198.00
EFT17739	14/07/2021	SYNERGY	UTILITY CHARGES 17.4.21-22.6.21	75.87
EFT17740	16/07/2021	GERAGHTYS ENG & AUTO ELECTRICS	ANNUAL BUS INSPECTION	187.75
EFT17741	16/07/2021	AVON WASTE	RUBBISH COLLECTION-JUNE21	5177.04
EFT17742	16/07/2021	FAULKNER BROTHER HOLDINGS	GRAVEL	5708.13
EFT17743	16/07/2021	BEACON GARAGE	SERVICE KUBOTA TRACTOR	2106.72
EFT17744	16/07/2021	PALM PLUMBING	JUNE REPAIRS (INVOICE ACTUALLY FROM MAY)	414.50
EFT17745	16/07/2021	MARKET CREATIONS	COMPUTER SERVICES	2346.93
EFT17746	16/07/2021	ABSOLUTELY ALL ELECTRICAL	JUNE REPAIRS	983.84
EFT17747	16/07/2021	WJ & J BEAGLEY	GRAVEL	66.00
EFT17748	16/07/2021	VANESSA MUNNS	VOUCHERS	75.00

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<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT17749	16/07/2021	COMISKEY'S CONTRACTING PTY LTD	CONSTRUCTION & WIDENING- INTERSECTION BENCUBBIN-KELLERBERRIN RD	187484.00
EFT17750	16/07/2021	GREENFIELD TECHNICAL SERVICES	CONSULTANCY ASSISTANCE-PENDING DRFAWA CLAIM	6875.00
EFT17751	16/07/2021	PORTZONE PTY LTD A/T FOR PARK SUPERFUND	GRAVEL	4159.20
EFT17752	16/07/2021	MORGAN TIRRNA FARMS	GRAVEL	2793.87
EFT17753	09/07/2021	PERKBOX AUSTRALIA	STANDARD L&W BUNDLE	198.00
EFT17754	20/07/2021	EASISALARY	PAYROLL DEDUCTIONS	396.17
EFT17755	16/07/2021	SYNERGY	UTILITY CHARGES 7.4.21-25.6.21	231.49
EFT17756		TRUST PAYMENT BELOW		
EFT17757		TRUST PAYMENT BELOW		
EFT17758	23/07/2021	TELSTRA	UTILITY CHARGES-JUNE21	2602.08
EFT17759	23/07/2021	WESFARMERS KLEENHEAT GAS P/L	FACILITY FEE-GAS CYLINDERS	257.40
EFT17760	23/07/2021	NINGHAN SPRAYING & AG SERVICES	JULY SUPPLIES	20.94
EFT17761	23/07/2021	PARKER BLACK & FORREST PTY LTD	CYLINDER KEYED TO MASTER SYSTEM	246.40
EFT17762	23/07/2021	KTY ELECTRICAL SERVICES	JULY REPAIRS	6468.82
EFT17763	23/07/2021	BENCUBBIN NEWS & POST	POSTAGE 28.6.21-2.7.21	108.09
EFT17764	23/07/2021	BEACON COUNTRY CLUB INC.	CARAVAN PARK VOUCHERS	350.00
EFT17765	23/07/2021	LGIS INSURANCE BROKING	SALARY CONTINUANCE	1356.16
EFT17766	23/07/2021	BEACON CO-OPERATIVE LTD	CARAVAN PARK VOUCHERS	200.00
EFT17767	23/07/2021	DIELECTRIC SECURITY SYSTEMS	MONITORING FEES 1.8.21-31.10.21	101.20
EFT17768	23/07/2021	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	ANNUAL MEMBERSHIP 2021/22	1247.00
EFT17769	23/07/2021	WINC AUSTRALIA PTY LTD	JULY SUPPLIES	314.53
EFT17770	23/07/2021	ICS CARPENTRY	JULY REPAIRS	1231.45
EFT17771	23/07/2021	WA DISTRIBUTORS PTY LTD-ALL-WAYS FOODS	JULY SUPPLIES	629.35
EFT17772	23/07/2021	LGIS PROPERTY	PROPERTY-1ST INSTALMENT	130373.98

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EFT17773	23/07/2021	REBECCA WATSON	REIMBURSEMENT FOR ART SUPPLIES-CULTURAL DAY 24.9.21	347.22
EFT17774	23/07/2021	BENCUBBIN TRUCK N AUTO'S	JULY REPAIRS	1697.21
EFT17775	23/07/2021	PB & DM SACHSE	GRAVEL	3422.14
EFT17776	23/07/2021	IT VISION	SYNERGYSOFT & UNIVERSE ANNUAL LICENCE FEE 1.7.21-30.6.22	31465.20
EFT17777	23/07/2021	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	SUBSCRIPTIONS 1.7.21-30.6.22	23609.75
EFT17778	23/07/2021	BENCUBBIN AG SUPPLIES	JULY SUPPLIES	1045.00
EFT17779	23/07/2021	IT VISION USER GROUP INC	MEMBERSHIP SUBSCRIPTION 2021/22	748.00
EFT17780	23/07/2021	DEPARTMENT OF PLANNING, LANDS & HERITAGE	LEASE FOR FUEL DEPOT 1.7.21-31.12.21	924.00
EFT17781	23/07/2021	TM & AM GRANT	GRAVEL	3083.41
EFT17782	23/07/2021	CR IC SANDERS	MEETING FEES & ALLOWANCES 16.6.21-20.7.21	493.18
EFT17783	23/07/2021	GREAT SOUTHERN FUELS	DIESEL	17079.35
EFT17784	23/07/2021	BOB WADDELL & ASSOCIATES PTY LTD	VARIOUS ACCOUNTING SUPPORT	4224.00
EFT17785	23/07/2021	LO-GO APPOINTMENTS	CONTRACT SERVICES	7624.12
EFT17786	23/07/2021	WA CONTRACT RANGER SERVICES	RANGER SERVICES 1.7.21 & 15.7.21	561.00
EFT17787	23/07/2021	PALM PLUMBING	JULY REPAIRS	1540.93
EFT17788	23/07/2021	INITIAL HYGIENE	SANITARY DISPOSAL SERVICE 11.8.21-10.9.21	550.00
EFT17789	23/07/2021	WHEATBELT OFFICE & BUSINESS MACHINES	PHOTOCOPIER CHARGES	699.03
EFT17790	23/07/2021	THINKPROJECT AUSTRALIA PTY LTD	RAMM ANNUAL SUPPORT & MAINTENANCE 1.7.21-30.6.22	8264.87
EFT17791	23/07/2021	CR NICK GILLETT	MEETING FEES & ALLOWANCES 16.6.21-20.7.21	721.40
EFT17792	23/07/2021	CR STUART PUTT	MEETING FEES & ALLOWANCES 16.6.21-21.7.21	493.18
EFT17793	23/07/2021	LEEANNE NOLA GOBBART	MEETING FEES & ALLOWANCES 16.6.21-20.7.21	523.75

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<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT17794	23/07/2021	WHEATBELT LIQUID WASTE MANAGEMENT	RV DUMP POINT-PUMP OUT	759.00
EFT17795	23/07/2021	KOMATSU AUSTRALIA PTY LTD	JULY SUPPLIES	731.98
EFT17796	23/07/2021	THE BENCUBBIN SHOP	JUNE SUPPLIES	373.35
EFT17797	23/07/2021	ONE MUSIC AUSTRALIA	MUSIC LICENCE 1.7.21-30.9.21	88.22
EFT17798	23/07/2021	CR TM GIBSON	MEETING FEES & ALLOWANCES 16.6.21-20.7.21	854.31
EFT17799	23/07/2021	BOSSHEALTH GROUP PTY LTD	ENVIRONMENTAL HEALTH SERVICES-JULY21	2475.00
EFT17800	14/07/2021	BENDIGO BANK	JUNE SUPPLIES	1928.78
EFT17801	23/07/2021	SYNERGY	STREETLIGHTS 25.5.21-24.6.21	1957.76
EFT17802	23/07/2021	WA TREASURY CORPORATION	GOVERNMENT GUARANTEE FEE FOR PERIOD ENDING 30.6.21	3538.58
EFT17803	30/07/2021	GREAT EASTERN COUNTRY ZONE WALGA	ANNUAL SUBSCRIPTION 2021/22	3850.00
EFT17804	30/07/2021	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	ANALYTICAL SERVICES 2021/22	396.00
EFT17805	30/07/2021	NINGHAN SPRAYING & AG SERVICES	JULY SUPPLIES	1368.80
EFT17806	30/07/2021	SHIRE OF TRAYNING	DOCTORS HOUSE RENT 30.5.21-27.6.21 & VEHICLE EXPENSES	934.74
EFT17807	30/07/2021	BENCUBBIN NEWS & POST	POSTAGE 27.7.21	234.76
EFT17808	30/07/2021	ICS CARPENTRY	JULY REPAIRS	253.00
EFT17809	30/07/2021	WA DISTRIBUTORS PTY LTD-ALL-WAYS FOODS	JULY SUPPLIES	1305.55
EFT17810	30/07/2021	BENCUBBIN COMMUNITY RESOURCE CENTRE	1 CARAVAN PARK VOUCHER	10.00
EFT17811	30/07/2021	BENCUBBIN TRUCK N AUTO'S	JULY SUPPLIES	119.85
EFT17812	30/07/2021	LANDGATE	RURAL UV'S CHARGEABLE 10.7.21-23.7.21	260.82
EFT17813	30/07/2021	BENCUBBIN AG SUPPLIES	JULY SUPPLIES	19.25
EFT17814	30/07/2021	CORSIGN WA PTY LTD	JULY SUPPLIES	1424.50
EFT17815	30/07/2021	GREAT SOUTHERN FUELS	DIESEL	10048.04
EFT17816	30/07/2021	KC SALES	CARAVAN PARK VOUCHERS	250.00
EFT17817	30/07/2021	LO-GO APPOINTMENTS	CONTRACT SERVICES	1753.91

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<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT17818	30/07/2021	CR ARC SACHSE	MEETING FEES & ALLOWANCES 16.6.21-20.7.21 + 10.5.21	1801.31
EFT17819	30/07/2021	CENTRAL EAST ACCOMMODATION & CARE ALLIANCE (INC)	ANNUAL CONTRIBUTION 2021/22	22000.00
EFT17820	30/07/2021	MEG LEE WYATT	TRAVEL-FCO COURSE IN TAMMIN	288.60
EFT17821	30/07/2021	TOLL TRANSPORT PTY LTD	FREIGHT-JULY21	23.87
EFT17822	30/07/2021	SCUD AG SUPPLIES	JULY SUPPLIES	10.19
EFT17823	30/07/2021	MCKAY PLUMBING & GAS PTY LTD	SEPTIC PUMP OUT	4404.40
EFT17824	30/07/2021	BOSSHEALTH GROUP PTY LTD	ASSISTANCE-COMPLETION OF DAIP PROGRESS REPORTING 2020-21	60.50
EFT17825	30/07/2021	SHIRE OF WILLIAMS	ANNUAL FAMILY DAYCARE EDUCATOR MEMBERSHIPS 2021/22	400.00
EFT17826	30/07/2021	PHILIP GREY	ASSESSMENT	770.00
EFT17827	30/07/2021	MARGE RIGGS	REFUND-ACCOMMODATION	132.00
EFT17828		TRUST PAYMENT BELOW		
EFT17829	30/07/2021	SYNERGY	UTILITY CHARGES 22.4.21-22.6.21	117.52
EFT17830		TRUST PAYMENT BELOW		
DD10584.1	14/07/2021	AWARE SUPER	PAYROLL DEDUCTIONS	6731.00
DD10584.2	14/07/2021	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	406.37
DD10584.3	14/07/2021	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	252.10
DD10584.4	14/07/2021	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	580.90
DD10584.5	14/07/2021	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	99.98
DD10584.6	14/07/2021	LEGALSUPER	SUPERANNUATION CONTRIBUTIONS	625.02
DD10584.7	14/07/2021	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	210.44
DD10584.8	14/07/2021	IOOF	SUPERANNUATION CONTRIBUTIONS	191.22
DD10603.1	28/07/2021	AWARE SUPER	PAYROLL DEDUCTIONS	6877.34
DD10603.2	28/07/2021	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	409.48
DD10603.3	28/07/2021	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	252.39
DD10603.4	28/07/2021	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	377.96
DD10603.5	28/07/2021	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	76.04
DD10603.6	28/07/2021	LEGALSUPER	SUPERANNUATION CONTRIBUTIONS	625.02

\_\_\_\_\_  
Chairperson Initial

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<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
DD10603.7	28/07/2021	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	210.44
DD10603.8	28/07/2021	IOOF	SUPERANNUATION CONTRIBUTIONS	191.22
				<b>761,365.94</b>

**2. Trust**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT17702	06/07/2021	NADINE RICHMOND	REFUND SOCIAL CLUB EXPENSES	39.00
EFT17703	06/07/2021	SHARNEE BEARD	REFUND GYM KEY DEPOSIT	10.00
EFT17704	06/07/2021	SCOTT HASLER	REFUND GYM KEY DEPOSIT	10.00
EFT17756	20/07/2021	TANIKA LOUISE MCLENNAN	REIMBURSE DINNER EXPENSE-SOCIAL CLUB	253.00
EFT17757	20/07/2021	GAIL SHARRETT	REFUND GYM KEY DEPOSIT	10.00
EFT17828	30/07/2021	NADINE RICHMOND	REIMBURSE SOCIAL CLUB EXPENSE	153.00
EFT17830	30/07/2021	DEPARTMENT OF TRANSPORT	MMSO20210701	15028.60
				<b>15,503.60</b>

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Chairperson Initial

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**3. Mastercard**

<b>Details</b>	<b>Amount</b>
Little hotelier	81.95
Little hotelier	81.95
Zoom-June	23.09
Bank fees	4.00
Bank fees	4.00
Kettle for room 8	20.00
Safe-returned	-114.00
Bank fees	4.00
Chairs-John's office	1001.00
Grant writing workshop	220.00
Insurance-C.Bland	472.84
Tafe courses-C.Bland	113.40
Snacks for Council	12.55
Bank fees	4.00
	<b>1928.78</b>

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 **17 August 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

\_\_\_\_\_  
Chairperson Initial

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**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.

**Comment:**

Nil

\_\_\_\_\_  
Chairperson Initial

Minutes of the Ordinary Meeting of Council  
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2021/7-009 OFFICER'S RECOMMENDATION / COUNCIL DECISION:

*That the Accounts Listed*

<i>Municipal Fund</i>	\$	<i>761,365.94</i>
<i>Trust Fund</i>	\$	<i>15,503.60</i>
<i>Mastercard</i>	\$	<i><u>1928.78</u></i>
<i>Total</i>	\$	<i>778,798.32</i>

*Be endorsed.*

*Moved Cr TM Gibson*

*Seconded Cr SR Putt*

*Carried 6/0*

\_\_\_\_\_  
Chairperson Initial

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**12.4.19 Statement of Financial Activity to 31 July 2021**

<b>File No:</b>	4.0458
<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>	12.4.19 – Statement of Financial Activity to 31 July 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

\_\_\_\_\_  
Chairperson Initial

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**2021/7-010 OFFICER'S RECOMMENDATION / COUNCIL DECISION:**

*The Statement of Financial Activity for the month ending 31 July 2021 be endorsed.*

*Moved Cr NR Gillett*

*Seconded Cr LN Gobbart*

*Carried 6/0*

\_\_\_\_\_  
Chairperson Initial

**Minutes of the Ordinary Meeting of Council**  
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**12.4.20 Beacon Hall Hire Fees**

<b>File No:</b>	4.0275
<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>	Nil
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Previously Considered:</b>	Nil

**Background:**

Council adopted its schedule of Fees and Charges for 2021/22 at the Ordinary Meeting of Council, held 15 June 2021. A new Memorandum of Understanding (MOU) for the management of the Beacon Hall was negotiated and adopted in November 2019, containing the following hire fees:

Beacon Hall Hire General – per day	\$100 + GST
Beacon Hall Hire Beacon Primary School – per day or concert	\$100 + GST
Beacon Hall Hire Beacon Theatre Arts - Annual Production	\$200 + GST

Unfortunately the above fees were omitted from the Schedule of Fees and Charges at the time of adoption.

**Consultation:**

Nil

**Statutory Environment:**

*Local Government Act 1995*

6.16. Imposition of fees and charges

- (1) A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

*\* Absolute majority required.*

- (2) A fee or charge may be imposed for the following —
  - (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
  - (b) supplying a service or carrying out work at the request of a person;
  - (c) subject to section 5.94, providing information from local government records;

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**Minutes of the Ordinary Meeting of Council**  
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- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
  - (e) supplying goods;
  - (f) such other service as may be prescribed.
- (3) Fees and charges are to be imposed when adopting the annual budget but may be —
- (a) imposed\* during a financial year; and
  - (b) amended\* from time to time during a financial year.

\* Absolute majority required.

**Relevant Plans and Policy:**

Nil

**Financial Implications:**

Immaterial variance in income

**Risk Assessment:**

Non Compliance with Section 6.16 of the *Local Government Act 1995*.

**Community & Strategic Objectives:**

N/A

**Comment:**

Whilst the intent of the MOU is clear, staff are unable to impose fees and charges which are not included in the schedule. To this end it is recommended that the Schedule of Fees and Charges be amended to include Beacon Hall hire fees.

**2021/7-011 OFFICER'S RECOMMENDATION / COUNCIL DECISION:**

***That:***

- 1. The Fees and Charges Schedule be amended as follows:**

	<u>Fee</u>	<u>GST</u>	<u>Total</u>
<b>Beacon Hall Hire</b>			
<b>General – per day</b>	<b>\$100</b>	<b>\$10</b>	<b>\$110</b>
<b>Beacon Primary School – per day/concert</b>	<b>\$100</b>	<b>\$10</b>	<b>\$110</b>
<b>Beacon Theatre Arts - Annual Production</b>	<b>\$200</b>	<b>\$20</b>	<b>\$220</b>

- 2. The above fee be advertised as effective from 24 August 2021.**

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

**Seconded Cr IC Sanders**

**Carried 6/0**

\_\_\_\_\_  
Chairperson Initial

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**12.5 Community Development Officer**

**12.5.4 Club Support Fund August 2021**

<b>File No:</b>	4.0457
<b>Location/Address:</b>	Shire of Mt Marshall
<b>Name of Applicant:</b>	Bencubbin Community Recreation Council
<b>Name of Owner:</b>	N/A
<b>Author:</b>	Rebecca Watson – Community Development Officer
<b>Attachments:</b>	12.5.4 - Application and Assessment for Bencubbin Community Recreation Council
<b>Declaration of Interest:</b>	Rebecca Watson – Financial Member of the Bencubbin Hockey & Netball Club who are represented on the Bencubbin Community Recreation Council
<b>Voting Requirements:</b>	Simple Majority
<b>Previously Considered:</b>	Nil

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**Background:**

The Shire's Club Support Fund is an initiative to provide support and assistance to sport and recreational clubs within the community. A similar scheme called the 'Community Support Fund' was run by the Shire between 2003-2008 and assisted many community projects and events. The Club Support Fund aims to facilitate and encourage growth within our sport and recreation programs, communities and facilities to provide access to recreational opportunities for all.

Every year the Shire receives funding requests from different community groups to assist them with various projects. The intent of this fund was to streamline this process and ensure all groups receive an equal opportunity for funding, aside from the budget submission process which is usually for larger scale projects. Applying for financial assistance for smaller projects can often be very time consuming for the volunteers in committee roles, the Club Support Fund is a local opportunity only open to incorporated clubs or associations within our Shire.

A total fund pool of \$15,000 (ex GST) was allocated in the 2021/22 budget, with clubs invited to apply for a grant of up to \$8,000. Applications closed on the 6<sup>th</sup> August 2021. Shire staff have assessed the applications to ensure all meet eligibility requirements and the final decision is to be awarded by Council. Successful applicants will be required to acquit the funding by the 31<sup>st</sup> May 2022.

**Consultation:**

John Nuttall – Chief Executive Officer

**Statutory Environment:**

Nil

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**Relevant Plans and Policy:**

Policy CS 1.6-Club Support Fund  
Sport and Recreation Master Plan-Shire of Mt Marshall  
Strategic Community Plan-Shire of Mt Marshall

**Financial Implications:**

\$15,000 (ex GST) allocated within the 2021/22 budget.

**Risk Assessment:**

The Club Support Fund Scheme provides the community with the opportunity to request funds from Council to assist with particular projects. This process eliminates Council receiving numerous applications for assistance during the year with no formal assessment or acquittal process.

**Community & Strategic Objectives:**

*Community*

Deliver programs and services that engage with the wider community and engender community spirit

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

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

**Comment:**

One (1) application was received for the current Club Support Fund round requesting a total of \$2,828.20 (ex GST). A total fund pool of \$15,000 (ex GST) has been allocated in the 2021/22 budget and Council have discretion as to how this funding is awarded and how much of the fund is allocated. A copy of the application can be seen in the attachments. A summary of the funding amounts requested are below.

<b>Group Name</b>	<b>Project Description</b>	<b>Amount Requested (ex GST)</b>	<b>Total Project Amount (ex GST)</b>	<b>Eligibility &amp; Submission of Required Documents</b>
Bencubbin Community Recreation Council	Purchase of a new Bain Marie and Trolley for the Bencubbin Recreation Complex	\$2,828.20	\$3,878.2	Yes

Council will need to consider the attached application and determine the successful recipients of the 2021/22 Club Support Funding.

Policy SC.1.6 – Club Support Funding indicates that sport and recreation organisations are eligible to apply for funding to the maximum value of \$8,000.00 (ex GST) if:

- They are wholly located within the Shire of Mt Marshall boundaries
- The proposed work/project are of benefit to the community

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- The proposed project meets at least one of the priority funding areas
- They are incorporated

Priority funding areas for the program are

1. Purchase additional or better-quality equipment that will encourage greater participation in sporting activities or assist in reducing the strain on local volunteers
2. Activities, events or programs that encourage growth/professional development or increased participation within local sport and recreation clubs.
3. Develop new, upgrade or maintain existing facilities to provide good quality and high standard of facilities for the community.

None of the applicants have any outstanding funding acquittals from previous funding rounds.

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

On Council's approval of successful applicants, the Community Development Officer will notify Bencubbin Community Recreation Council of the outcome and if successful work with them to complete and acquit their project prior to 31<sup>st</sup> May 2022.

**2021/7-012 OFFICER'S RECOMMENDATION / COUNCIL DECISION:**

***That the Bencubbin Community Recreation Council's application of \$2828.20 (ex gst) for the 2021/22 Club Support Funding be approved.***

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

***Seconded Cr TM Gibson***

***Carried 6/0***

\_\_\_\_\_  
Chairperson Initial

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**12.6 Regulatory Officer**

**12.6.4 Request for Tender MM02.21/22 – Grader**

<b>File No:</b>	Tender Register
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author:</b>	Meg Wyatt – Regulatory Officer
<b>Attachments:</b>	12.6.4 - F&R.2.5 Purchasing Policy
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Recommendations 1 & 2: Simple Majority Recommendation 3: Absolute Majority
<b>Previously Considered:</b>	Nil

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**Background:**

When adopting the 2021/22 budget, provision was made for the purchase of one (1) new grader. Given the budgeted amount and the cost of a grader, the purchase must be made by way of tender. This report seeks Council endorsement for the following:

- a call for a Request for Tender (RFT)
- setting of the selection criteria to be used to assess any tenders received
- delegated authority 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:**

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 —

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Chairperson Initial

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

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 12.6.4**).

**Financial Implications:**

As Council has already budgeted for the purchase of the grader, there will be no financial implications from this report outside the budget.

**Risk Assessment:**

Due to the expenditure involved, failure to acquire the grader through a tender process would be a breach of the *Local Government Act 1995*.

**Community & Strategic Objectives:**

*Governance*

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

**Comment:**

To be compliant with legislation, 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**  
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**2021/7-013 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 MM02.21/22) for the provision of one (1) grader.***

**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 MM02.21/22, as follows:***

<b><i>Price</i></b>	<b><i>25%</i></b>
<b><i>Servicing and Reliability</i></b>	<b><i>25%</i></b>
<b><i>Maintenance &amp; Warranty</i></b>	<b><i>25%</i></b>
<b><i>Availability of Machinery</i></b>	<b><i>25%</i></b>

**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 Grader purchase in accordance with the results of the tender evaluation process.***

***Moved Cr TM Gibson***  
***Absolute Majority***

***Seconded Cr IC Sanders***

***Carried 6/0***

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Chairperson Initial

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**12.7 Development**

Nil

**12.8 Environmental Health Officer**

Nil

**13.0 Matters for Which Members of the Public are Excluded**

**2021/7-014 RECOMMENDATION / COUNCIL DECISION:**

*That members of the public be excluded to discuss agenda item 13.1 as it is considered to be a matter regarding 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 SR Putt*

*Seconded Cr IC Sanders*

*Carried 6/0*

Ms Tanika McLennan and Mr Len Cargeeg left the meeting at 3.30pm.

**13.1 Bencubbin Hotel**

**2021/7-015 OFFICER'S RECOMMENDATION / COUNCIL DECISION:**

*That Council note the information provided within this report.*

*Moved Cr SR Putt*

*Seconded Cr IC Sanders*

*Carried 6/0*

**2021/7-016 RECOMMENDATION / COUNCIL DECISION:**

*That the meeting comes out from behind closed doors.*

*Moved Cr SR Putt*

*Seconded Cr TM Gibson*

*Carried 6/0*

**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 21 September 2021 commencing at 3:00pm in Council Chambers, 71 Monger St, Bencubbin**

\_\_\_\_\_  
Chairperson Initial



**Minutes of the Ordinary Meeting of Council**  
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**17.0 Closure of Meeting**

The Presiding Member thanked everyone for attending and declared the meeting closed at 4.01pm.

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

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Date

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Cr ARC Sachse      President